Rec'd NCW 5 Oct 79 [illegible]

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO: NC1-339-80-1
DATE RECEIVED: 10-5-79
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. 12-23-83 (Date) [signature] Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT): FEDERAL ELECTION COMMISSION
2. MAJOR SUBDIVISION: ADMINISTRATIVE DIVISION
3. MINOR SUBDIVISION:
4. NAME OF PERSON WITH WHOM TO CONFER: LARRY D. McCOY
5. TEL. EXT.: 523-4112

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 1 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: 10/5/79
D. SIGNATURE OF AGENCY REPRESENTATIVE: Larry D. McCoy
E. TITLE: Deputy Assistant Staff Director for Administration

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	SEE: Attached FEC Records Retention and Disposition Schedule and record item information sheet.		
	Mass Data Change Sheet Not Required		272 items

115-107

NCW Sent 1-10-84 by DMW.

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

FEDERAL ELECTION COMMISSION

RECORDS RETENTION AND DISPOSITION SCHEDULES

August 1979

Prepared by:

Administrative Division

FEDERAL ELECTION COMMISSION

RECORDS RETENTION AND DISPOSITION SCHEDULES

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FEC RECORDS RETENTION AND DISPOSITION SCHEDULES

SECTION I

GENERAL INFORMATION

GENERAL INFORMATION

The Federal Records Act of 1950 (44 U.S.C. 396(b)) requires each agency of the Federal Government to establish a records management program. This requirement includes preparation of records retention and disposition schedules to determine which records accumulated in the general course of business are worthy of preservation, either short term or in the archival sense, and to provide guidance to line officials and staff in the retention or destruction of papers and records accumulated in offices under their jurisdiction. This is accomplished as a service to officials and employees of the Commission in an effort to reduce the amount of space, equipment and monies used in records and files retention as opposed to that expended for program and staff resources.

The schedules which make up Section II of this manual are derived from two sources. The first source is the FEC initiated schedules concerning records created as a result of campaign finance legislation and therefore unique to the Commission. Disposition of these records must be approved by the Archivist of the United States, a necessary step before destruction of any Government record (44 U.S.C. 2905 and 3106). The second source is the General Records Schedules, published by the National Archives and Records Service and approved by the Archivist of the United States and the Comptroller General of the United States. These schedules provide guidance for retention of fiscal, personnel, administrative and other records common to most or all Government agencies and where applicable have been adopted for the majority of Commission records. In this manual these two types of schedules have been combined.

Each of the schedules is made up of several items dealing with records created within one function, whether Commission action, disclosure, payroll, travel, procurement, personnel, or any other. Each user of the manual should be familiar with each schedule since the records held in his or her office may be listed in one or more schedules depending upon the function and/or purpose of the document. Where there is a doubt as to which schedule applies in a given situation, the Records Management and Administrative Services Branch will assist in the determination.

Complete coverage of all record material in the Commission is a primary goal of this manual. This can only be accomplished with the assistance of office and division employees when record categories are created which do not "fit" the description in the approved schedules. Where required new disposition authority will be sought in an effort to keep record holdings as small as legally possible and where it can be accomplished the least burdensome to employees.

Throughout the schedule records have been described in a manner to facilitate identification of material maintained in Commission offices. The retention periods for these records, with certain exceptions, does not mean that the records are to be kept in the offices

for the entire retention period. In an effort to "free" file space for other purposes, the records should be stored "off-site" when use or reference purposes decreases prior to the disposition period. The Records Management and Administrative Services Branch will store the material either at the Commission storage facility or the Federal Records Center at Suitland, Md. pending disposition and provide retrieval services in the interim when required.

FEC RECORDS RETENTION AND DISPOSITION SCHEDULES

SECTION II

SCHEDULES

FEC RECORDS RETENTION AND DISPOSITION

SCHEDULE NO. 1

WITHDRAWN

Commission, Disclosure, Audit, and Legal Reports and Records

This schedule provides for the retention and disposition of the basic documentation concerning powers and duties of the Commission in carrying out its responsibilities under the Federal Election Campaign Act as amended, the Presidential Election Campaign Fund Act and the Presidential Primary Matching Payment Account Act. This material includes agenda, backup material and minutes of Commission meetings, documentation of Commission and staff actions with respect to entitlement certifications for payments of Federal Matching Funds for Presidential campaigns; investigations and audits concerning matching payments; disclosure reports submitted by candidates for President, Vice-President, Senator or Representative in, or Delegate or Resident Commission to, the Congress of the United States and committees supporting them; and official complaints filed with the Commission.

Records maintained to document personnel, accounting, budgetary, and other administrative services are described in other record schedules (See Schedules 2-15).

Commission, Disclosure, Audit and Legal Reports and Records

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
1.	Records, indexes and material relative to meetings of the Commission. This includes agenda, backup material and minutes, of both public and executive sessions. These records provide documentation as to organization, function, policies, procedures, personnel and essential transactions of the Commissioners in fulfilling their duties and powers as specified in U.S.C. chapter 14, Title 2 and chapters 95 and 96 of Title 26 of I.R.C.		WITHDRAWN
	a) Record copy of material in hard copy format;	~~(a)~~ 1) Permanent retention;	To be requested
	Arranged chron. by date of meeting.	Cut off annually; ~~1)~~ Offer the public session material to NARS when no longer needed for administrative use or when 10 years old whichever is sooner.	
	Vol: 31 of Ann. Acc: 9 of (includes 1 a)	~~Permanent retention;~~ Cut off annually; 2) Offer the executive session material to NARS when ~~50~~ 30 years old or by vote of the Commission, whichever is sooner.	
		changed per agreement of Harry McCoy, 3-9-81 RWC	
	b) All other copies of material in hard copy format	(b) Destroy 1 year after date of meeting or when no longer needed for reference purposes whichever is sooner.	To be requested

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
	c) Magnetic Tape recordings of Commission meetings and public hearings. Arranged chron. by date of meeting. Vol.: 4 cf Ann. Acc: .75 cf	(c) 1) Permanent retention;	To be requested
		1) Offer the public session material to NARS when no longer needed for administrative use or when 10 years whichever is sooner.	WITHDRAWN
		2) Offer the executive session material to NARS when 50 years old or by vote of the Commission, whichever is sooner.	Disposition Not Approved
2.	Correspondence and internal reports relative to contacts between Commission personnel and the Congress and other agencies.		WITHDRAWN
	a) Record copy Arranged by subject. Cut off annually.	Permanent retention. Offer to NARS when no longer needed for administrative use or when 10 years old, whichever is sooner.	To be requested
	b) ~~All~~ Other copies retained for reference purposes. Vol.: 3.5 cf Ann. Acc.: 1.3 cf	~~Destroy when 6 months old or when no longer needed for reference purposes whichever is sooner.~~ Review annually and destroy material of no further reference use.	To be requested
3.	Correspondence reports and other material including indexes relative to information distributed to Commissioners for carrying out their duties and powers. This material includes compliance, litigation, investigation, and audit matters both under review and on action completed cases. Material is maintained in numbered series.		WITHDRAWN

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
	a) Record copy Arranged ~~numerically~~ by memorandum number, assigned consecutively. Vol: 7 cf; Ann. Acc.: 2.5 cf	Cut off annually — Permanent retention. Offer to NARS when no longer needed for administrative use or when 10 years old.	To be requested
	b) All other copies	Destroy when 1 year old or no longer needed for reference purposes, whichever is sooner. Rec 4/2/81	To be requested
4.	General administrative correspondence and subject files of each Office and Division, consisting of letters, memoranda, and related papers, which were generatedd within the Office or Division, by other agencies, or the general public. These files are of a routine nature, and do not reflect established policies, procedures, investigations or recommendations and are not covered by other schedules. (Originals and/or carbon copies).	~~Dispose 5 years after the end of fiscal year in which the correspondence is dated.~~ Cut off annually; destroy 5 years after end of fiscal year in which the correspondence is dated.	To be requested WITHDRAWN
5.	Reports, statements, other documents and material submitted by candidates for President and Vice-President and political committees, and other persons operating on a "National-level" relative to the public disclosure provisions of U.S.C. 2 chapter 14. This item includes the document and retrieval aids such as indexes, and examination material.		

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
	The records are maintained in alphabetical sequence by candidate, candidate committee, party committees and National-level committees supporting more than one candidate for Federal office, and other persons supporting similar candidates.		
	a) Original or record copy of document submitted to the Commission;	Permanent retention. Transfer to Federal Record Center in 2 year increments 4 years from the end of the reporting year for which the election takes place. Offer to NARS in 2 year increments 10 years from the end of the reporting year for which the election takes place.	To be requested
	b) copies other than those in item 7 below, both hard copy and micrographic;	Destroy in 2 years increments when no longer needed for reference purposes.	To be requested
	c) Finding aids and indexes	Destroy when superseded or obsolete.	To be requested
6.	Copies of reports, statements, and other documents and material submitted to the Secretary of the Senate and Clerk of the House of Representatives by candidates for Senator or Representative in, or Delegate or Resident Commissioner to, the Congress of the United States, political committees and other persons supporting these candidates, relative to the public disclosure provisions of U.S.C. 2 chapter 14. This item		WITHDRAWN

See pp. 12 a

Item 5. (con't)

WITHDRAWN

a) Records prior to 1977-78 election cycle

1) Original or record copy of document submitted to the Commission. Arranged chron. by election cycle and t/u by committee identification number. Vol.: Approx. 300 cf.	Permanent. Transfer to FRC in 2-yr increments 4 years after the end of the reporting year for which the election takes place. Offer to NARS in 2-yr increments 10 years after the end of the reporting year for which the election takes place.
2) Copies other than those in item 7 below.	Destroy in 2 year increments when no longer needed for reference purposes.
3) Finding aids and indexes.	Permanent. Offer to NARS in accordance with 5a)1) above.

b) Records of 1977-78 election cycle and thereafter

1) Original or record copy of document submitted to the Commission.	Microfilm records in accordance with 41 CFR 101-11.5. After verification of film, hold in agency space. Transfer to FRC in 2 yr. increments 4 years after the end of the reporting year for which the election takes place. Destroy 10 years after the end of the reporting year for which the election takes place.
2) Silver halide master and one silver or diazo copy of microfilm documents cited in 5b)1). Arranged by reel number and t.u. chron. (filmed as received) Vol: 12 cf; Ann. Acc.: 3 cf. (6 cf / election cycle)	Permanent. Offer to NARS 10 years after the end of the reporting year for which the election takes place.
3) Copies other than those in item 7 below or in 5b)2) above.	Destroy in 2 yr increments when no longer needed for reference purposes.
4) Finding aids and indexes.	Permanent. Offer to NARS in accordance with 5b)2).

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
	includes copies forwarded to the Commission of documents received by the Secretary of the Senate and Clerk of the House of Representatives and retreival aids such as indexes and examination material. The records are maintained in two series - House and Senate - in alphabetical sequence by state and subsequently by candidate, candidate committees, party committees and other committees party committees and candidates for Federal Office (other than those listed in item 5 above) and other persons supporting similar candidates. These records occur in both hard copy and micrographic format.	WITHDRAWN	
	a) record copy of document in hard copy format;	Permanent retention 1) Documents relating soley to candidates for the Senate, transfer to Federal Records Center in 2 year increments 4 years from the end of the reporting year for which the election takes place. Offer to NARS in 2 year increments 10 years from end of the reporting year for which the election takes place.	To be requested

see pp. 13a

Item 6. (con't)

WITHDRAWN

a) Records prior to 1977-78 election cycle

1) Paper copies of documents submitted on behalf of candidates for Federal office (other than those listed in item 5 above). Arr. chron. by election cycle and t.u. by committee identification number. Vol.: 300 cf	Permanent. Transfer to FRC in 2-yr. increments 4 years after the end of the reporting year for which the election takes place. Offer to NARS in 2-yr. increments 10 years after the end of the reporting year for which the election takes place.
2) Copies other than those in item 7 below.	Destroy in 2 year increments when needed for reference purposes.
3) Finding aids and indexes	Permanent. Offer to NARS in accordance with 6a)1).

b) Records of the 1977-78 election cycle and thereafter.

1) Paper copies of documents submitted on behalf of candidates for Federal office (other than those listed in item 5 above).	Microfilm records in accordance with 41 CFR 101-11.5. After verification of film, hold in agency space. Transfer to FRC in 2-yr. increments 4 years after the end of the reporting year for which the election takes place. Destroy 10 years after end of the reporting year for which the election takes place.
2) Silver halide master and one silver or diazo copy of microfilmed documents cited in 6b)1) above. Arranged by reel number and t.u. chron. (filmed as received) Vol.: 12 cf; Ann. Acc.: 3 cf. (6 cf / election cycle)	Permanent. Offer to NARS 10 years after the end of the reporting year for which the election takes place.
3) Copies other than those in item 7 below or in 6b)1) or 6b)2) above.	Destroy in 2-yr. increments when no longer needed for reference purposes.
4) Finding aids and indexes.	Permanent. Offer to NARS in accordance with 6b)2).

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
		2) Documents relating solely to candidates for the House of Representatives, transfer to Federal Records Center in 2 year increments 4 years from the end of the reporting year for which the election takes place. Offter to NARS in 2 year increments 10 years from the end of the reporting year for which the election takes place.	WITHDRAWN
	b) copies other than those in item 7 below, both hard copy and micrographic;	Destroy in 2 years increments when no longer needed for reference purposes.	To be requested
	c) finding aids and indexes.	Destroy when superseded or obsolete.	To be requested
7.	Reports of audits conducted relative to U.S.C. 2 chapter 14 and pertinent case files. This material includes the audit report, written summaries of audit findings, administrative documents relating to specific audits exception schedules, information work papers, copies of the disclosure statements, written presentations of conferences held with committee officials and other persons and any documents filed with the Commission as a result of the audit process.	a) Cut off by election cycle. Destroy 5 years after completion of audit.	To be requested WITHDRAWN
		b) Cut off by election cycle; destroy 10 years after completion of audit.	
	a) Record copy of audits relating solely to candidates for the House of Representatives b) Record copy of all other audits. c) Non-record copies.	c) Cut off by election cycle; destroy 2 years after completion of audit or when no longer needed for reference whichever is sooner	

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
8.	Case files consisting of correspondence, statements, and documents submitted by political committees relative to chapters 95 and 96 of I.R.C. 26. This material includes lists of contributions, copies of cas receipts and checks, certification statements furnished to the candidate, debit memorandums, copies of confirmation letters sent to contributors, and certification reports prepared for the Commission.	Destroy 10 years from the date of the last material in the case file.	To be requested WITHDRAWN
9.	Case files for Advisory Opinion Requests, Advisory Opinions, Opinion of Counsel Requests and Opinions of Counsel concerning the application of general rule of law stated in U.S.C. 2 chapter 14 or I.R.C. chapter 95 and 96. Material includes original request, copy of opinion issued, background information and correspondence related to the opinion.		WITHDRAWN
	a) Record copy Arranged chron. by year, t.u. numerically. Vol: 22.5 cf Ann. Acc: 10 cf	Permanent retention Cut off annually. Offer to NARS 10 years from date Opinion was issued.	To be requested
	b) Other copies	Cut off annually. Destroy when 2 years old, superseded, obsolete or no longer needed for reference purposes whichever occures first.	To be requested

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
10.	Case files for opinion or replies to requesters where formal advisory opinion is inappropriate or defective with regard to 2 U.S.C. 437(f) Material includes items similar to item 9 above.		WITHDRAWN
	a) Record copy	Cut off annually; Destroy 10 years from date of the last material in the case file.	To be requested
	b) Other copies	Cut off annually; Destroy when 2 years old or when no longer needed for reference purposes which ever is sooner.	To be requested
11.	File of Federal Register Notices together with printed copy.		WITHDRAWN
	a) Commission Record Copy	Cut off annually; Destroy when 10 years old or when no longer needed for reference purposes whichever is sooner.	To be requested
	b) Other copies	Cut off annually; Destroy when 2 years old or when no longer needed for reference purposes whichever is sooner.	To be requested
12.	File comments on notices of proposed rulemaking created in accordance with the Administrative Procedures Act. Material includes written comments from interested persons and acknowledgements thereof.		WITHDRAWN

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
	a) Record copy	Permanent Retention. Offer to NARS when 10 years old.	To be requested
	b) Other copies	Destroy when 2 years old or when no longer needed for reference purposes whichever is sooner.	To be requested
13.	Case files and indexes relating to investigatory matters pertinent to chapter 14 U.S.C. 2 and chapter 95 and 96 of I.R.C. Material contains the complaint or staff referral, correspondence, reports of investigation or finding, certification of Commission action.		WITHDRAWN
	a) Record copy of material relating to candidates for President and Vice-President and political committees and other persons operating on a "National level" and material relating solely to candidates for the Senate.	Cut off annually; ~~Material relating to candidates for President and Vice-President and political committees and other persons operating on a "National level", and material relating solely to candidates for the Senate~~: destroy 10 years after close of ~~the date of the last material in the files~~ review.	To be requested
	b) Record copy of material relating solely to candidates for House of Representatives	Cut off annually; ~~Material relating soley to candidates for House of Representatives~~: destroy 5 years ~~from the date of the last material in the file.~~ after close of review.	
	c) Other copies not included in items 1, 2, or 13 (a) & b)	Destroy 2 years after close of ~~investigation~~ review.	

cyr
per memo
5/9/07

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
	~~b) Other copies not included in item 13(a) above or in Items 1 or 2.~~	~~b) Destroy two years from the date of the last material in the file.~~	~~To be requested~~
14.	Work papers of case material described in item 13. Files contain material similar to that in case files as well as report draft, notes to attorney, etc.	Destroy upon comparing to case file when case is closed.	To be requested WITHDRAWN
15.	Litigation case file relative to material concerning court cases filed by or against the Commission. Arranged chronologically by year & f.u. alphabetically by name of defendant or plaintiff other than the Commission. Nof: 11 cf Ann. Acc: 2.5 cf	Permanent Retention. ~~Offer to NARS 10 years from the date of the last material in the file.~~ Cut off closed cases annually. Offer to NARS 10 years after close of case.	To be requested WITHDRAWN
16.	Financial Disclosure Reports filed by candidates, in accordance w/ P.L. 95-521, "Ethics in Government" Act.	Destroy 1 year after the date the individual is no longer a candidate. Not authorized for retirement to FRC.	WITHDRAWN

FEC RECORDS RETENTION AND DISPOSITION

SCHEDULE NO. 2

Personnel Records

Personnel records relate to the supervision over and management of Commission Employees. This schedule covers the disposition of all official personnel folders of employees and all other records relating to personnel, wherever located in the Commission.

The most important types of records, the Official Personnel Folders, and Service Record Cards, are maintained according to the U.S. Civil Service Commission's Federal Personnel Manual Supplement 293-31, which prescribes a system of recordkeeping for Federal personnel offices.

PERSONNEL RECORDS

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
1.	Official Personnel Folders excluding material on the left or "Temporary" side of the folder.	a) See Federal Personnel Manual for istructions relating to folders of employees transferred to another agency. b) Transfer folders of separated employees to inactive file upon separation. Transfer folder from inactive file to National Personnel records Center (CPR), St. Louis, Missouri, 30 days after separation.	GRS 1 item 1(b)(1) GRS 1 item 1(b)(2)
2.	Service Record Card (Standard Form 7).	Destroy 3 years after separation or transfer of employee.	GRS 1 item 2(b)
3.	Correspondence and subject files relating to the general administration and operation of personnel functions and programs, excluding those at agency staff planning levels.	Destroy when 3 years old.	GRS 1 item 3~~(a)~~
4.	Correspondence and other records relating to employment programs and functions, including experts and consultants, employee transfers and details, and excepted positions.	Destroy when ~~5~~ 3 years old.	GRS 1 item 3~~(b)~~ cgb
5.	Correspondence, letters, and telegrams offering appointments to potential employees.	a) If appointment is accepted file on left side of personnel folder. b) If appointment is declined file inside application and dispose in accordance with item 16 of this schedule.	To be requested

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
6.	Position Classification Standards files.	a) Destroy ~~5 years~~ after position is abolished or description is superseded. ~~b) If review file is created destroy when 2 years old.~~	GRS 1 item 7(a)(1) ~~GRS 1 item 7(a)(2)(b).~~
7.	Position Descriptions.	a) Destroy record copy 5 years after position is abolished or description superseded. b) Destroy other copies when position is abolished or description superseded.	GRS 1 item 7(b)(1) GRS 1 item 7(b)(2)
8.	Position Classification Survey inspection and audit reports including periodic reports such as Whitten Amendment and Annual Supergrade Position Report.	Destroy when 3 years old or 2 years after inspection whichever is sooner.	GRS 1 item 7(c)(1) ~~(a)~~
9.	Position Classification Appeals Files.	Destroy 3 years after case is closed.	GRS 1 item 7(d)
10.	Correspondence and other records relating to interviews with employees.	Destroy 6 months after transfer or separation of employee.	GRS 1 item 8
11.	Duplicate Copies of Performance Rating Board Case Files forwarded to Civil Service Commission.	Destroy 1 year after case is closed.	GRS 1 item 9
12.	All copies of correspondence and forms maintained on the left side of the Official Personnel Folder in accordance with the Federal Personnel Manual.	Destroy upon separation or transfer of employee or when 1 year old, whichever is sooner.	GRS 1 item 10

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
13.	Incentive awards program and case files.	Destroy 2 years after approval or disapproval.	GRS 1 item 12(a)(1)
14.	Reports pertaining to operation of The Incentive Awards Program.	Destroy when 3 years old.	GRS item 13
15.	Notifications of Personnel Action (SF-50), exclusive of those in Official Personnel Folders.	a) Destroy chronological file copies when 2 years old. b) Destroy all other copies when 1 years old.	GRS 1 item 14(a) GRS 1 item 14(b)
16.	Applications and related records, excluding those resulting in appointment which are filed in Official Personnel Folder.	Destroy upon receipt of Civil Service Commission inspection report or when 2 years old, whichever is earlier, providing requirements of the Federal Personnel Manual are observed.	GRS1 item 15
17.	Personnel operations statistical Reports.	Destroy when 2 years old.	GRS 1 item 16
18.	Operating personnel office records relating to individual employees <u>not</u> maintained in Official Personnel Folders and not provided for elsewhere in this schedule.	Destroy when 6 months old.	GRS 1 item 17(c)
19.	Copies of documents duplicated in Official Personnel Folders, <u>maintained outside personnel office</u>, and not provided for elsewhere in this schedule.	Destroy when 6 months old.	GRS 1 item 18(b)

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
20.	~~Performance Rating Records.~~		
See attached 24a	a) Certificates of performance rating.	Destroy when 2 years old.	GRS 1 item 23(a)
	b) General or case files of forms, memoranda, and correspondence.	Destroy when 3 years old.	GRS 1 item 23(b)
	~~c) Appeals Files.~~	~~Destroy 3 years after~~ final settlement of case.	~~GRS 1~~ item 23(c)
21.	Statements of (outside) employment and financial interests and related records, except those submitted by individuals as required under the Ethics in Government Act of 1978 (P.L. 95-521). (See schedule 1, item 16)	Destroy 2 years after separation of employee or 2 years after employee leaves the position for which the statement is required.	GRS 1 item 25(b)
22.	Equal Employment Opportunity Records.		
	a) Official Discrimination Complaint Case Files, no matter where finally resolved.		
	~~1) Cases resolved within the agency.~~	Destroy 4 years after resolution of case.	GRS 1 item 26(a)
	~~2) Cases resolved by the Civil Service Commission or a U.S. Court.~~	~~Files controlled by C.S.C. records schedule.~~	
	b) Copies of Complaint Case Files.	Destroy 1 year after resolution of case.	GRS 1 item 26(b)
	c) Background records not filed in Official Discrimination Complaint Case Files.	Destroy 2 years after resolution of case.	GRS 1 item 26(c)
	d) EEO Compliance Review & Report Files.	a) Destroy review files when 7 years old. b) Destroy report files when 3 years old.	GRS 1 item 26(d)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	
20.	Employee Performance File System Records.		
a.	Appraisals of unacceptable performance, where a notice of proposed demotion or removal is issued but not effected, and all related documents.	Destroy after the employee completes 1 year of acceptable performance from the date of the written advance notice of proposed removal or reduction in grade notice.	GRS 1/23 a(1)
b.	Performance records superseded through an administrative, judicial, or quasi-judicial procedure.	Destroy upon supersession.	GRS 1/23 a(2)
c.	Performance-related records pertaining to a former employee.	Destroy when 3 years old or when no longer needed, whichever is sooner.	GRS 1/23 a(3)
d.	All other summary performance appraisals records, including performance appraisals and job elements and standards upon which they are based.	Destroy 3 years after date of appraisal.	GRS 1/23 a(4)
e.	Supporting documents.	Destroy 3 years after date of appraisal or when no longer needed, whichever is sooner.	GRS 1/23 a(5)

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
	e) Employment Statistic Files relating to race and sex.	Destroy when 5 years old.	GRS 1 item 26(f)
	f) EEO General correspondence records, and reports.	Destroy when 3 years old or when superseded or obsolete, whichever is applicable.	GRS 1 item 26(g)
23.	Correspondence, memoranda and other records relating to codes of ethics and standards of conduct.	Destroy when obsolete or superseded.	GRS 1 item 28
24.	Training records.		
	a) Correspondence, memoranda, agreements, authorizations, reports requirement reviews, plans, and objectives relating to the establishment and operation of agency-sponsored training, courses and conferences.	Destroy when 5 years old or 5 years after completion of a specific training program.	GRS 1 item 30(b)
	b) Background and work papers related to agency-sponsored training courses and conferences.	Destroy when 3 years old.	GRS 1 item 30(b)
	c) Correspondence, memoranda, reports and other records relating to employee participation in training programs sponsored by other government agencies or non-government institutions.	Destroy when 5 years old or when superseded or obsolete, whichever is sooner.	GRS 1 item 30(c)
25.	Records originating in the review of grievance and appeals raised by agency employees, except EEO complaints.	Destroy 3 years after case is closed.	GRS 1 item 31(a)

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
26.	Case files and related records created in reviewing and adverse action against an employee, excluding letters of reprimand.	Destroy 4 years after case is closed.	GRS 1 item 31(b)

FEC RECORDS RETENTION AND DISPOSITION

SCHEDULE NO. 3

Payroll and Pay Administration Records

Payroll and pay administration records pertain to disbursements to employees of the Commission for personal services.

Papers required by the Comptroller General to be maintained for site audit or to be physically transferred to the General Accounting Office for centralized audit are segments of accountable officer's accounts. In no event may disposal be made of records pertaining to accounts, claims or demands involving the Government of the United States which have not been settled or adjusted by the General Accounting Office unless the Commission has written approval from the Comptroller General, as required by 82 Stat. 1301 (44 U.S.C. 3309). Most pay accounts are prepared and maintained in accordance with Title 6 -- Pay, Leave, and Allowances and incorporated in the GAO Manual for Guidance of Federal agencies.

In the payrolling process different types of records are accumulated. In most cases the records will be in machine readable form. Under Title 6 of the GAO Manual these records are normally site-audited on a sample basis by GAO representatives who examine primarily the earnings record card, payroll change slips that are prepared to document changes in normal pay, certification sheets containing the signatures of the certifying officer, source personnel documents such as basic time and attendance reports, and copies of personnel action forms documenting changes in pay. In addition, pay registers and other accounting devices are maintained to check and balance the accounts.

Other records incidental to the payrolling process are withholding tax and savings bond records, reports made to Treasury Department units and the Civil Service Commission on income tax and retirement transactions, and other records not pertaining to individuals, but rather to the general administration of the payrolling office and the payrolling function.

PAYROLL AND PAY ADMINISTRATION RECORDS

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
1.	Individual earning and service cards such as SF1127 or equivalent.	a) If filed in Official Personnel Folder or in individual pay folder adjacent to the folder dispose in accordance with instructions concerning disposition of Official Personnel Folder;	GRS 2 item 1
		b) If not filed in or adjacent to Official Personnel Folder transfer to National Personnel Records Center (NPAC) St. Louis, Missouri upon separation of the employee and destroy 56 years after the date of the last entry on the card.	GRS 2 item 1
2.	General correspondence files maintained by the payroll unit pertaining to payroll preparation and processing.	Destroy when 2 years old.	GRS 2 item 2
3.	Time and Attendance Report Files.	Destroy after GAO audit or when 3 years old whichever is sooner.	GRS 2 itme 3(a) cgt
4. see pp. 29 a	~~Forms such as SF1192, or other records relating to authorization, changes or cancellation of individual payroll allotments for bond deductions, charitable contributions, savings bonds, union dues, ect.~~	~~Destroy when superceded or after transfer or separation of employee if maintained on earning record card otherwise destroy 3 years after supersession or transfer or separation of employee~~	~~GRS 2 item 4~~

Authority

GRS 2 Item 4

4. Individual Authorized Allotments Files.

a. U. S. Savings Bond Authorization, Standard Form 1192 or equivalent, and authorization for individual allotment to the Combined Federal Campaigns.

(1) If record is maintained on earning record card.	Destroy when superseded or after separation of employee. If employee transfers within an agency or between agencies, these authorizations must also be transferred. See Treasury Fiscal Requirements Manual, para. 6020.20e for instructions relating to savings bonds authorizations, and FPM Chapter 550, Subchapter 3, Part 8, for instructions relating to CFC authorizations.
(2) If record is not maintained elsewhere.	Destroy 3 years after supersession or 3 years after separation of employee. See (1) above for transfer instructions.

b. All other authorizations, including union dues and savings.

(1) If record is maintained on earning record card.	Destroy when superseded or after transfer or separation of employee.	GRS 2/ 4b(1)
(2) If record is not maintained elsewhere.	Destroy 3 years after supersession or 3 years after transfer or separation of employee.	GRS 2/ 4b(2)

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
5.	Issuing agent's copies of bond registration stubs.	Destroy when 2 years old.	GRS 2 item 5
6.	Receipts for and transmittals of U.S. Savings Bonds and checks.	Destroy 3 months after date of receipt.	GRS 2 item 6
7.	Forms and reports with related papers pertaining to deposits and purchases of bonds.	Destroy when 3 years old.	GRS 2 item 7
8.	Records of leave data, such as SF1150, perpared except as noted in the Federal Personnel Manual.		
	a) Original copy of SF1150	File on right side of official personnel folder.	GRS 2 item 10(a)
	b) Agency copy	Destroy when 3 years old.	GRS 2 item 10(b)
9.	Copies of SF50 or equivalent, not filed in the Official Personnel Folder.		
	a) Pay or fiscal copy	Destroy when related pay records are audited by GAO or when 3 years old, whichever is sooner.	GRS 2 item 11(a)
	b) All other copies	See schedule 2 item 15	GRS 2 item 11(b)
10.	Copies of budget authorizations in operating payroll units used to control personnel ceilings and personnel actions.	Destroy when superceded.	GRS 2 item 12
11.	Memorandum copies of payrolls, check lists and related certification sheets.		GRS 2 item 12(b)(1)
	a) If earning record card is maintained	Destroy after GAO audit or when 3 years old whichever is earlier.	
	b) If earning record card is not maintained	Transfer to NCPC, St. Louis, MO when 3 years old. Destroy when 10 years old.	GRS 2 Item 12 (b)(2)

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
12.	Payroll control registers such as SF1125A	Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS 2 item 14
13.	Payroll change slips, exclusive of those of the Official Personnel Folder, such as SF1126.		
	a) Copy used in GAO audit	Destroy when related pay records are audited by GAO or when 3 years old, whichever is sooner.	GRS 2 item 15(a)
	b) All other copies	Destroy 1 month after the end of the pay period.	GRS 2 item 15(c)
14.	Memorandum copies of fiscal schedules used in the payroll process.		
	a) Copy used in GAO audit	Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS 2 item 16(a)
	b) All other copies	Destroy 1 month after the end of the pay period.	GRS 2 item 16(b)
15.	Reports, statistics, with supporting and related records pertaining to payroll operations and pay administration.	Destroy when 2 years old when used for workload and personnel management purposes otherwise destroy when 3 years old.	GRS 2 item 17
16.	Withholding tax exemption certificates, such as IRS Form W-4 and similar state tax exemption forms.	Destroy ~~3~~ 4 years after form is superceded or obsolete.	GRS 2 item 18(a)

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
17	Return on income taxes such as IRS Form W-2	Destroy when ~~7~~ 4 years old.	GRS 2 item 18(b)
18.	Reports of withheld Federal taxes, such as IRS Form W-3, with related papers, including reports relating to income and social security taxes.	Destroy when ~~7~~ 4 years old.	GRS 2 item 18(c)
19.	Retirement reports and registers.	Destroy when 3 years old.	GRS 2 item 21(a)
20.	Reports of insurance deductions and related papers, including copies of vouchers and schedules of payment.	Destroy when 3 years old.	GRS 2 item 22
21.	Levy and garnishment records, including official notice, change slips, work papers and correspondence relating to charge against retirement funds or attachment of salary for payment of back income tax or for other debts of Federal employees.	Destroy when 3 years old.	GRS 2 item 23

FEC RECORD RETENTION AND DISPOSITION

SCHEDULE NO. 4

Procurement and Supply Records

Agency procurement and supply records document the acquisition of goods and non-personal services, controlling the volume of stock on hand, reporting procurement needs, and related supply matters which are part of daily procurement operations. The agency contract files maintained in the contracting officer's office are accessible to GAO auditors.

In no event may disposal be made of records pertaining to accounts, claims or demands involving the Government of the United States which have not yet been settled or adjusted by the General Accounting Office without written approval of the Comptroller General, as required by 44 U.S.C. 3309.

Records documenting procurement and supply in the agencies are largely standardized by various regulations of the Comptroller General and the Administrator of General Services.

The key procurement file is the transaction case file containing the formal contract or informal purchase order or lease instruments and all related papers. The documents flowing into the transaction file differ in detail, but they include, in addition to the purchase document, specifications, bids, schedules of delivery, initiating requisition, invoices, and correspondence.

Other files related to the procurement and supply function include reports used for supply management purposes by the Commission.

PROCUREMENT AND SUPPLY RECORDS

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
1.	Correspondence files of internal procurement procedures, operation and administration matters not covered elsewhere in this schedule.	Destroy 2 years after being superceded or obsolete.	GRS 3 item 3
2.	Contract, requistion, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered in item 3 below).		
	a) Transactions of more than $10,000;	Destroy 6 years and 3 months after final payment.	GRS 3 item 4(a)(1)
	b) Transactions of $10,000 or less.	Destroy 3 years after final payment.	GRS 3 item 4(a)(2
3.	Procurement files (described in item 2 above) documenting the initiation and development of transactions that deviate from established precedents with respect to general agency procurement programs.	Destroy 10 years after final payment.	To be requested
4.	Files of reports on supply requirements and procurement matters submitted for supply management purposes.	Dispose when 2 years old.	GRS 3 item 5
5.	Bid Files		
	a) Successful or unsuccessful bids;	Apply provisions of item 2.	GRS 3 item 6(a)
	b) Lists or cards of acceptable bidders.	Destroy when superceded or obsolete.	GRS 3 (d) item 6 ~~(b)~~

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
6.	Records relating to requisitions on the Public Printer, and all supporting papers.		
	a) Printing procurement unit copy of requistion, invoice, specifications and related papers;	Destroy 3 years after completion or cancellation of requistion.	GRS 3 item 7(a)
	b) Accounting copy of requisition.	Destroy 3 years after period covered by related account.	GRS 3 item 7(b)
7.	Requisitions for nonpersonal services, such as duplicating, binding, etc. excluding records associated with accountable officers' account.	Destroy when 1 years old.	GRS 3 item 8
8.	Requistions for supplies and equipment from current inventory.		
	a) Stockroom copy;	Destroy 2 years after completion or cancellation of requisition.	GRS 3 item 9(a)
	b) All other copies.	Destroy when 6 months old.	GRS 3 item 9(b)
9.	Inventory Files		
	a) Inventory lists	Destroy 2 years from date of list.	GRS 3 item 10(a)
	b) Inventory cards	Destroy 2 years after discontinuance of item or 2 years after stack balance is transferred to new card or recorded under new classification, or 2 years after equipment is removed from agency control.	GRS 3 item 10(b)

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
	c) Report of survey files and other papers used as evidence for adjustment of inventory records, not otherwise covered in the GRS.	Destroy 2 years after date of survey action or date of posting medium.	GRS 3 item 10(c)
10.	Telephone statements and toll slips.	Destroy 3 years after period covered by related account.	GRS 3 item 11

FEC RECORDS RETENTION AND DISPOSITION

SCHEDULE NO. 5

Budget Preparation, Presentation, and Apportionment Records

Budget and apportionment records include the various files accumulated in the Commission in the course of formulating its budget for submission to the Congress and to the Office of Management and Budget; in defending its requests for funds before both bodies; and after enactment of an appropriation bill, in insuring that the funds are used in such a way as to suffice for the appropriate period of time. After the funds have been made available to the Commission, its own controls over the funds are in its expenditure accounting records and detailed information relative to expenditures is contained in the accountable officers' account.

This schedules applies to records of budget preparation, presentation and apportionment. The records show proposals from all operating levels as well as the Commission-wide coordinating work performed by the Budget Task Force, Planning and Management Group and Administrative Division. They consist of detailed work papers and budgetary statements developed by single operating units, the more significant budget statements and related papers representing consolidated submissions prepared and forwarded and records at the Commission level pertaining to the budget submission.

The budget submission, a record copy of which is usually designated by the agency, is a duplicate of the set of papers submitted to the OMB. These include summary statements of appropriations and expenditures, statements of contract authorizations, and statements of receipts as well as narrative summary statements which highlight the principal features of the Commission requests and immediately related supporting documents. The narrative presents the policies and the programs of the agency which the budgetary requests are to support. In addition to the summaries, the submission includes schedules of obligations and statements pertaining to appropriations and funds under which the Commission operates.

BUDGET PREPARATION, PRESENTATION, AND APPORTIONMENT RECORDS

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
1.	Correspondence and other documents documenting agency policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for agency programs. Vol.: 2 cf Ann. Acc.: less than 1 cf Arranged chron. + f.u. by subject.	Permanent retention. Offer to NARS ~~when~~ in 5yr ~~no longer needed for~~ blocks ~~administrative or reference purposes or~~ when 10 years old. ~~whichever is sooner.~~	To be requested.
2.	File copies of budget estimates and justifications prepared or consolidated at the agency level. Included are appropriation language sheets, narrative statements, and related schedules and data. Vol: 2 cf Ann. Acc.: less than 1 cf Arranged chron. + f.u. by subject.	Permanent retention. Offer to NARS ~~when no longer needed for administrative or reference purposes or~~ in 5yr blocks when 10 years old. ~~whichever is sooner.~~	To be requested.
3.	Work papers, cost estimates, and rough data accumulated in the preparation of annual budget estimates, including duplicates of material described in item 2 above.	Destroy 1 year after close of the fiscal year covered by the budget.	GRS 5 item 4
4.	Correspondence files pertaining to routine administration, internal procedures, and other matters not covered elsewhere in this schedule.	Destroy 2 years after being superceded or obsolete.	GRS 5 item 3
5.	Periodic reports on the status of appropriation accounts and apportionment;		
	a) Annual end of fiscal year report;	Destroy when 5 years old.	GRS 5 item 5(a)
	b) All other reports	Destroy 3 years after the end of the fiscal year.	GRS 5 item 5(b)
6.	Apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation.	Destroy 2 years after the close of the fiscal year.	GRS 5 item 6

FEC RECORDS RETENTION AND DISPOSITION

SCHEDULE NO. 6

Accountable Officers' Account Records

This schedule covers accountable officers' returns and related records, including records under the cognizance of the General Accounting Office.

Accountable officers' accounts include record copies of all records concerned with the accounting for, availability, and status of public funds. There are several types of "accountable officers," such as: (a) the collecting officer, who receives monies owed to the Federal Government and ensures that it is credited to the proper account; (b) the disbursing officer who is responsible for providing documentation to the General Accounting Office since he accomplishes the actual payment of public monies to proper Federal creditors; and (c) the certifying officer, whose signature on a summary attests to the authenticity of vouchers listed on the schedule.

This schedule includes records held for on-site audit by the General Accounting Office, as described in Item 1a below. Under on-site audit, vouchers, contracts, schedules, statements of transactions and accountability and other related supporting documents are retained in agency space for the General Accounting Office auditors. Section 5 of the Post Office Department Financial Control Act of 1950 and Section 117(b) of the Budget and Accounting Procedures Act of 1950 (whenever the Comptroller General determines that audit shall be conducted at the site) require agencies to retain these records, which are under General Accounting Office cognizance. The General Accounting Office has given general authority to the agencies, if the records are no longer required for administrative purposes, to transfer all audited records and any unaudited records more than one full fiscal year old to Federal Records Centers. However, to transfer unaudited accountable officers' accounts less than one year old, permission must be obtained from the Director, Office of Administrative Services, GAO.

ACCOUNTABLE OFFICERS' ACCOUNTS RECORDS

ITEM	DESCRIPTION OF RECORDS	RETENTION	DISPOSAL AUTHORITY
1. a)	Original or ribbon copy of of accountable officers' accounts maintained in the agency for site audit by GAO auditors, consisting of statements of transactions, statements of accountability, collection schedules, collection vouchers, disbursement schedules, disbursement vouchers, and all other schedules and vouchers exclusive of freight records and payroll records. If the agency is operating under an integrated accounting system approved by GAO, certain required documents supporting vouchers and/or schedules are included in the site audit records. These records document only the basic financial transaction, money received and money paid out or desposited, in the course of operation of the agency. All copies except the certified payment or collection copy, usually the original or ribbon copy, and all additional or supporting documentation not involved in an integrated system are covered by succeeding items in this schedule.	Destroy 6 years and 3 months after the period of the account.	GRS 6 item 1a

ITEM	DESCRIPTION OF RECORDS	RETENTIONS	DISPOSAL AUTHORITY
	b) Memorandum or extra copies of copies of accountable officers' returns including statements of transactions and accountability, all supporting vouchers, schedules, and related papers not covered elsewhere in this schedule, and excluding freight records covered by Schedule 8 and payroll records covered by Schedule 3.	Destroy 3 years after the period of the account.	GRS 6 item 1b
2.	General Accounting Office notices of exceptions formal or informal, and related correspondence.	Destroy 1 year after exception has been reported as cleared by GAO.	GRS 6 item 2
3.	Copies of certificates of settlement of accounts of accountable officers, statements of differences and related records.		
	a) Certificates covering closed account settlements, supplemental settlements, and final balance settlements.	Destroy 2 years after date of settlement.	GRS 6 item 3a
	b) Certificates covering periodic settlements.	Destroy when subsequent certificate of settlement is received.	GRS 6 item 3b
4.	Records relating to availability, collection, custody and deposit of funds including appropriation warrents and certificates of deposit, other than those records covered by item 1 of this schedule.	Destroy when 3 years old.	GRS 6 item 4
5.	Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.		

ITEM	DESCRIPTION OF RECORDS	RETENTIONS	DISPOSAL AUTOHRITY
	a) Files used for workload and personnel management purposes.	Destroy when 2 years old	GRS 6 item 5a
	b) All other files.	Destroy when 3 years old.	GRS 6 item 5b
6.	Official copies of surety hand and attached powers of attorney.	Destroy 15 years after the end of the bond pre-minum period.	GRS 6 item 6(a)(2)
7.	Bond files other than those in item 6, including other copies of bonds and related papers.	Destroy when bond becomes inactive or after the end of the bond preminum period.	GRS 6 item 6(b)
8.	Originals and copies of telephone toll tickets filed in support of telephone toll call payments.	Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS 6 item 8
9.	Originals and copies of telegrams filled in support of telegraph bills.	Destroy after GAO audit or when 3 years old whichever is sooner.	GRS 6 item 9

FEC RECORDS RETENTION AND DISPOSITION

SCHEDULE NO. 7

Expenditure Accounting Records

Expenditure accounting records are the ledgers and related documents maintained by all agencies to show in summary fashion how their funds, appropriated and non-appropriated, are spent, as well as the sources and nature of any receipts. The key records are the general ledger accounts, which constitute, as a unit, the heart of the accounting system. These ledgers summarize financial status and financial transactions indicating the current status of funds available for expenditure, the amounts due and collected for the account of the Government, accumulated expenditures and liabilities, and the values of, equipment, and other property in Commission custody. They are controls that serve not only as central fiscal records, but also a primary source of data for Commissioners and others concerned with Commission solvency, expenditures and program costs.

The general ledgers are subdivided into arbitrarily created account titles, which are based on programs, projects, costs, and funds. Supporting them are a group of subsidiary ledgers and papers further detailing the information in the general ledgers or serving as posting media to the ledgers themselves. To the extent that they reflect appropriation expenditures, the general ledgers are supported by allotment ledgers, which at all times show the current unobligated balance of funds allotted for specific agency purposes and thereby provide a safeguard against over expenditure by operating officials. The allotment ledgers are general controls over expenditures, and they in turn summarize and are supported by more detailed controls that normally take the form of project or job orders which authorize exact and specific expenditure.

The sources of data that are posted to the ledger files are somewhat diverse, but they fall into two general groups:

a. Copies of various obligation or expenditure documents, such as vouchers and schedules, which flow through the leger unit for posting.

b. Journal vouchers and similar internal control documents created to authorize and convey entries to the general leger.

As the centralized fiscal record, the general ledgers ultimately summarize stores, plant and cost accounting data, which are treated in a separate schedule, but these are only several aspects of the total ledger accounts. Consequently, the ledgers are the source for the data included in the basic apportionment reports to the OMB and the Treasury Department, and over-all reports of agency fiscal condition which may be required by the General Accounting Officer. The adequacy for audit purposes of the general ledger accounts is normally considered by General Accounting Office auditors to be indicative of the suitability of on accounting system and the reliability of financial data.

In no event may disposal be made of records pertaining to accounts, claims, or demands involving the Government of the United States which have not been settled or adjusted by the General Accounting Office without written approval of the Comptroller General, as required by Section 9 of the Records Disposal Act of July 7, 1943, as amended (44 U.S.C. 372).

EXPENDITURE ACCOUNTING RECORDS

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
1.	Correspondence or subject files maintained by operating units responsible for expenditure accounting, pertaining to their internal operations and administration.	Destroy when 2 years old	GRS 7 item 1
2.	General accounts ledgers, showing debit and credit entries, and reflecting expenditures in summary.	Destroy 10 years after the close of the fiscal year involved	GRS 7 item 2
3.	Allotment records showing status of obligations and allotments under each authorized appropriation.	Destroy 10 years after the close of the fiscal year involved.	GRS 7 item 3
4.	Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule		
	a) Original records	Destroy when 3 years old	GRS 7 item 4(a)
	b) Copies	Destroy when 2 years old	GRS 7 item 4(b)

FEC RECORDS RETENTION AND DISPOSITION

SCHEDULE NO. 8

Travel and Transportation Records

This schedule covers records pertaining to the movement of goods and persons under Government orders. The record keeping involved in the movements centers around bills of lading, transportation requests, vouchers, and associated records, including those prescribed by Title 5 of the General Accounting Office Policy and Procedures Manual. Copies of some records used to support payments become part of the accountable officers' accounts, or are accounting posting media and covered by other Records Schedules.

a. Movement of goods. The key record is the bill of lading, of which there are copies for consignors, consignees, and the carriers themselves. The papers related to and normally filed with the bill of lading itself are varied and often voluminous. These may consist of shortage and demurrage reports, invoices, and other descriptive data which document the transaction. Included are records relating to the shipment of household effects, authorized by law and regulations for employees of the Government. Agencies shipping certain vouchers under the Government Losses in Shipment Act, which insures against loss, retain copies of schedules of material shipped, papers relating to claims which may ensue, and other pertinent documents.

b. Movement of persons. The movement of persons is documented essentially by copies of travel orders, authorizing travel and subsequent payment, and standard form vouchers showing payment for official travel. The primary copies of the travel orders are the administrative copy maintained by the transportation unit controlling the issuance of travel orders, and copies used for encumbrance of funds.

TRAVEL AND TRANSPORTATION RECORDS

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
1.	Records relating to freight consisting of transit certificates, shipping documents pertinent to freight classification, memorandum copies of government or commercial bills of lading, shortage and demurrage reports, and all supporting documents; and including records relating to the shipment of household goods.		
	a) Issuing office memorandum copies	Destroy when 3 years old	GRS 9 item 1(a)
	b) All other copies	Destroy when 1 year old	GRS 9 item 1(b)
	c) Registers and control records	Destroy when 3 years old	GRS 9 item 1(c)
2.	Passenger transportation records pertaining to reimbursements to individuals, consisting of copies of travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting papers documenting official travel by officers, employees, dependents, or others authorized by law to travel.		
	a) Travel administrative office files	Destroy when 3 years old	GRS 9 item 4(a)
	b) Obligation copies	Destroy when funds are obligated	GRS 9 item 4(b)

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
3.	Correspondence, forms and related records pertaining to agency travel and transportation functions not covered elsewhere in this schedule.	Destroy when 2 years old	GRS 9 item 5(a)
4.	Accountability records.	Destroy 1 year after all entries are cleared.	GRS 9 item 5(a)

FEC RECORDS RETENTION AND DISPOSITION

SCHEDULE NO. 9

Motor Vehicle Maintenance and Operation Records

These records pertain to the management and operation of motor vehicles used by the Commission.

Personal Property Management Regulation No. 24 prescribes policies and procedures. Standard Form No. 82, which is an annual motor vehicle report required by the Federal Supply Service, General Services Administration, is the only standardized record. This schedule covers records pertaining to the daily use and operation of the vehicles.

In general, records pertaining to motor vehicles reflect (a) the accumulation of cost and operating data for internal accounting and management purposes and for reports submitted to the Federal Supply Service (Standard Form No. 82, Annual Motor Vehicle Report); and (b) protecting the interest of the Government in accident claims against it. The records themselves consist of chauffeur service logs and reports, vehicle repair and maintenance check-off sheets, cost ledgers and claims correspondence and forms.

MOTOR VEHICLE MAINTENANCE AND OPERATION RECORDS

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
1.	Operating records including those relating to gas and oil consumption, dispatching and scheduleing.	Destroy when 3 months old	GRS 10 item 2(a
2.	Maintenance records, including those relating to service and repair.	Destroy when 1 year old	GRS 10 item 2(b
3.	Records relating to motor vehicle accidents, maintained by transportation offices.	Destroy 6 years after case is closed	GRS 10 item 5
4.	Records relating to transfer and exchange of vehicles.	Destroy 4 years after vehicle leaves agency	GRS 10 item 6
5.	Reports on motor vehicles (other than accident, operating and maintenance reports.)	Destroy 3 years after date of report	GRS 10 item 4
6.	Records relating to individual employee operation of Government owned vehicles, including driver tests, authorization to use and related correspondence.	Destroy 3 years after separation of employee or 3 years after recision of authorization to operate Government owned vehicle, which ever is sooner.	GRS 10 item 7

FEC RECORDS RETENTION AND DISPOSITION

SCHEDULE NO. 10

Space and Building Maintenance Records

This schedule provides for the disposal of all copies, wherever located in the Commission, of records relating to space and maintenance, except as indicated below. Records documenting these functions pertain to the acquisition, allocation, utilization, and release of space and include related correspondence and reports submitted to the General Services Administration as directed by law and by regulation; correspondence and forms relating to the compilation of directory service listings; identification credentials and related accountable records; requests for building and equipment services; and correspondence files reflecting matters within the Commission.

This schedule does not cover (a) copies of these records that are an intergral part of accountable officers accounts; (b) records of procurement and supply.

SPACE AND BUILDING MAINTENANCE RECORDS

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL Authority
1.	Correspondence files of the unit responsible for space and maintenance matters, pertaining to internal administration and operation, and related papers.	Destroy when 2 years old	GRS 11 item 1
2.	Records relating to the allocation, utilization, and release of space under agency control, and related reports to General Services Administration.		
	a) Building plan files and related agency records utilized in space planning, assignment, and adjustment	Destroy 2 years after termination of assignment, or when lease is cancelled, or when plans are superseded or obsolete.	GRS 11 item 2(a)
	b) Reports to General Services Administration regarding space occupied and related papers.	Destroy when 2 years old	GRS 11 item 2(b)(1)
3.	Correspondence, forms and other records relating to the compilation of directory service listings.	Destroy 2 months after issuance of listing	GRS 11 item 3
4.	Identification cords, parking permits, photographs, agency permits to operate motor-vehicles and other identification credentials and related papers.	Destroy cards and credentials 3 months after return to issuing office	GRS 11 item 4
5.	Requests for building and equipment maintenance services, <u>excluding fiscal copies</u>.	Destroy 3 months after work performed or requisition cancelled	GRS 11 item 5

FEC RECORDS RETENTION AND DISPOSITION

SCHEDULE NO. 11

Communications Records

The principal records documenting communication functions include messenger service data, telecommunications service control records; postal records, consisting of post office forms and supporting papers; mail control records and supporting and related papers; agency copies of penalty mail reports; and records relating to private delivery services (such as United Parcel Service).

COMMUNICATION RECORDS

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
1.	Messenger service records including daily logs, assignment records, delivery receipts, and related records.	Destroy when 2 months old	GRS 12 item 1
2.	Correspondence and related records pertaining to internal administration and operation.	Destroy when 2 years old	GRS 12 item 2(a)
3.	Telecommunication records and supporting and related papers.		
	a) General telecommunications files including plans, reports, and other records pertaining to equipment requests, telephone service, and like matters.	Destroy when 3 years old	GRS 12 item 2(b)
	b) Telecommunications statistical reports including cost and volume data.	Destroy when 1 year old	GRS 12 item 2(c)
4.	Postal Records consisting of Postal Service forms and supporting papers, exclusive of records held by the Postal Service.		
	a) Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, and special delivery mail including receipts and return receipts.	Destroy when 1 year old	GRS 12 item 5(a)
	b) Application for postal registration and certificates of declared value of matter subject to postal surcharge.	Destroy when 1 year old	GRS 12 item 5(b)

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
	c) Report of loss, rifling, delay, wrong delivery, or other improper treatment of mail matter.	Destroy when 1 year old	GRS 12 item 5(c)
5.	Mail Control records and supporting and related papers;		
	a) Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies, excluding both those covered by item 4 and those used as indexes to correspondence files.	Destroy when 1 year old	GRS 12 item 6(a)
	b) Statistical reports of postage used on outgoing mail and fees paid for private deliveries (special deliver, foreign, registered, certified, and parcel post or packages over 4 pounds).	Destroy when 6 months old	GRS 12 item 6(b)
	c) Statistical reports and data relating to handling of mail and volume of work performed.	Destroy when 1 year old	GRS 12(d) item 6~~(c)~~
	d) General files including correspondence, memorandum, directives, and guides relating to the administration of mail room operations.	Destroy when 1 year old or when superseded or obsolete, whichever is applicable	GRS 12 itme 6(g)
6.	Memoranda, correspondence, reports and other records relating to irregularities in the handling of mail, such as loss or shortage of money orders, or loss or destruction of mail.	Destroy 3 years after completion of investigation	GRS 12 item 8

FEC RECORDS RETENTION AND DISPOSITION

SCHEDULE NO. 12

Printing, Binding, Duplication, and Distribution Records

This schedule provides for the retention and disposal of all copies, wherever located in the agency, of records relating to printing, binding, duplicating, and distribution, except as indicated in the several items. The principal records documenting these functions are: (a) Records pertaining to requests for service, control, production and distribution of individual jobs or projects (this material normally consists of requisitions requesting service and registers or similar media utilized to control the receipt of the requisitions, and to record the production, distribution and cost analysis within the operating units); and (b) correspondence and report files reflecting the activities of the unit responsible for handling, printing, binding, and duplication and distribution matters within the agency.

This schedule does not cover records retained by agencies for on-site audit by the General Accounting Office, and agency memorandum copies which are part of the accountable officers' accounts.

PRINTING, BINDING, DUPLICATION, AND DISTRIBUTION RECORDS

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
1.	Record copy of each publication, and similar material (especially those available only from FEC such as FEC Analysis and guides, annual reports and Clearinghouse publications) (This item does not cover copies and related program material retained in originating offices.) Arranged by type of publication. Vol.: 1 cf ; Ana. Acc.: less than 1 cf	Permanent Retention. Offer to NARS ~~when no longer needed for administrative or reference purposes or 10 years old, whichever is sooner.~~ In 10yr blocks. ~~when~~	To be requested
2.	All other copies of material described in item 1 above.	Destroy when superseded, obsolete or when no longer needed for reference purposes.	GRS 13 item No. 1(b)
3.	Correspondence files pertaining to the administration and operation of the unit(s) responsible for printing, binding, duplication, and distribution matters and related papers.	Destroy when 2 years old.	GRS 13 item No. 2
4.	Project or Job Files a) Files pertaining to the accomplishment of the job, containing copies of requisitions and bills, samples, manuscript clearances, and related paper exclusive of 1) requisitions on the Public Printer; and 2) records relating to services obtained outside the agency.	Destroy 1 year after completion of job.	GRS 13 item 3(a)
	b) Files pertaining to planning, standards and other technical matters.	Destroy when 3 years old.	GRS 13 item 3(b)

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
5.	Correspondence, request forms and other records relating to changes in mailing lists.	Destroy after appropriate revision of mailing list or after 3 months, whichever is earlier.	GRS 13 item 5a
6.	Records relating to internal management and operation of the unit.	Destroy when 2 years old.	GRS 13 item 7

FEC RECORDS RETENTION AND DISPOSITION

SCHEDULE NO. 13

Informational Services Records

This schedule covers certain records pertaining to informational services performed by the Commission in its day to day affairs and in its relations with the public; including records created in administering Freedom of Information Act and Privacy Act programs. Except as otherwise specified in individual items, it applies to copies of these records wherever located in the Commission. Items 2 and 6 apply only to files maintained in the office responsible for the operation of the informational activities of the agency or subdivision thereof. Items 8 through 11 describe the files accumulated in carrying out the provisions of the Freedom of Information Act, and items 12 through 16 describe the files created in administering the provisions of the Privacy Act.

These records consist of inquiries, replies, and related correspondence; and in the case of FOIA and Privacy Act files, reports and appeal case files; and administrative background material for formal informational releases. Closely related records such as certain records relating to budget presentation, and printing, duplicating and distribution are covered by other records schedules.

INFORMATIONAL SERVICES RECORDS

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
1.	Complete set of formal informational releases and publications, such as press releases, press conference transcripts, official speeches, and indexes thereto.	a) Record set. Permanent Retention. Offer to NARS when no longer needed for administrative use or 5 yr block when 10 years old whichever is sooner. b) All other copies. Destroy when no longer needed ~~for reference. Transfer to FRC not authorized.~~ ~~Destroy when 5 years old.~~	~~To be requested~~ GRS 14/1b
~~2.~~ see attached	~~Subject files of formally designated informational offices, not covered elsewhere in this schedule.~~		
3.	Requests for information and copies of replies thereto, involving no administrative actions, no policy decisions, and no special compilations or research and requests for and transmittals of publications, photographs and other informational literature.	Destroy 3 months after transmittal or reply.	GRS 14 item 3
4.	Acknowledgement and transmittals of inquiries and requests that have been referred elsewhere for reply.	Destroy 3 months after acknowledgement and referral.	GRS 14 item 4
5.	Informational services project case files maintained informally designated informational offices.	Destroy 1 year after close of file or 1 year after completion of project.	GRS 14 item 6
6.	Anonymous letter, letters of commendation, complaint, criticism and suggestion, and replies thereto, excluding those on the basis of which investigations were made or administrative action taken and those incorporated into individual personnel records.	Destroy when 3 months old.	GRS 14 item 7

2.	Copies of documents retained strictly for reference and informational purposes and which are not part of the official files. Include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, extra (nonrecord) copies of "policy and precedent" files, brochures, catalogs, vendor price lists, and publications prepared internally and externally.	Review annually and destroy material of no further reference value.	GRS 23/6

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
7.	Bibliographies, check lists, and indexes of agency publications and releases, except those used as indexes to formal informational releases.	Destroy when superseded or obsolete.	GRS 14 item 8
8.	Freedom of Information Act (FOIA) Requests Files created in response to requests for information under the (FOIA) consisting of the original requests, a copy of the reply thereto, and all related supporting files which may include official file copy of requested record or copy thereof.		
	a) Correspondence and supporting documents (excluding the official file copy of the records requested if filed herein).		
	(1) Granting access to all the requested records;	Destroy 2 years after date of reply.	GRS 14 item 16(a)(1)
	(2) Responding to requests for non-existent records; to requestors who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.;		
	(a) Requests not appealed.	Destroy 2 years after date of reply.	GRS 14 item 16(a)(2)(a)
	(b) Request appealed.	Destroy as authorized under item 9	GRS 14 item 16(a)(2)(b)

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
	(3) Denying access to all or part of the records requested.		
	(a) Request <u>not</u> appealed	Destroy 5 years after date of reply.	GRS 14 item 16(a)(3)(a)
	(b) Request appealed.	Destroy as authorized under item 9.	GRS 14 item 16(a)(3)(b)
	b) Official file copy of requested records noted in a) above.	Dispose of in accordance with approved disposition instruction for the related record, or with the FOIA request, whichever is later.	GRS 14 item 16(b)
9.	Files created in responding to administrative appeals under the FOIA for release of information denied by the agency, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, whicy may include the official file copy of records under appeal or copy thereof.		
	a) Correspondence and supporting documents (excluding the official file copy of the records under appeal if filed herein).	Destroy 4 years after final determination by agency or 3 years after final adjudiction by courts, whichever is later.	GRS 14 item 17(a)
	b) Official file copy of records under appeal.	Dispose of in accordance with approved disposition instruction for the related record, or with the FOIA request, whichever is later.	GRS 14 item 17(b)

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
10.	Recurring reports and one-time information requirements relating to the agency implementation of the FOIA, including annual reports to the Congress.		
	a) Annual reports at agency level; Vol: 1 cf, Ann. Acc: negligible	Permanent Retention. Offer to NARS when 10 years old. in 5yr block	GRS 14 item 19(a)
	b) Other reports.	Destroy when 2 years old or sooner if no longer needed for administrative use.	GRS 14 item 19(b)
11.	Records relating to the general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.	Destroy when 2 years old or sooner if no longer needed for administrative use.	GRS 14 item 20
12.	Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1) Files contain original requests copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.		
	a) Correspondence and supporting documents (excluding the official file copy of the records requested if filed herein).		
	(1) Granting access to all the requested records.	Destroy 2 years after date of reply.	GRS 14 item 25(a)(1)

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
	(2) Responding to requests for nonexistent records; to requestors who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.		
	(a) Requests <u>not</u> appealed	Destroy 2 years after date of reply	GRS 14 item 25 (a)(2)(a)
	(b) Requests appealed	Destroy as authorized under item 13	GRS 14 item 25 (a)(2)(b)
	(3) Denying access to all or part of the records requested		
	(a) Requests <u>not</u> appealed	Destroy 5 years after date of reply	GRS 14 item 25 (a)(3)(a)
	(b) Requests appealed	Destroy as authorized under item 13	GRS 14 item 25 (a)(3)(b)
	b) Official file copy of requested records	Dispose of in accordance with approved disposition instruction for the related records, or with the related Privacy Act request whichever is later.	GRS 14 item 25(b)
13.	Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)(2); to the individual's request for a review of an agency's refusal of the individual's request to amend a record as provided for under 552 a(d)(3); and to any civil action brought by the individual against the refusing agency as provided under 5 U.S.C. 552a(g)		

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
	a) Requests to amend agreed to by agency. Includes individual's requests to amend and/or review refusal to amend, copies of agencies replies thereto, and related materials.	Dispose of in accordance with the approved disposition instruction for the related subject individual's record or 4 years after agency's agreement to amend, whichever is later	GRS 14 item 26(a)
	b) Requests to amend refused by agency. Includes individual's requests to amend and to review refusal to amend, copies of agency's replies thereto, statement of disagreement, agency justification for refusal to amend a record, and related materials	Dispose of in accordance with the approved disposition instructions for the related subject individual's record; 4 years after final determination by agency, or 3 years after final adjudication by courts, whichever is later	GRS 14 item 26(b)
	c) Appealed requests to amend. Includes all files created in responding to appeals under the Privacy Act for refusal by agency to amend a record	Dispose of in accordance with the approved disposition instructions for the related subject individual's record or 3 years after adjudication by courts, whichever is later.	GRS 14 item 26(c)
14.	Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual's name, requestor's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable	Dispose of in accordance with the approved disposition instructions for the related subject individual's records or 5 years after the disclosure for which the accountability was made, whichever is later	GRS 14 item 27

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
15.	Recurring reports and onetime information requirements relating to agency implementation of the Privacy Act including annual report to the Congress of the United States, and the Office of Management and Budget.		
	a) Annual reports at agency level Vol: .1 cf; Ann Acc: negligible	Permanent Retention. Offer to NARS when 10 years old in 5yr block.	GRS 14 item 29(a)
	b) Other reports	Destroy when 2 years years old	GRS 14 item 29(b)
16.	Records relating to the general agency implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records.	Destroy when 2 years old or sooner if no longer needed for administrative use	GRS 14 item 30
17.	Press Service reference file consisting of teletype news and copies of press clippings relating to agency activities, interests, and staff.	Destroy when 2 years old or when no longer required for reference purposes whichever is sooner.	To be requested
18.	Correspondence requesting information pertainent to election campaign laws and regulations other than in printed format and not of an advisory opinion nature.	Destroy when ~~4~~ 2 years old or when no longer needed for administrative and reference use whichever is sooner.	To be requested

FEC RECORDS RETENTION AND DISPOSITION

SCHEDULE NO. 14

Administrative Management Records

This schedule provides for the retention or disposal of certain records relating to administrative management activities in the Commission. These activities involve the direction and control of those staff and management programs not under line personnel directing and controlling substantive operations and programs. They exclude records of operating personnel, budget, accounting, and printing functions, which are covered by other Schedules, but include records of related specialized procedural and management staffs. Included within the scope of the schedule are the most frequently found files which are created in the course of organizational planning, development and simplification of procedures, records management activities, and administration of management programs.

ADMINISTRATIVE MANAGEMENT RECORDS

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
1.	Internal directives issued at the agency or division and office level.		GRS 16 Item 1 (a-d)
	a. Issuances related to agency program functions. (record set)	Permanent. Offer to NARS in 5-yr. blocks when 20 years old.	
	b. Case files documenting a. above	Permanent. Same as a. above.	
	c. Issuance related to routine functions (i.e., payroll, personnel)	Destroy when superceded or obsolete.	
	d. Case files documenting c. above.	Destroy when issuance is destroyed.	
	Vol.: 1.5 cf Ann. Acc: 1 in.		
2.	Pamphlets, report, leaflets, file manuals, or other published or processed documents, or the last manuscript report if not published, relating to management projects.		
	a) Record copy with the supporting papers which document the inception, scope and purpose of the project; Vol.: 1½ cf; Ann. Acc. ¼ cf	Permanent retention. Offer to NARS in 5 year blocks when 10 years old or when no longer of administrative use. (i.e. 1975-79 offered in 1989)	To be requested
	b) Working papers and background materials.	See item 7	GRS 16 item 2(b)
3.	Records inventories, disposal authorizations, schedules and reports.		
	a) Basic documentation of records description and disposition programs, including requests for records disposition authority, records transmittals and receipt and related documentation;	Destroy when related records are destroyed, or when no loner needed for administrative or reference purposes.	GRS 16 item 3(a)

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
	b) Extra copies and routine correspondence and memoranda;	Destroy when no longer needed for reference	GRS 16 item 3(b)
	c) Working papers and background material	See item 7	ORS 16 item 3(c)
4.	Forms Files.		
	a) One record copy of each form created by the agency with related instructions and documentation showing inception, scope, and purpose of the form;	Destroy 5 years after related form is discontinued, superseded, or cancelled.	~~To be requested~~ GRS 16 Item 4(a)
	b) Working papers, background materials, requisitions, specifications, processing data, and control records.	Destroy when related form is discontinued, superseded, or cancelled.	GRS 16 item 4(b)
5.	Statistical reports of agency records holdings required by the General Services Administration, including feeder reports from all offices and data on the volume of records disposed of by destruction or transfer.	Destroy when 3 years old	GRS 16 item 6
6.	Case files maintained for each report created, cancelled or superseded.	Destroy 2 years after report is discontinued	GRS 16 item 8
7.	Working papers of project records such as studies, analyses, notes, drafts and interim reports.	Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.	GRS 16 item 10
8.	Reports, correspondence, authorizations, techniques and related records concerning the development and improvement of the	Destroy when 6 years old	GRS 16 item 11

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
	management of records in the agency. Includes the management of files, forms correspondence, mail reports, microfilm, automatic data processing, vital records, and related records not covered elsewhere in this schedule.		
9.	Records relating to establishment, organization, membership and policy of committees, conferences, task forces and panels.		
	a) Interagency and advisory committees, task forces, and panels. Vol.: .5 of Acc.: Negligible Arranged by subject.	Permanent retention. Offer to NARS when no longer needed for administrative or reference purposes or when 10 years old in 5 yr blocks whichever is sooner.	To be requested
	b) Internal committees and task forces.	Destroy 2 years after termination of committee.	GRS 16 item 12(a)(2
10.	Records created by committees.		
	a) Agenda, minutes, final reports, and related records documenting the accomplishments of official interagency and advisory boards committees, task forces and panels.		
	1) Record copies Vol: 1.5 of Ann. Acc: negligible Arranged by subject + t.u. chronologically.	Permanent retention. offer to NARS when no longer needed for administrative purposes or when 10 years old in 5 yr blocks whichever is sooner.	To be requested
	2) All other copies	Destroy when 3 years old or when no longer needed for reference.	GRS 16 item 12(b)(1)(b)
	b) All other committee, task force and panel records.	Destroy when 3 years old or when no longer needed for reference.	GRS 16 item 12(b)(2)

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
11.	Official organization charts, narrative histories, and related records which document the organization and functions of the agency.		
	a) Record copy Vol.: Negligible Ann. Acc: Negligible Currently arranged in one file folder.	Permanent retention. Offer to NARS ~~when no longer needed for administrative or reference purposes or~~ when 20 years old ~~which ever is sooner.~~	GRS 16/13a ~~To be requested~~ in 5yr blocks
	b) All other copies	Destroy when superseded or obsolete.	GRS 16 item 13(b)

FEC RECORDS RETENTON AND DISPOSITION

SCHEDULE NO. 15

Security and Protective Services Records

Security and protective services records include the various files created to protect Government facilities, equipment and records from unauthorized entry, sabotage, or loss; to determine loyalty and fitness of individuals employed by, or seeking employment for the Government.

This schedule authorizes for disposal records documenting administrative actions relating to the above functions.

SECURITY AND PROTECTIVE SERVICE RECORDS

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
1.	Directives, plans, reports, and correspondence reflecting policies and procedures developed in the administration and direction of security and protective services programs.	Destroy when 3 years old.	To be requested
2.	Correspondence files relating to administration and operation of the facilities security and protective services programs, not covered by item 1 or elsewhere in this schedule.	Destroy when 2 years old.	GRS 18 item 9
3.	Property pass files, authorizing removal of property or materials.	Destroy 3 months after expiration or revocation.	GRS 18 item 13
4.	Reports, loss statements, receipts and other material relating to accountability for personal property lost or stolen.	Destroy when 1 year old.	GRS 18 item 16
5.	Files relating to accountability for keys issued.	Destroy 6 months after turn-in of key.	GRS 18 item 17
6.	Building and employee identification cards.	Destroy when superseded or obsolete.	GRS 18 item 20(a)
7.	Guard inspection reports and punch clock dial sheets.	Destroy when 1 year old.	GRS 18 item 20(b)
8.	Correspondence files relating to administration and operation of the personnel security clearance program not covered by item 1 or elsewhere in this schedule.	Destroy when 2 years old.	GRS 18 item 22

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
9.	Records of investigations of personnel employed by or seeking employment from the Government, or whose relationship otherwise with the Government requires a security clearance, but exclusive of copies of investigative reports and related papers furnished by the Civil Serivce Commission for which maintenance and disposition instructions are provided in the Federal Personnel Manual.	Destroy upon notification of death or not later than 5 years after separation or transfer of employee or no later than 5 years after contract relationship expires, whichever is applicable.	GRS 18 item 23
10.	Records showing the security clearance status of individuals, either in the form of lists or rosters, or as individual case files containing copies of documents contained in case files described in item 9 above.	Destroy lists or rosters when superseded or obsolete; destroy case files upon transfer or separation of related individual.	GRS 18 item 24
11.	Correspondence files relating to administration and operation of the emergency planning program, not covered by item 1 or elsewhere in this schedule.	Destroy when 2 years old.	GRS 18 item 27
12.	Emergency Planning Case Files. a) One record copy of each plan or issuance, if not included in agency's set of permanent directives b) Case file copy and related background material, if maintained in agency set of directives.	Permanent retention. Offer to NARS when 15 years old in ten-yr. blocks Destroy 3 years after issuance of new plan or directive.	GRS 18 item 28(a) GRS 18 item 28(b)
13.	Copies of emergency plans and directives other than those maintained in case files described in item 12 above.	Destroy when superseded or obsolete.	GRS 18 item 29

FEC RECORD RETENTION AND DISPOSITION

SCHEDULE NO. 16

WITHDRAWN

Machine-Readable Records

This schedule covers machine-readable records and the related documentation required to service them. When information exists in both machine-readable and hard copy forms, various factors bear on the decisions 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 files.

Data on media other than computer magnetic tape (such as disc packs, used by the Commission) are described by this schedule, but in most cases must be converted to magnetic tape before transfer to NARS. Therefore, the data file description is related to desposition standards for the hard copy file.

MACHINE-READABLE AND RELATED DOCUMENTS

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
1.	Data system specifications to include definition of functional and data requirements and system specifications, requests for the system and authorizing directives.	a) Dispose one year after final action if the system was disapproved; b) Dispose one year after discontinuance of the system for which all related magnetic data files are authorized for disposal; c) Not authorized for disposal when pertanent to an approved system for which the related magnetic data files is not authorized for disposal.	GRS 20 pt. 3 item 1 GRS 20 pt. 3 item 2 WITHDRAWN GRS 20 pt 3 item 3
2.	Files specifications including definitions of record characteristics, record layout, codes used, security and privacy restrictions, validity characteristics, update and access conditions.	a) Dispose with related system data file when the file is authorized for disposal; b) Retain with related system data file when the file is not authorized for disposal.	GRS 20 pt. 3 item 6 GRS 20 pt. 3 item 7 WITHDRAWN
3.	User guides consisting of instructions on equipment facilities and their operation, explanations of the system output and general guidelines on system application.	Retain with data system specification.	GRS 20 pt. 3 item 8 WITHDRAWN
4.	Disclosure information retrieval routine consisting of machine instructions designed to retrieve information from specific data systems.	a) Dispose of when no longer needed for general purpose programs; b) Dispose of with the related data file when applicable to special purpose programs for those data files for which disposal is authorized;	GRS 20 pt. 3 item 11 GRS20 pt. 3 item 12 WITHDRAWN

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
4.		c) Retain with related data file when applicable to special purpose programs for those data files for which disposal is not authorized.	GRS 20 pt. 3 item 13 WITHDRAWN
5.	Disclosure information retrieval system master files concerning receipt and expenditure data related to presidential and congressional primaries and the general election. Vol.: approx. 6 reels of data and documentation	Permanent Retention. Offer to NARS with related drum tape in 2 year increment 4 years from the end of the reporting year for which the election takes place.	To be requested WITHDRAWN