

10 24 81 114

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NC1-269-82-1	
DATE RECEIVED	
September 17, 1981	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
WITHDRAWN	
Date	Archivist of the United States

TO GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (AGENCY OR ESTABLISHMENT)  
General Services Administration

2 MAJOR SUBDIVISION

3 MINOR SUBDIVISION  
Office of Data Systems

4 NAME OF PERSON WITH WHOM TO CONFER

Ray Hershberger

5 TEL EXT

566-0673

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 20 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C DATE 9/11/81	D SIGNATURE OF AGENCY REPRESENTATIVE <i>William W. Hiebert</i> William W. Hiebert	E TITLE Chief, Records Management Branch
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	Appendix 27-F, Machine Readable Records Program Records  Enclosed are proposed descriptions, and disposition schedules as Appendix 27-F to the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).	NN170-51	WITHDRAWN

103 items

This appendix provides instructions and standards applicable to machine-readable records and the related documentation required to service them. Machine-readable records require processing and decoding for conversion to human-readable information and are usually stored on media which make them easy to modify and update. This contributes to the mistaken notion that these records are temporary or nonrecord material, especially as opposed to their hard copy informational equivalents. Federal statutes and regulations define Federal records as the products of Government business and specifically include all media on which they may be recorded. When information exists in both machine-readable and hard copy forms, including computer output microform (COM), various factors determine of which medium should be retained for archival purposes. Among these are the relative cost of storage and preservation, the relative convenience of reference, and the facility with which most hard copy forms may be regenerated from machine-readable records (a process which is costly to reverse).

Data on media other than computer magnetic tape (such as punch cards, paper tape, disc packs, or drums) may be scheduled by this appendix, but in most cases shall be converted to magnetic tape before transfer to NARS.

Machine-readable records differ from records on other media in four ways:

1. The machine-readable media on which they are most often recorded are erasable and reusable, thus being more cost effective than more permanent media;
2. The magnetic media of most machine-readable records are not designed to be permanent storage media for records. Therefore, the fragility of most information in machine-readable form requires that these records be brought under control as early as possible in their life cycle. Ideally, this control should be exercised when a system is created before it has generated records. If this is done, disposition standards can be written on the medium as an integral part of the internal file label. Such timely scheduling leads to identification of files of archival value and can ensure that they are stored under the best conditions as soon as the agency no longer needs them;
3. Since machine-readable records may be updated or revised easily and the media reused, their life cycle is briefer and more complex than that of other records. While the master file stage is most often the form in which machine-readable records should be subject to archival appraisal, sometimes other versions should be retained because their informational content is more complete than related master files or especially relevant to agency policy, decision, or special reports; and
4. Because machine-readable records must be subjected to both mechanical and electronic processing and decoding to be converted to human-readable information, the records revealing these processes (documentation) shall be scheduled with the machine-readable records.

Certain qualities separating machine-readable records from those on other media make it difficult to produce a subject-oriented general schedule for machine-readable records that is similar to the other standards on the basis of the kinds of records or files that are common to most ADP systems. The records are divided into three classes:

1. Documentation. Figure 27-F-1 includes those records required for converting human-readable information to encoded data and vice versa. These are an organized series of descriptive documents required to initiate, develop, operate, and maintain specific applications of ADP systems. The disposition of documentation is linked to the disposition of the related machine-readable files.

2. Processing files. Figure 27-F-2 includes those machine-readable files, except the master files, that compose the life cycle of most computerized records. Processing files—from work files and raw data input files to publication files and security backup files—are employed to create and use a master file for the sake of clarity and because they generally do not qualify for long-term retention. Those for which disposal is not authorized are treated so because they may contain more complete information than the related master file or be especially relevant to agency policy, decisions, or special reports. The proper scheduling of processing files can increase the availability of space on machine-readable media and reduce agency expenditures for stocks of magnetic media.

3. Master files. Figure 27-F-3 includes the disposition standards for machine-readable records (master files). These files are categorized herein only partly on the basis of subject content. Other important considerations regarding disposition are the format of the data file and the manner in which it is updated. These variables influence the scope of the informational value of a file and the frequency with which its machine-readable output should be subject to archival appraisal.

It should be emphasized that machine-readable records which do not fit categories listed in this appendix are not thus automatically authorized for disposal. Disposition of these records shall be authorized by submitting to the National Archives and Records Service on a completed SF 115, Request for Records Disposition Authority, through the Records Management Branch (HRAR).

The decision table format is used in this appendix because: (1) It reduces requirements for explanatory footnotes and (2) assists the user in understanding the many categories and subcategories of records involved.

Contact the Records Management Branch for assistance in requesting disposition authority.

Use bracket with to archival change table

27F1. Manpower and payroll statistical system (MAPS). This system includes documents created since 1967 and continue to the present. It is a tape-oriented system that maintains current employee data records for preparing personnel reports and processing payroll computations and reports. The system contains a geographic distribution of employees by city, State, and county code and is sorted by social security number. MAPS monitors each employees record for possible personnel action and prepares personnel reports; computes the applicable earnings and deductions for each employee under the jurisdiction of the MAPS processing center; and processes U.S. savings bonds accounting and issuance, and annual, sick, absence without leave (AWOL), leave without pay (LWOP), court, and military leave accounting.

WITHDRAWN

- a. Personnel training and actions history file containing all training data and personnel actions affecting staff or budget. Cut off annually, hold 5 years, and retire to FRC. Destroy when 15 years old.
- b. Active and separated GSA employees. Cut off annually, destroy when 5 years old.

27F2 - 27F4. Reserved.

27F5. Repair and Alteration and Construction Automated Tracking System (RACATS). Documents created by this system include the consolidation and enhancement of the existing status reporting, resource management, and repair and alteration computer oriented system originating since 1967 and continuing to the present. It tracks and documents all PBS contract repair and alteration work that is active, suspended, canceled or history, including all contract data, contract alterations and financial payments, and commitments.

WITHDRAWN

a. Contract file containing contract data and amounts, including when the bid invitation was issued, the date the contract awarded, the completion date, and contractor identification information, including whether or not the contractor is a member of a minority group.

Cut off annually, destroy when 15 years old.

- b. Contract change file consisting of contract changes by value amount.

Cut off annually, destroy when 15 years old.

c. Project file that tracks progress on all projects, including allocation arranged by scheduled project control number.

WITHDRAWN

Cut off annually, destroy when 15 years old.

d. Construction service fund project file that tracks the progress of PBS projects in terms of staffhours expended by projects, manpower costs by projects, and design and supervision amounts allocated by project.

Cut off annually, destroy when 15 years old.

e. Prospectus file that tracks the progress of a prospectus from authorization to completion. File is arranged by prospectus number; and data elements include the type of activity, geographic region, building type, county/city code, various report dates relating to the prospectus, and the square footage within the structure.

WITHDRAWN

Cut off annually, destroy when 15 years old.

f. Secondary keys file established to maintain linkages between all RACATS files.

WITHDRAWN

Cut off annually, destroy when 15 years old.

g. Work item file tracks the progress made on individual work items associated with repair and alteration projects. This file is sorted by building number and work item number, and includes authorization and cost data.

WITHDRAWN

Cut off annually, destroy on demolition of the building or on completion of building sale, trade, or donation proceedings to the new owner.

27F6 - 27F9. Reserved.

27F10. GSA employee training history. Machine-readable documents created in this basic training authorization record are developed from information on the GSA Form 2134, Training Authorization and Record. Their arrangement is by service, staff office, division project and facility, and region. Other elements include financial information, such as tuition, travel and per diem payments, and identifying information concerning recipients of this training including grade, name, sex, and social security number.

WITHDRAWN

Cut off annually, destroy when 5 years old.

27F11 - 27F14. Reserved.

27F15. GSA quality management information system. This system includes documents accumulated to record a cumulative history of all completed quality control projects. This system provides a method by which the Quality Control Division can analyze the weekly work schedule for each quality control representative; provide weekly and monthly staffhours, line items, dollar value of work accomplished by the quality control representatives and inspectors; a weekly check of current contracts, and monthly staffhours, and contract cost evaluations for each completed contract.

WITHDRAWN

a. Weekly planning schedule: Retain 1 weekly cycle and destroy.

b. Monthly work accomplishment: Cut off monthly, hold 2 years, and retire to FRC. Destroy when 7 years old.

27F16 - 27F19. Reserved.

~~27F20. GSA locator sampling system. The locator sampling system establishes and maintains a permanent locator address directory for all distribution facilities and provides a method of random sampling on a variable number of locations for each facility. This information is updated monthly and includes bulk location, serial number, date sampled, and facility.~~

~~Permanent. Transfer to NARS (NNR) when no longer needed.~~

~~WITHDRAWN~~

~~27F21 - 27F24. Reserved.~~

~~27F25. GSA transportation inquiry and payment system. This system which originated in 1973 and continues to the present, it identifies and qualifies a wide scope of GSA transportation information ranging from rate alternatives to carrier identification to claim and payment systems.~~

~~a. GSA city/ZIP name master file used to control and reference city ZIP codes and arranged by State, country, city, and county ZIP code.~~

~~WITHDRAWN~~

~~Retain 5 cycles and destroy.~~

~~b. Group ZIP/city name master file containing transportation statistical data sorted by group, ZIP, city, and State.~~

~~WITHDRAWN~~

~~Retain 5 cycles and destroy.~~

~~c. Parcel post tonnage and cost file consisting of transportation statistical data by accumulative weight by carrier, arranged by region, facility, route stop, and carrier.~~

~~WITHDRAWN~~

~~Retain 5 cycles and destroy.~~

~~d. Parcel post rate table containing transportation statistical data covering facilities by rate and by zone arranged by region, facility, and rate table master.~~

~~WITHDRAWN~~

~~Retain 5 cycles and destroy.~~

~~e. Parcel post zone table file used to cross reference origin with parcel post designation ZIP zones, arranged by origin and destination ZIP code zones.~~

~~WITHDRAWN~~

~~Retain 5 cycles and destroy.~~

~~f. Vendor stop payment master file. This system is used to stop payment on a vendor at the discretion of Transportation and Finance and is arranged by vendor number.~~

~~WITHDRAWN~~

~~Retain 5 cycles and destroy.~~

g. Carrier/vendor code master file consisting of all carrier/vendor code records arranged by carrier and vendor; used to determine vendor code when carrier code is present.

WITHDRAWN

Retain 5 cycles and destroy.

h. Vendor address master file consisting of all vendor addresses arranged by vendor number.

WITHDRAWN

Retain 5 cycles and destroy.

i. Nonfile rate master file consisting of data used to define store and determine shipping rates, and arranged by region facility.

WITHDRAWN

Retain 5 cycles and destroy.

j. Claim master file maintained by claim number to control claims collections and arranged by vendor/claims number.

WITHDRAWN

Retain 10 cycles and destroy.

k. Carrier bill master file. This data is used to record all carrier/Government Bill of Lading (GBL) numbers paid by GSA arranged by vendor/carrier bill number.

WITHDRAWN

Retain 10 cycles and destroy.

l. Inventory history master file used to record all GBL transactions paid within 90 calendar days and all nonpaid GBL's arranged by document number.

WITHDRAWN

Retain 10 cycles and destroy.

27F26. Transportation Accounts Receivable and Payable System (TARPS). The system documents and controls debits and credits resulting from transportation claims by and against the U.S. Government.

a. Transportation carrier corporate and billing name and address master file containing names and addressee's statistical and control data relative to claims made by the carrier, monies owed the U.S. Government by the carrier, refunds by the carrier, and settlement of claims by the U.S.

WITHDRAWN

Retain two cycles and destroy.

b. Receivables master file consisting of the audited bill number, amount owed the U.S. Government, dates of action, and the carrier(s) involved.

WITHDRAWN

Retain until reconciled then transfer to reconciled file.

c. Reconciled receivables master file consisting of receivables settled through refund, collection, or forgiveness action.

WITHDRAWN

Retain for a period required to satisfy legal requirements concerning potential claims and/or legal actions initiated by the carrier(s).

d. Claims master file containing information relative to claims against the U.S. Government by carriers concerning additional charges for transportation services not previously billed, over collections, and monies refunded in excess of the amount owed.

WITHDRAWN

Retain until settled then transfer to the reconciled claims master file.

e. Reconciled claims master file contains claims against the U.S. Government that have been settled either by refund, partial refund, or refused as the result of further audit.

WITHDRAWN

Retain for a period required to satisfy statutes concerning additional claims and/or legal actions initiated by the carrier(s).

f. Suspense master file consisting of refund data relative to notices of overcharge for specific bills of lading/transportation requests produced by the system where action is incomplete.

WITHDRAWN

Retain until monies can be applied to specific receivables then transfer to reconciled suspense master file.

g. Reconciled suspense master file containing refund data where action has been completed causing reconciliation of specific receivables (monies owed the U.S. Government).

WITHDRAWN

Retain for the same period related receivables and/or claims are retained.

h. Disbursing office name and address files used to direct requests for collection action depending on the transportation carrier(s) involved.

WITHDRAWN

Retain two cycles and destroy.

27F27 - 27F29. Reserved.

27F30. GSA communication management information system. This system is a national teleprocessing service system designed for the Automated Data and Telecommunications Service consisting of equipment connecting circuits used for data facsimile and message (telegraph) communications to provide communication managers of Federal agencies with information necessary to design and manage their data communication systems.

WITHDRAWN

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a. C/MIS table master. This perpetually updated file contains record tables such as user tables or location records, used to determine system security or to determine location code for user agencies. Arranged in ascending sequence. Data elements include table and common carrier codes, monthly service costs, termination rate, mileage rate, usage rate, and purchase price or monthly rental.

WITHDRAWN

Retain for the life of the system, then destroy.

b. Address master file used to retrieve address data for locating various pieces of communication equipment inventoried through C/MIS arranged by location code.

WITHDRAWN

Retain for the life of the system, then destroy.

c. Location master file containing address information by location code, error flags, and operating activity label.

WITHDRAWN

Retain for the life of the system, then destroy.

d. System ID master file used to record all valid system ID's which are matched against incoming data arranged by system ID, including organization codes.

WITHDRAWN

Retain for the life of the system, then destroy.

e. Circuit ID master file containing all valid circuit ID's for circuit records in C/MIS; arranged by circuit ID, organizational code, and system ID.

WITHDRAWN

Retain for the life of the system, then destroy.

f. Data base master system created as a record which lists all communication related equipment used by Federal agencies. This file contains equipment type, details on approval and installation of equipment, privacy data, and system mission code.

WITHDRAWN

Retain for the life of the system, then destroy.

g. Error master file created to record all error codes used by C/MIS report generator.

WITHDRAWN

Retain for the life of the system, then destroy.

27F31 - 27F34. Reserved.

27F35. ADP management information system. This system is designed to use the communication network and teleprocessing capabilities of Federal agency or a commercial teleprocessing services vendor through the multiple-award schedule contracts method of the teleprocessing services program. The system consists of the appropriate terminal equipment in the management information system division, ADTS, for accomplishing three principal operations, input, output, and

WITHDRAWN

Information retrieval. The system provides a national inventory of all equipment used by the Federal Government a timely inquiry capability against the national inventory file; sharing data base for the regional sharing coordinators; timely nationwide inquiry capability against the sharing data base; and system input from and output to the terminals located in Federal agencies. This system also provides data for the annual ADPE inventory and summary of Federal ADP activities.

a. ADP report master file consisting of a complete inventory of all Government-owned and -leased ADP equipment with data elements essentially identical to those in the agency master file. This file is used for servicing historical inquires.

WITHDRAWN

- (1) Monthend report: Cut off monthly, destroy when 10 years old.
- (2) Yearend report: Cut off annually, destroy when 20 years old.

b. ISAM table master file edits all daily input against user tables arranged by agency, State, city, and table number.

WITHDRAWN

Destroy when 90 days old.

c. Agency master file system provides a complete inventory of all Government-owned and -leased ADP equipment. Data elements include Federal agency, ADP unit number, record code, geographic codes, activity contractor, manufacturer/supplier, machine type and model, acquisition dates, purchase price and dates, and rental and maintenance charges.

WITHDRAWN

- (1) Monthend report: Cut off monthly, destroy when 10 years old.
- (2) Yearend report: Cut off annually, destroy when 20 years old.

d. ADP unit master file containing a complete inventory of all Government-owned and -leased ADP equipment; used for servicing historical inquiries. Included are detailed breakdown of Central Processing Unit (CPU) ownership; leasing and maintenance costs of CPU's; and similar information on Punch Card Accounting Machines (PCAM's).

WITHDRAWN

- (1) Monthend report: Cut off monthly, destroy when 10 years old.
- (2) Yearend report: Cut off annually, destroy when 20 years old.

e. ADP master report file containing a complete inventory of all Government-owned and -leased ADP equipment. The file is used for servicing historical inquiries. Data elements include Federal agency, ADP unit number,

WITHDRAWN

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record code, geographic codes, activity contractor, manufacturer/supplier, machine type and model, acquisition dates, purchase price and dates and rental and maintenance charges.

- (1) Monthend report: Cut off monthly, destroy when 10 years old.
- (2) Yearend report: Cut off annually, destroy when 20 years old.

f. ADP master system file, containing a complete inventory of all Government-owned -leased equipment; used for servicing historical inquiries. Data includes an analysis of ownership and leasing of CPU's under the Government, GSA, and contractors, and a breakdown of utilization hours for CPU's.

- (1) Monthend report: Cut off monthly, destroy when 10 years old.
- (2) Yearend report: Cut off annually, destroy when 20 years old.

27F36 - 27F39. Reserved.

27F40. Papers of the Continental Congress. This system provides a repository for collecting descriptions of various Continental Congress documents used to produce an indexed publication describing these data. Elements include a repository identifier, record identifier, record tag, and textual field.

Permanent. Transfer to NARS (NNR).

27F41 - 27F44. Reserved.

27F45. Spindex data management system. National Archives and Records Service, Office of the Executive Director, exercises overall authority for Spindex which is a generalized data base management system (software package). Archival custody of individual files dependent upon this software resides with each respective project office. (See separate listings for NHPRC Guide, Papers of the Continental Congress, Microfilm Catalogue Linatron, and German Captured War Records.)

Permanent. Transfer to NARS (NNR).

27F46 - 27F49. Reserved.

27F50. NARS registry system Military and Civilian Personnel Files. This cumulative file system created in 1964, and continuing to the present, gives the location of paper files (military/civilian) in the National Personnel Records Center and provides employment locator information on current U.S. Government employees. The files are arranged alphabetically and numerically by name, date

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WITHDRAWN

Use back of report for change files

of birth, social security/service number, service code (military), and record code (civilian).

Permanent. Transfer latest version annually to NARS (NNR).

WITHDRAWN

27F51 - 27F54. Reserved.

27F55. Automated system for the control of FRC records (NARS-5). This system was initiated on a trial basis in 1974 at the St. Louis Center to accommodate any and all Federal records centers. All FRC's will operate under this system, which was designed to document and control the retirement, processing, and servicing of records in the custody of Federal records centers pending their accessioning into the National Archives or disposition in a legally prescribed fashion. GSA Form 7019, FRC Holdings Control Input, is used to provide all information needed in the accessioning, servicing, and disposition of records in the centers. Data elements include the ID, accession number, various location and retention codes, series descriptions, and volume. Other reports are generated, including detailed listings of a center's record holdings, sorted by record group and accessions number, location, and disposal date.

Permanent. Transfer latest version annually to NARS (NNR).

WITHDRAWN

27F56 - 27F59. Reserved.

27F60. Space information system. This system is an extract of the NARS-5 system, and is designed to monitor available empty space in Federal records centers nationwide. On the basis of the beginning and ending location numbers of individual accessions, its output provides a management tool for daily operations as well as long-term planning.

Retain current version when updated.

WITHDRAWN

27F61 - 27F64. Reserved.

27F65. Statistical summary for Federal records centers. This statistical reporting system details the day-to-day services performed by a Federal records center. Reports are submitted monthly and the information is used for budget and planning purposes. Data includes accessions, disposals, transfers, and holdings (cubic feet); services performed; reimbursable reproductions, operations, total nondays expended, and overtime used.

Retain current version when updated.

27F66 - 27F69. Reserved.

27F70. Microfilm catalog file. This file, which is processed by the Spindex system, has listed the availability of microfilm holding within NARS since 1971. The National Archives Microfilm Publication is produced by the NARS Trust Fund and is available to the public.

Retain current version when updated.

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27F71 - 27F74. Reserved.

27F75. National Historical Publications and Records Commission (NHPRC) Guide Project. This system is to be processed by Spindex III. The Guide is being developed and will create a centralized data file of public archival holdings in the U.S. Data elements, including repository identification, various control numbers and characters, and descriptive information on each holding.

Permanent. Transfer latest version annually to NARS (NNR).

WITHDRAWN

27F76 - 27F79. Reserved.

27F80. German Captured War Records. This system contains two descriptions of files of Captured German War Records (1920-1945), created to produce indexed publications for public use. Elements include a repository and record identifier, a record tag, and textual field. File (1), "Guides to German Records Microfilmed at Alexandria, Virginia," is a series of finding aids to National Archives microfilm regarding seized records of German central, regional, and local government agencies and military commands and units, as well as of the Nazi Party, its formations, affiliated associations, and supervised organizations. File (2) is a series of special lists describing the microfilmed records of war crimes trials before U.S. Military Tribunals from 1946 to 1949, at Nuremburg, Germany, subsequent to the International Military Tribunal.

Permanent. Transfer record copy to NARS (NNR).

WITHDRAWN

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Rule No.	File function designation	Consisting of	Which are	Then
1	Data systems specifications	documents containing definitions of the system including functional requirements, data requirements, system/subsystem specifications requests for the system, and authorizing directives	for a disapproved proposed system	dispose of 1 year after final action.
2			for an approved system for which all related magnetic data files are authorized for disposal	dispose of 1 year after discontinuance of the system.
3			for an approved system for which any related magnetic data file is not authorized for disposal	retain with related data file.
4	System test documentation	descriptive material including test plans and test analysis reports	for an approved system	dispose of 1 year after completion of testing.
5			for a disapproved proposed system	dispose of when no longer needed.
6	File specifications	definitions of the logical and physical characteristics of each record, element or item of data in the file, including names and tags or labels; relative position, form, format and size of data elements (record layout); specifications of all codes used; cross-reference code manual; security and privacy restrictions;	for a system for which all related magnetic data files are authorized for disposal	dispose of with related data file.

Figure 27-F-1. Disposition standards for machine-readable records (Documentation)  
(Part 1 of 3)

WITHDRAWN

GENERAL SERVICES ADMINISTRATION

When ordering printing of the typed material...

FORMAT FOR IBM MAIN FRAME...  
GSA ORDER FORM 11

OAD P 1820.2 CHGE

GSA/GRAC

Rule No.	File function designation	Consisting of	Which	Then
7		and validity characteristics; update and access conditions; recording medium and volume		
			for a system for which any related magnetic data file is not authorized for disposal	retain with related data file.
8	User guides	information which sufficiently describes the functions of the system in non-ADP terminology so that users can determine its applicability and when and how to use it; serves for the preparation of input data and the interpretation of results	handbooks, guides to data availability, and procedures for querying files	retain with data systems specifications.
9	Output specifications	detailed descriptions of products of the system that are to be used outside the computer center	listings of each type of output by title and tag, format specifications, selection criteria, volume and frequency, media, graphic displays and symbols, security, and privacy conditions and disposition of output	retain with related data file.
10	Reports	printed final reports containing the statistical tabulation and an analysis of the findings of a study or survey, including a narrative description of methodology employed	for systems which require retention of related data	retain one copy with related file specifications.

Figure 27-F-1. Disposition standards for machine-readable records (Documentation)  
(Part 2 of 3)

WITHDRAWN

Rule No.	File function designation	Consisting of	Which are	Then
11	Information retrieval routine	series of machine instructions designed to retrieve information from specific data systems	general-purpose programs	dispose of when no longer needed.
12			special-purpose programs for data files for which disposal is authorized	retain with related data file.
13			special-purpose programs for data files for which disposal is not authorized	retain with related data file.

Figure 27-F-1. Disposition standards for machine-readable records (Documentation)  
(Part 3 of 3)

WITHDRAWN

Rule No.	File function designation	Consisting of	Which are	Then
1	Work	temporary machine-readable media used by console operators or tape handlers to aid general computer runs, such as sorts and merges	new media or media not included in a library control system, or files whose retention dates have expired	available for immediate use or reuse.
2	Test data	machine-readable media used in testing a system	routine or benchmark data sets constructed or used for the purpose of testing	dispose of when no longer needed.
3	Initial data	machine-readable media containing data abstracted from source documents or other media and entered into the system for the first time through an update cycle	used for updating and required to support reconstruction of master file	dispose of after third cycle.
4			not required to support reconstruction of master file and/or used as input for a one-time study, survey, or experiment	dispose of after raw data are satisfactorily processed into final or reduced data.
5			officially designated to replace or serve as the basic source data instead of the hard copy or other input source document	dispose of in accordance with instructions applicable to the hard copy or other files documenting the same process, transaction, or case.
6	Initial data		not used as input to a master file or processed into analyzed or reduced data and not required to reconstruct a master file	user submits a request for records disposition authority to HRAR.
7		machine-readable media files created by another	not a record of the receiving agency	dispose of as reference material.

Figure 27-F-2. Disposition standards for machine-readable records (Processing Files)  
(Part 1 of 4)

WITHDRAWN

Rule No.	File function designation	Consisting of	Which are	Then
8		punched cards or paper tape created after January 1, 1970, containing data abstracted from source documents and used for conversion to magnetic media or processing on electric accounting machine equipment	electric accounting machine output	dispose of in accordance with instructions applicable to the hard copy or other files documenting the same process, transaction, or case
9			retained by ADP operational elements as back-up to magnetic media	dispose of when no longer needed.
10			converted to magnetic media	dispose of after verification of data on related magnetic media.
11			punched cards that contain original entry data with film or written inserts	source documents
12	Intermediate data input/output	machine-readable media containing output within or from one run to a subsequent run that manipulates, sorts, and/or moves data through the system, includes checkpoint, edit, correction, reject list, unmatched data eliminating error, rerun files, etc.	used in an updated system	dispose of after subsequent data files that contain detail data have been created and proven satisfactory.
13			used in a one-time study or survey	dispose of after master file has proven satisfactory.
14	Valid transaction	machine-readable media containing items used with an input master file for creation of an output master file	updates of items liquidated from current status files	dispose of after third update cycle.

Figure 27-F-2. Disposition standards for machine-readable records (Processing Files)  
(Part 2 of 4)

WITHDRAWN

Rule No.	File function designation	Consisting of	Which are	Then
15			valid transaction after cumulative final master file is prepared and determined to be successful and there is no necessity for statistical analysis	dispose of after third cycle.
16			used in additional analysis	user submits a request for records disposition authority to HRAR.
17	Information retrieval system master reference	machine-readable media containing data created by the merging of prior master file with valid transaction data to create a new master file	a cumulative index to scientific and technical publications, and bibliographic and other nonrecord material	dispose of after third update cycle.
18			an index to record material such as correspondence legal hearings, patents, and trademarks, and record copy of publications	user submits request for records disposition authority to HRAR.
19			an "audit trail" of a file not disposable under this schedule	dispose of as provided for related master data file.
20	Publication	machine-readable media containing source output data extracted from the system (without destroying source file)	reproduced and disseminated as a publication or used for producing a printed publication	(a) Offer to NARS for possible retention when active agency use ceases; (b) if the offer is not accepted, the records may be destroyed immediately.
21	Print		used for producing required printouts of tabulations, ledgers, table registers, and reports	(a) Offer to NARS for possible retention when agency use ceases; (b) if the offer is not accepted, the records may be destroyed immediately.

Figure 27-F-2. Disposition standards for machine-readable records (Processing Files)  
(Part 3 of 4)

INTDRAWN

Rule No.	File function designation	Consisting of	Which are	Then
22	Security backup	machine-readable media that is identical in format to master file and retained as security in case master file is damaged or inadvertently erased	updated	dispose of third update cycle.
23			a one-time study or survey	dispose of as provided for related master file.

Figure 27-F-2. Disposition standards for machine-readable records (Processing Files)  
(Part 4 of 4)

WITHDRAWN

1820.2

Rule No.	File function designation	Consisting of	Which are	Then
1	Housekeeping system master file	machine-readable media containing data for such "housekeeping systems" as fiscal accountability, supply management, and payroll administration administration	not required for GAO site audit	dispose of in accordance with instructions applicable to the hard copy or other files documenting the same process, transaction, or case.
2			required for GAO site audit	dispose of in accordance with guidelines provided in ch. 16.
3	Statistical master file	machine-readable media containing data created by the merging of prior master file valid transaction data to create a new master file	observations; such as data used to generate economic indicators, social indicators, and data on characteristics use, and ownership of natural resources	user submits a request for records disposition authority to HRAR.
4	Summary file	machine-readable media containing aggregates of individual observations from valid transaction or master data files	substantially unpublished or contain data in greater detail than published versions	user submits a request for records disposition authority to HRAR.
5	Re-formated file	machine-readable media containing essentially duplicate data from the master file but which is created for use with other computer hardware	created for the specific purpose of information interchange	dispose of as provided for related master data file.
6			of specific application for agency computer hardware systems	dispose of when determination is made that such format is unnecessary.
7	Samples, subsamples, and special studies	machine-readable media containing data selected from a larger census or survey file	disclosure free or useful in statistical analysis or policy formulation models and simulation	user submits a request for records disposition authority to HRAR.

Figure 27-F-3. Disposition standards for machine-readable records (Master Files)

WITHDRAWN