

*National Archives and
Records Administration*

Washington, DC 20408

GENERAL RECORDS SCHEDULES TRANSMITTAL

NO. 1

August 10, 1988

TO: Heads of Federal Agencies

1. Purpose. This transmittal announces a revision of the General Records Schedules (GRS).

2. Background.

a. Over the past 2 years, the National Archives and Records Administration has been reviewing and modifying the General Records Schedules. Many of the changes were made in response to agency suggestions. Several of the most significant changes or additions have been announced through NARA bulletins (see paragraph 6). Though many items remain unchanged from the previous edition, sufficient changes were made to require that the entire set of schedules be reissued.

b. The GRS now cover only disposable records. Supplementary information on scheduling records not covered by the GRS is found in several NARA publications. Comprehensive guidance is provided in the Disposition of Federal Records handbook, available from the Federal Supply Service (stock number 7610-01-055-8704). Specific guidance on scheduling nontextual records will be provided in three NARA instructional guides, "Managing Cartographic and Architectural Records," "Managing Audiovisual Records," and "Managing Electronic Records." An additional instructional guide, "Managing the Records of Temporary Commissions," is also being developed. These four publications will be issued in the near future and their availability will be announced in a NARA bulletin.

3. Explanation of changes.

a. Records previously scheduled as "permanent," "submit an SF 115," and "submit an SF 258," have been deleted. Such records must be scheduled individually by agencies that create or acquire them. Potentially permanent records must be appraised by NARA. Their inclusion in the GRS proved to be misleading in some instances, as some agencies assumed that all items scheduled as "submit an SF 115" or "submit an SF 258" would automatically be permanent. Inclusion of permanent and potentially permanent items also led some agencies to believe that the GRS could be used to cover unique program records.

(1) The 19 items previously scheduled as permanent will have to be rescheduled by submission of an SF 115, unless NARA has already approved their disposition on an SF 115.

August 10, 1988

GRS TRANSMITTAL 1

(a) In most cases the records should be proposed for permanent retention, but NARA appraisal may find a few of them disposable. For example, news releases at all levels of an organization may not be permanent.

(b) In other cases, the GRS provided guidelines rather than definitive descriptions of permanent series. For example, the GRS scheduled a representative sample of globes, terrain models, and raised relief maps as well as agency histories and selected background materials as permanent. Agency history files are particularly important for documenting an agency's activities. It is very important for NARA to have a complete description of the files in an agency's historian's office in order to conduct an appraisal of all materials created or collected by that office.

(2) The deletion of the items for which the disposition was "submit an SF 115" or "submit an SF 258" will impose no additional workload on agencies, as they had to be scheduled separately under the superseded GRS.

(3) One disposable item, Telephone Summaries (previously GRS 12, item 4), was deleted because it did not adequately cover the records created under current procedures. NARA is working with the General Services Administration (GSA) and the General Accounting Office (GAO) to develop a disposition standard for current records. Pending resolution of this matter, agencies that want to dispose of these records should submit an SF 115 to NARA and request GAO concurrence.

(4) GRS 22, Design and Construction Drawings and Related Records, has been deleted and its disposal authorities have been added to GRS 17 (previously Cartographic, Remote Sensing Imagery, and Related Records), now titled Cartographic, Aerial Photographic, Architectural, and Engineering Records.

(5) Most of the items that were deleted covered nontextual records; i.e., audiovisual records, cartographic and architectural records, and electronic records. The instructional guides mentioned in subparagraph 2b will include criteria for identifying potentially permanent records.

(6) GRS 19, Research and Development Records, has been rescinded, as announced in NARA Bulletin 88-2. Most items in GRS 19 were scheduled "submit an SF 115." In addition, the generic descriptions of research records were difficult to properly apply because they did not clearly match the actual arrangement and content of most research and development records.

(7) GRS 24, Records of Temporary Commissions, Committees, and Boards, has been deleted. GRS 24 covered the records of temporary commissions and the like, not internal

August 10, 1988

GRS TRANSMITTAL 1

agency committees. Almost all items were scheduled "submit an SF 258." GRS 24 provided no unique disposal authority and will be replaced with an instructional guide, as mentioned in subparagraph 2b.

b. Disposal authorities for electronic records are provided in GRS 20, Electronic Records (previously titled Machine-Readable Records), and GRS 23, Records Common to Most Offices Within Agencies. GRS 20 covers common types of disposable records created in central computer processing operations. GRS 23 authorities have been extended to cover many records created through office automation applications.

c. Many other new items have been added to the GRS, including the Employee Medical Folder, records created in reviewing records for declassification under mandatory review procedures, administrative claims and waivers of claims files, performance records for SES employees, microform inspection logs and reports, records documenting information resources management triennial reviews and information collection budgets, files on certain types of notices printed in the Federal Register, and records relating to membership in the National Defense Reserve system.

d. Because of the deletion of so many items and some of the complete schedules, the GRS have been renumbered. A conversion chart listing each old and new item is appended to the GRS to facilitate its use.

4. Availability. NARA has contacted agency records management officers to determine the number of copies needed by each agency and will provide those separately. If additional copies (paper or electronic) are required in the future, please contact the Records Administration Information Center (NIA), Washington, DC 20408. Phone: 202-724-1471.

5. Instructions. Discard all previous issues of the GRS and replace them with this new edition.

6. GRS transmittal series. NARA has established the GRS transmittal series to announce all changes to the GRS. The transmittals will be sequentially numbered to facilitate updating the GRS and to make it easier to determine if all changes have been received. Each transmittal should be filed in the front of the looseleaf GRS after the instructions contained in the transmittal have been followed (e.g., the attached GRS pages have been interfiled or pen-and-ink changes have been annotated on the appropriate pages of the GRS). NARA will list the GRS transmittals issued to date in the first NARA Bulletin of each fiscal year.

August 10, 1988

GRS TRANSMITTAL 1

7. Cancellation. FPMR Bulletin B-124 with Supplements 1-4, and NARA Bulletins 87-6, 88-2, and 88-3 are canceled.

8. Additional Information. Agencies needing additional information should contact the Records Appraisal and Disposition Division (NIR), Washington, DC 20408. Phone: 202-724-1457.



DON W. WILSON
Archivist of the United States

Attachment

TABLE OF CONTENTS

Introduction to the General Records Schedules

Schedule		Civilian Personnel Records
Schedule		Payrolling and Pay Administration Records
Schedule	3.	Procurement, Supply, and Grant Records
Schedule	4.	Property Disposal Records
Schedule	5.	Budget Preparation, Presentation, and Apportionment Records
Schedule		Accountable Officers' Accounts Records
Schedule	7.	Expenditure Accounting Records
Schedule		Stores, Plant, and Cost Accounting Records
Schedule	9.	Travel and Transportation Records
Schedule	10.	Motor Vehicle Maintenance and Operations Records
Schedule	11.	Space and Maintenance Records
Schedule	12.	Communications Records
Schedule		Printing, Binding, Duplication, and Distribution Records
Schedule		Information Services Records
Schedule	15.	Housing Records
Schedule	16.	Administrative Management Records
Schedule	17.	Cartographic, Aerial Photographic, Architectural, and Engineering Records
Schedule	18.	Security and Protective Services Records
Schedule	19.	Research and Development Records (RESCINDED)
Schedule	20.	Electronic Records
Schedule	21.	Audiovisual Records
Schedule	22.	Inspector General Records
Schedule	23.	Records Common to Most Offices Within Agencies

Subject Index

Forms Index

INTRODUCTION TO THE GENERAL RECORDS SCHEDULES

General Records Schedules (GRS) are issued by the Archivist of the United States to provide disposition authorization for records common to several or all agencies of the Federal Government. They include records relating to civilian personnel, fiscal accounting, procurement, communications, printing, and other common functions; and certain nontextual records. These records comprise an estimated one-third of the total volume of records created by Federal agencies.

The GRS does not cover all records of an agency. It must be supplemented by schedules for unique program records. Agencies should exercise particular care in applying the GRS to subject or correspondence files that may include a mix of administrative and program records. Usually, administrative subject files have short retention periods, less than three years. Program subject files may be needed by the agency for ten years or more, and may have archival value as well. Agencies should maintain administrative records separately from program records. If administrative records are mixed with program records and cannot be economically segregated, the entire file should be kept for the period of time approved for the program records. Similarly, if documents covered by these schedules are part of a subject or case file which documents activities different from those covered by the schedules, they should be treated in the same manner as the files of which they are a part.

GRS items cover record copies. In some instances, more than one copy of a document or file would be considered a record, if different offices use it to perform different functions. When it is difficult to decide whether files are record or nonrecord materials, the records officer should treat them as records. Records officers may consult with the National Archives and Records Administration (NIR) to determine the record or nonrecord status of a particular file.

In 1978, use of the GRS was made legally mandatory. The disposition authorizations must be used by a Federal agency to the greatest extent possible. Because these schedules are designed to cover records common to several agencies, the records descriptions are general. Agency records officers may use the schedules either as an appendix to an agency printed schedule or tailored to the agency's own particular needs and incorporated into agency schedules.

The disposition instructions in the GRS are to be implemented without further approval from NARA, with the exception that most records created before January 1, 1921, must first be offered to NARA for appraisal. If NARA rejects the records, they may be destroyed immediately. GRS 3, 11, 16, and 21 have other delimiting dates. Agencies that convert temporary records covered by the GRS to microform should apply the GRS disposition standards to the microform copies, and destroy the paper copies after verification of the film, unless legal considerations require longer retention of the paper (36 CFR 1230.10(b)). No further authorization from NARA is required to implement these provisions. If an agency wishes to apply a different retention period for any series of records included in the GRS, the records officer must submit an SF 115 providing justification for the deviation.

The GRS includes two indexes, an alphabetical Subject Index and an index of commonly used Standard and Optional Forms. The forms index includes only the forms most frequently used by the various government agencies.

General Records Schedules
June 1988

As provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies, the disposal instructions for most records in the remaining schedules are applicable to both hard copy and electronic versions of the records described. GRS 20 specifies certain exceptions to this authority. In those cases, the electronic version of the file must be scheduled on an SF 115.

The previous edition of the GRS included items designated as "permanent," and others for which the disposition instruction was "Submit an SF 115" or "Submit an SF 258." These items have been deleted. GRS authorizations now provide only disposal authority for temporary records, and agencies will now have to include all other records on SF 115s. Many of the items in previous schedules 17, Cartographic, Remote Sensing Imagery, and Related Records, 21, Audiovisual Records, and 22, Design and Construction Drawings and Related Records, have been deleted. GRS 17 and 22 are now combined as GRS 17, Cartographic, Aerial Photographic, Architectural, and Engineering Records. NARA is preparing a series of pamphlets that will provide guidance on scheduling nontextual records that are not covered by the GRS.

GRS 24, Temporary Commissions, Committees, and Boards Records, has been deleted and will be replaced by a NARA handbook on the maintenance and disposition of such records. GRS 19, Research and Development Records, has been deleted because it did not accurately reflect current recordkeeping practices in most agencies. Because of these changes, a conversion table has been appended to this edition. For more information on scheduling unique program records, including potentially permanent records, see the Disposition of Federal Records Handbook, available through the Federal Supply Service (stock number 7610-01-055-8704).

Questions of applicability of any GRS item to agency records or differences of interpretation between the records officer and other agency personnel that cannot be reconciled within the agency may be referred to the Director, Records Appraisal and Disposition Division, NARA, from offices in the Washington, DC area, or the Director of the nearest Federal Records Center (FRC) from offices outside the Washington area.

Some records series covered by the GRS are eligible for retirement to an FRC. Records should be retired from agency space to an FRC only if transfer costs do not exceed the expense of retaining them in agency space. Records sent to FRCs should have a remaining retention of at least one year. If special circumstances, such as lack of filing equipment or space, make it imperative that records be retired, exceptions can be made to this policy. These decisions are made on an individual basis by the appropriate FRC Director. Procedures for transfer of records to FRCs are found in NARA regulations (36 CFR 1228.152).

The GRS are issued in a looseleaf format for ease of updating. They will no longer be distributed under cover of NARA bulletins. NARA has established a special General Records Schedule transmittal format for disseminating these schedules and subsequent additions and changes. The transmittal documents will be sequentially numbered. In addition, the first NARA bulletin of each fiscal year will list the current GRS transmittals in effect.

GENERAL RECORDS SCHEDULE 1

Civilian Personnel Records

Agency civilian personnel records relate to the supervision over and management of Federal civilian employees. This schedule covers the disposition of all official personnel folders of civilian employees and other records relating to civilian personnel, wherever located in the agency. Specifically excluded are program records of the Office of Personnel Management, the Bureau of Medical Services (PHS/HHS), the Office of Workers' Compensation Programs (DOL), and the Equal Employment Opportunity Commission. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration for appraisal before these disposition instructions may be applied.

The most important types of records, the Official Personnel Folders, the Service Record Cards, and the Employee Medical Folder, are maintained according to Federal Personnel Manual Supplement 293-31, which prescribes a system of recordkeeping for Federal personnel.

With the exceptions of electronic records created in central data processing facilities described under items 1, 21, 22, and 25f, all records described in this schedule are authorized for disposal in both hard copy and electronic forms, under GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

ITEM	<u>NO.</u> <u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	<u>Official Personnel Folders.</u>	
	Records filed on the right side of the Official Personnel Folder (OPF). (See GRS 1, item 10, for temporary papers on the left side of the OPF). Folders covering employment terminated after December 31, 1920, excluding those selected by the National Archives and Records Administration for permanent retention.	
	a. Transferred employees.	See Federal Personnel Manual for instructions relating to folders of employees transferred to another agency.

General Records Schedule 1
June 1988

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	b. Separated employees.	Transfer folder to National Personnel Records Center St. Louis, MO, 30 days after separation. NPRC will destroy 65 years after separation from Federal service.
<p>[NOTES: (1) OPFs covering periods of employment terminated prior to January 1, 1921, are not covered by this item. If an agency has such files, it should contact the NARA Records Appraisal and Disposition Division to request appraisal of the files. If NARA rejects the records, the disposition for GRS 1, item 1b applies. (2) Master files and data bases created in central data processing facilities to supplement or replace the OPFs are not authorized for disposal under the GRS. Such files must be scheduled on an SF 115.]</p>		
2.	<u>Service Record Cards.</u>	
	Service Record Card (Standard Form 7 or equivalent).	
	a. Cards for employees separated or transferred on or before December 31, 1947.	Transfer to NPRC (CPR), St. Louis, MO. Destroy 60 years after earliest personnel action.
	b. Cards for employees separated or transferred on or after January 1, 1948.	Destroy 3 years after separation or transfer of employee.
3.	<u>Personnel Correspondence Files.</u>	
	Correspondence reports, and other records relating to the general administration and operation of personnel functions, but excluding records specifically described elsewhere in this schedule and records maintained at agency staff planning levels.	Destroy when 3 years old.
4.	<u>Offers of Employment Files.</u>	
	Correspondence including letters and telegrams offering appointments to potential employees.	
	a. Accepted offers.	Destroy immediately.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
b.	<p>Declined offers:</p> <p>(1) When name is received from certificate of eligibles.</p> <p>(2) Temporary or excepted appointment.</p> <p>(3) All others.</p>	<p>Return to OPM with reply and application.</p> <p>File with application (see item 15 of this schedule).</p> <p>Destroy immediately.</p>
5.	<p><u>Certificate of Eligibles Files.</u></p> <p>Copies obtained from OPM of certificates of eligibles with related requests, forms, correspondence, and statement of reasons for passing over a preference eligible and selecting a nonpreference eligible.</p>	Destroy when 2 years old.
6.	<p><u>Employee Record Cards.</u></p> <p>Employee record cards used for informational purposes outside personnel offices (such as SF 7-B).</p>	Destroy on separation or transfer of employee.
7.	<p><u>Position Classification Files.</u></p> <p>a. Position Classification Standards Files.</p> <p>(1) Standards and guidelines issued or reviewed by OPM and used to classify and evaluate positions within the agency.</p> <p>(2) Correspondence and other records relating to the development of standards for classification of positions peculiar to the agency and OPM approval or disapproval.</p> <p>(a) Case file.</p> <p>(b) Review File.</p>	<p>Destroy when superseded or obsolete.</p> <p>Destroy 5 years after position is abolished or description is superseded.</p> <p>Destroy when 2 years old.</p>

General Records Schedule 1
June 1988

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	b. Position Descriptions.	
	Record copy of position descriptions which include information on title, series, grade, duties and responsibilities, and related documents.	Destroy 2 years after position is abolished or description superseded.
	c. Survey Files.	
	(1) Classification survey reports on various positions prepared by classification specialists, including periodic reports.	Destroy when 3 years old or 2 years after regular inspection, whichever is sooner.
	(2) Inspection, audit and survey files including correspondence, reports, and other records relating to inspections, surveys, desk audits and evaluations.	Destroy when obsolete or superseded.
	d. Appeals Files.	
	Case files relating to classification appeals.	Destroy 3 years after case is closed.
8.	<u>Interview Records.</u>	
	Correspondence, reports and other records relating to interviews with employees.	Destroy 6 months after transfer or separation of employee.
9.	<u>Performance Rating Board Case Files.</u>	
	Copies of case files forwarded to OPM relating to performance rating board reviews.	Destroy 1 year after case is closed.
10.	<u>Temporary Individual Employee Records.</u>	
	All copies of correspondence and forms maintained on the left side of the Official Personnel Folder in accordance with Federal Personnel Manual, Chapter 293, and Supplement 292-31, EXCLUDING performance-related records.	Destroy upon separation or transfer of employee or when 1 year old, whichever is sooner. See item 23 of this schedule for disposition of temporary performance-related records.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
11.	<u>Position Identification Strips.</u>	
	Strips such as Standard Form 7D, used to provide summary data on each position occupied.	Destroy when superseded or obsolete.
12.	<u>Employee Awards Files.</u>	
	a. General awards records, EXCLUDING those relating to departmental level awards.	
	(1) Case files including recommendations, approved nominations, correspondence, reports and related handbooks pertaining to agency-sponsored cash and non-cash awards such as incentive awards, within-grade merit increases, suggestions, and outstanding performance.	Destroy 2 years after approval or disapproval.
	(2) Correspondence pertaining to awards from other Federal agencies or non-Federal organizations.	Destroy when 2 years old.
	b. Length of service and sick leave awards files.	
	Records including correspondence, reports, computations of service and sick leave, and list of awardees.	Destroy when 1 year old.
	c. Letters of commendation and appreciation.	
	Copies of letters recognizing length of service and retirement and letters of appreciation and commendation for performance, EXCLUDING copies filed in the OPF.	Destroy when 2 years old.
	d. Lists or indexes to agency award nominations.	
	Lists of nominees and winners and indexes of nominations.	Destroy when superseded or obsolete.

[NOTE: Records relating to departmental level awards are not covered by the GRS and must be scheduled by submitting an SF 115, Request for Records Disposition Authority, to NARA.]

General Records Schedule 1
June 1988

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	<u>Incentive Awards Program Reports.</u>	
	Reports pertaining to the operation of the Incentive Awards Program.	Destroy when 3 years old.
14.	<u>Notifications of Personnel Actions.</u>	
	Standard Form 50, documenting all individual personnel actions such as employment, promotions, transfers, separation, exclusive of the copy in the OPF.	
	a. Chronological file copies, including fact sheets, maintained in personnel offices.	Destroy when 2 years old.
	b. All other copies maintained in personnel offices.	Destroy when 1 year old.
15.	<u>Employment Applications.</u>	
	Applications (SF 171) and related records, EXCLUDING records relating to appointments requiring Senatorial confirmation and applications resulting in appointment which are filed in the OPF.	Destroy upon receipt of OPM inspection report or when 2 years old, whichever is earlier, provided the requirements of the Federal Personnel Manual Chapter 333, Section A-4, are observed.
16.	<u>Personnel Operations Statistical Reports.</u>	
	Statistical reports in the operating personnel office and subordinate units relating to personnel.	Destroy when 2 years old.
17.	<u>Correspondence and Forms Files.</u>	
	Operating personnel office records relating to individual employees not maintained in OPFs and not provided for elsewhere in this schedule.	
	a. Correspondence and forms relating to pending personnel actions.	Destroy when action is completed.
	b. Retention registers	
	(1) Registers used to effect reduction-force actions.	Destroy when 2 years old.

ITEM	<u>NO.</u> <u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	(2) Registers from which no reduction-in-force actions have been taken.	Destroy when superseded or obsolete.
	c. All other correspondence and forms.	Destroy when 6 months old.
18.	<u>Supervisors' Personnel Files and Duplicate OPF Documentation.</u>	
	a. Supervisors' Personnel Files.	
	Correspondence, forms, and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF.	Review annually and destroy superseded or obsolete documents; or destroy all documents relating to an individual employee within 1 year after separation or transfer.
	b. Duplicate Documentation.	
	Other copies of documents duplicated in OPFs not provided for elsewhere in this schedule.	Destroy when 6 years old.
19.	<u>Individual Health Record Files.</u>	
	Cards which contain such information as date of employee's visit, diagnosis, and treatment.	Destroy 6 years after date of last entry.
20.	<u>Health Unit Control Files.</u>	
	Logs or registers reflecting daily number of visits to dispensaries, first aid rooms and health units.	
	a. If information is summarized on statistical report.	Destroy 3 months after last entry.
	b. If information is not summarized.	Destroy 2 years after last entry.
21.	<u>Employee Medical Folder (EMF).</u>	
	a. Long-term medical records as defined in the Federal Personnel Manual (FPM), Chapter 293.	
	(1) Transferred employees.	See FPM for instructions.

General Records Schedule 1
June 1988

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	(2) Separated employees.	Transfer to National Personnel Records Center (NPRC), St. Louis, MO, 30 days after separation. NPRC will destroy 75 years after birth date of employee, 60 years after date of the earliest document in the folder if the date of birth cannot be ascertained, or 30 years after latest separation, whichever is later.
	b. Temporary or short-term records as defined in the FPM.	Destroy 1 year after separation or transfer of employee.
	c. Individual Employee Health Case Files created prior to establishment of the EMF system that have been retired to an FRC.	Destroy 60 years after retirement to FRC.

[NOTE: Master files and data bases created in central data processing facilities to supplement or replace the records covered by item 21 are not authorized for disposal under the GRS. Such files must be scheduled on an SF 115.]

22. Statistical Summaries.

Copies of statistical summaries and reports with related papers pertaining to employee health, retained by the reporting unit.	Destroy 2 years after date of summary or report.
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[NOTE: Master files and data bases created in central data processing facilities to supplement or replace the records covered by this item are not authorized for disposal under the GRS. Such files must be scheduled on an SF 115.]

Employee Performance File System Records.

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| a. Non-SES appointees (as defined in 5 USC 4301(2)g). | |
| (1) 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. |
| (2) Performance records superseded through an administrative, judicial, or quasi-judicial procedure. | Destroy upon supersession. |

ITEM	NO. DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	(3) Performance-related records pertaining to a former employee.	
	(a) Latest rating of record 3 years old or less and performance plan upon which it is based and any summary rating.	Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee separates (see item 1b of this schedule). An agency retrieving an OPF from NPRC will dispose of these documents in accordance with item 23a(3)(b) of this schedule.
	(b) All other performance plans and ratings.	Destroy when 3 years old or when no longer needed, whichever is sooner.
	(4) All other summary performance appraisal records, including performance appraisals and job elements and standards upon which they are based.	Destroy 3 years after date of appraisal.
	(5) Supporting documents.	Destroy 3 years after date of appraisal or when no longer needed, whichever is sooner.
	b. SES appointees (as defined in 5 USC 3132a(2)).	
	(1) Performance records superseded through an administrative, judicial, or quasi-judicial procedure.	Destroy upon supersession.
	(2) Performance-related records pertaining to a former SES appointee.	
	(a) Latest rating of record that is less than 5 years old, performance plan upon which it is based, and any summary rating.	Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee leaves Federal service (see item 1b of this schedule). An agency retrieving an OPF from NPRC will dispose of those documents in accordance with item 23b(2)(b) of this schedule.

General Records Schedule 1
June 1988

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	(b) All other performance ratings and plans.	Destroy when 5 years old, or when no longer needed, whichever is sooner.
	(3) All other performance appraisals, along with job elements and standards (job expectations) upon which they are based, EXCLUDING those for SES appointees serving on a Presidential appointment (5 CFR 214).	Destroy 5 years after date of appraisal.
	(4) Supporting documents.	Destroy 5 years after date of appraisal or when no longer needed, whichever is sooner.
[NOTE: Performance records pertaining to Presidential appointees are not covered by the GRS. Such records must be scheduled by submitting an SF 115 to NARA.]		
24.	<u>Financial Disclosure Reports.</u>	
	a. Reports and related documents submitted by individuals as required under the Ethics in Government Act of 1978 (PL 95-521).	
	(1) Records including SF 278A for individuals filing according to Section 201b of the Act, and not subsequently confirmed by the U.S. Senate.	Destroy 1 year after nominee ceases to be under consideration for appointment; EXCEPT that documents needed in an on-going investigation will be retained until no longer needed in the investigation.
	(2) All other records including SF 278.	Destroy when 6 years old; EXCEPT that documents needed in an on-going investigation will be retained until no longer needed in the investigation.
	b. All other statements of employment and financial interests and related records, including confidential statements filed under Executive Order 11222.	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
25.	<u>Equal Employment Opportunity Records.</u>	
	a. Official Discrimination Complaint Case Files.	
	Originating agency's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222. Cases resolved within the agency, by EEOC, or by a U.S. Court.	Destroy 4 years after resolution of case.
	b. Copies of Complaint Case Files.	
	Duplicate case files or documents pertaining to case files retained in Official File Discrimination Complaint Case Files.	Destroy 1 year after resolution of case.
	c. Background Files.	
	Background records not filed in the Official Discrimination Complaint Case Files.	Destroy 2 years after final resolution of case.
	d. Compliance Records.	
	(1) Compliance Review Files.	
	Reviews, background documents and correspondence relating to contractor employment practices.	Destroy when 7 years old.
	(2) EEO Compliance Reports.	Destroy when 3 years old.
	e. Employee Housing Requests.	
	Forms requesting agency assistance in housing matters, such as rental or purchase.	Destroy when 1 year old.
	f. Employment Statistics Files.	
	Employment statistics relating to race and sex.	Destroy when 5 years old.

[NOTE: Master files and data bases created in central data processing facilities to supplement or replace the records covered by this subitem are not authorized for disposal under the GRS. Such files must be scheduled on an SF 115.]

General Records Schedule 1
June 1988

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
g.	EEO General Files. General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent later legislation; and agency EEO Committee meeting records including minutes and reports. EEO Affirmative Action Plans (AAP).	Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.
(1)	Agency copy of consolidated AAP(s). Agency feeder plan to consolidated AAP(s).	Destroy 5 years from date of plan. Destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner.
(3)	Report of on-site reviews of Affirmative Action Programs.	Destroy 5 years from date of report.
(4)	Agency copy of annual report of Affirmative Action accomplishments.	Destroy 5 years from date of report.
26.	<u>Personnel Counseling Records.</u>	
a.	Counseling Files. Reports of interviews, analyses and related records.	Destroy 3 years after termination of counseling.
b.	Alcohol and Drug Abuse Program. Records created in planning, coordinating and directing an alcohol and drug abuse program.	Destroy when 3 years old.
27.	<u>Standards of Conduct Files.</u> Correspondence, memoranda, and other records relating to codes of ethics and standards of conduct.	Destroy when obsolete or superseded.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
28.	<u>Labor Management Relations Records.</u>	
	a. Labor Management Relations General and Case Files.	
	Correspondence, memoranda, reports and other records relating to the relationship between management and employee unions or other groups:	
	(1) Office negotiating agreement.	Destroy 5 years after expiration of agreement.
	(2) Other offices.	Destroy when superseded or obsolete.
	Labor Arbitration General and Case Files.	
	Correspondence, forms, and background papers relating to labor arbitration cases.	Destroy 5 years after final resolution of case.
29.	<u>Training Records.</u>	
	EXCLUDING records of formally established schools which train agency employees in specialized program areas, such as law enforcement and national defense.	
	a. General file of agency-sponsored training, EXCLUDING record copy of manuals, syllabuses, textbooks, and other training aids developed by the agency.	
	(1) Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training, courses and conferences.	Destroy when 5 years old or 5 years after completion of a specific training program.
	(2) Background and working files.	Destroy when 3 years old.

ITEM	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
b.	Employee training. Correspondence, memoranda, reports and other records relating to the availability of training and 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.
[Note: Records excluded from this item must be scheduled by submission of an SF 115 to NARA. Reference copies of pamphlets, notices, catalogs and other records which provide information on courses or programs offered by government or non-government organizations, previously included in the GRS are nonrecord and may be destroyed when superseded or obsolete.]		
30.	<u>Grievance, Disciplinary and Adverse Action Files.</u>	
a.	Grievance, Appeals Files (5 CFR 771).	
	Records originating in the review of grievance and appeals raised by agency employees, except EEO complaints. These case files include statements of witnesses, reports of interviews and hearings, examiners' findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request.	Destroy 3 years after case is closed.
b.	Adverse Action Files (5 CFR 752).	
	Case files and related records created in reviewing an adverse action (disciplinary or non-disciplinary removal, suspension, leave without pay, reduction-in-force) against an employee. The file includes a copy of the proposed adverse action with supporting documents, statements of witnesses, employee's reply, hearing notices, reports and decisions; reversal of action; and appeal records, EXCLUDING letters of reprimand which are filed in the OPF.	Destroy 4 years after case is closed.

ITEM	<u>NO. DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
31.	<u>Personal Injury Files.</u> Forms, reports, correspondence and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made, EXCLUDING copies filed in the Employee Medical Folder and copies submitted to the Department of Labor.	Cut off on termination of compensation or when deadline for filing a claim has passed. Destroy 3 years after cutoff.
32.	<u>Merit Promotion Case Files.</u> Records relating to the promotion of an individual that document qualification standards, evaluation methods, selection procedures, and evaluations of candidates, EXCLUDING, any records that duplicate information in the promotion plan, in the OPF, or in any other personnel records.	Destroy after OPM audit or 2 years after the personnel action is completed, whichever is sooner.
33a	<u>Examining and Certification Records.</u> Delegated agreements and related records created under the authority of 5 U.S.C. 1104 between the Office of Personnel Management and agencies allowing for the examination and certification of applicants for employment.	
	a. Delegated agreements.	Destroy 3 years after termination of agreement.
	b. Correspondence concerning applications of eligibles certification, and all other examining and recruiting operations including but not limited to correspondence from the Congress, White House, and general public and correspondence regarding accommodations for holding examinations and shipment of test materials.	Break annually, Destroy 1 year after break.
	c. Test material stock control. Stock control records of examination test material including running inventory of test material in stock.	Destroy when test is superseded or obsolete.

ITEM	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
d.	Application Record Card (OPM Form 5000A, or equivalent).	Break after examination. Destroy no later than 90 days after break.
e.	Examination Announcement Case Files. Correspondence regarding examination requirements; original drafts of examination, and announcements issued EXCLUDING records concerning qualification standards, job specifications and their development.	Destroy 5 years after termination of related register.
f.	Register of eligibles (OPM Form 5001-C or equivalent, documenting eligibility of an individual for Federal jobs).	Break records on individuals with terminated eligibility annually. Destroy 5 years after break. When entire register is terminated, destroy 5 years after termination date. (Registers established under case examining: Destroy after audit by local OPM area office or 90 days after final action is taken on the certificate whichever is sooner.)
g.	Letters to applicants denying transfer of eligibility (OPM Form 4896 or equivalent). Cancelled and ineligible applications, supplemental forms, and attachments.	Break annually. Destroy 1 year after break. Ineligible applications may be returned to the applicant with the notice of ineligibility, unless otherwise directed by the local OPM area office. Destroy ineligible applications not returned and cancelled applications 90 days after date of action or when register is terminated; whichever is sooner.
i.	Test Answer Sheets Written test answer sheets for both eligibles and ineligibles. Filed by date of processing.	Destroy when 6 months old.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
j.	Lost or Exposed Test Material Case Files. Records showing the circumstances of loss, nature of the recovery action and corrective action required.	Break files annually. Destroy 5 years after break.
k.	Eligible applications.	
	(1) On active register.	Destroy upon termination of the register (except applications that may be brought forward to new register, if any).
	(2) On inactive register.	Destroy 1-12 months after eligibles are placed on inactive register, depending on space availability and difficulty of replacing the application for restoration.
l.	Request for prior approval of personnel actions taken by agencies on such matters as promotion, transfer, reinstatement, or change in status, submitted by SF 59, OPM 648, or equivalent form.	Break annually. Destroy 1 year after break.
m.	Certificate Files.	
	SF 39, SF 39A, or equivalent, and all papers upon which the certification was based: detailed rating schedule, record of selective and quality ranking factors used, list of eligibles screened for the vacancies, rating assigned, availability statements, and other documentation material designated by the examiner of retention. It is recommended that both the file copy and the audited report copy of the certificate be kept in this file. Files should be arranged to permit reconstruction or validation of actions taken in the event of appeal or legal action.	Break annually. Destroy 5 years after break.
n.	Certification request control index.	Break annually. Destroy 1 year after break.

General Records Schedule 1
June 1988

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	o. Displaced Employee Program (DEP) application and registration sheet.	Destroy upon expiration of employee's DEP eligibility.
	p. DEP control cards, if maintained.	Break annually. Destroy 2 years after break.
	q. Reports of audits of delegated examining operations.	Destroy 3 years after date of the report.
34.	<u>Occupational Injury and Illness Files.</u> Reports and logs (including OSHA Forms 100, 101, 102, and 200, or equivalents) maintained as prescribed in 29 CFR 1960 and OSHA pamphlet 2014 to document all recordable occupational injuries and illnesses for each establishment.	Destroy when 5 years old.
35.	<u>Denied Health Benefits Claims.</u> Denied eligibility files consisting of applications, court orders, denial letters, appeal letters, and related papers.	
	a. Health benefits denied, not appealed.	Destroy 3 years after denial.
	b. Health benefits denied, appealed to OPM for reconsideration.	
	(a) Appeal successful - benefits granted.	Create enrollment file in accordance with FPM letter 890-35.
	(2) Appeal unsuccessful - benefits denied.	Destroy 3 years after denial.

[Note: Pursuant to FPM letter 890-35, enrollment files of spouses eligible for benefits are transferred to OPM when former spouse cancels the enrollment, when enrollment is terminated by the employing office, or when former spouse begins receiving an annuity payment.]

GENERAL RECORDS SCHEDULE 2

Payrolling and Pay Administration Records

Payrolling and pay administration records pertain to disbursements to civilian employees of the Government for personal services. This schedule applies to the pay records that are common to all agencies, but it excludes (a) retirement records (Standard Form 2806 or equivalent) that are maintained during employee duty and then transferred to the Office of Personnel Management; (b) files maintained in agency space for audit by the General Accounting Office under section 117(b) of the Budget and Accounting Procedures Act of 1950; (c) records relating to tax withholdings, savings bonds, or fidelity bonds, or other records held by the appropriate units of the Treasury Department responsible for the related Government-wide programs; and (d) Office of Management and Budget files reflecting agency personnel needs and problems. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration before applying these disposition instructions.

Documents required by the Comptroller General to be maintained for site 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 agency concerned has written approval of the Comptroller General, as required by 82 Stat. 1301 (44 U.S.C. 3309). Most Federal civilian 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. 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, checklists prepared in lieu of the more formal payrolls by Department of the Treasury or local disbursing personnel, 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.

All payroll systems require the maintenance of a leave card, to which information is posted from more detailed records kept by time and attendance clerks located throughout an agency. Two basic forms or variations of them are used by most agencies: (a) Optional Form 1137, which shows leave taken by an employee over a two-year period; and (b) Optional Form 1130, which is a combination time and attendance and leave record designated to be maintained in agencies in which the time-keeping function is decentralized. One Optional Form 1130 is maintained for each employee each pay period, and the current leave status figure is accumulated from pay period to pay period.

Other records incidental to the payrolling process are withholding tax and savings bond records, reports made to Treasury Department units and the Office of Personnel Management 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.

General Records Schedule 2
June 1988

In many cases the records will be in electronic form, as the payrolling process has been almost universally converted to electronic data processing throughout the Federal government. With the exception of records created in central processing facilities described under item 17, all records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Individual Accounts Files</u> Individual earning and service cards such as Optional Form 1127 or equivalent	Transfer to the National Personnel Records Center (NRPCC) St. Louis, Missouri. (a) If filed in official personnel folder (OPF) or in individual pay folder adjacent to the OPF, destroy with the OPF. (See GRS 1, Item 1.) (b) If not in or filed adjacent to the OPF, destroy 56 years after the date of the last entry on the card.
2.	<u>Payroll Correspondence Files.</u> General correspondence files maintained by payroll units pertaining to payroll preparation and processing.	Destroy when 2 years old
3.	<u>Time and Attendance Reports Files</u> a. Optional Form 1130 or equivalent. (1) Payroll preparation and processing copies (2) All other copies. b. Flexitime Attendance Records Supplemental time and attendance records such as sign-in/sign-out sheets and work reports used for time accounting under Flexitime systems	 Destroy after GAO audit or when 3 years old, whichever is sooner. Destroy 6 months after the end of the pay period Destroy after GAO audit or when 3 years old whichever is sooner.

ITEM	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
4.	<u>Individual Authorized Allotments Files.</u>	
	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. 6030.10 for instructions regarding savings bonds authorizations, and FPM Chapter 550, Subchapter 3, Part 8, for instructions regarding CFC authorizations.
	(2) If record is not maintained elsewhere.	Destroy 3 years after superseded 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.
	(2) If record is not maintained elsewhere.	Destroy 3 years after superseded or 3 years after transfer or separation of employee.
5.	<u>Bond Registration Files.</u>	
	Issuing agent's copies of bond registration stubs.	Destroy when 2 years old.
6.	<u>Bond Receipt and Transmittal Files.</u>	
	Receipts for and transmittals of U.S. Savings Bonds and checks.	Destroy 3 months after date of receipt.

General Records Schedule 2
June 1988

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
7.	<u>Bond Purchase Files.</u> Forms and reports with related documents pertaining to deposits and purchases of bonds.	Destroy when 3 years old.
8.	<u>Leave Application Files.</u> Application for Leave, SF 71, or equivalent, and supporting documents relating to requests for and approval of taking leave. a. If timecard has been initialed by employee. b. If timecard has not been initialed by employee.	Destroy at end of applicable pay period. Destroy after GAO audit or when 3 years old, whichever is sooner.
9.	<u>Leave Record Cards.</u> Leave record cards such as OF 1137 or equivalent maintained separately from pay and earnings records, and OF 1130 when used as a leave record. a. Pay or fiscal copies. b. Other copies.	Destroy when 3 years old. Destroy 3 months after the end of the period covered.
10.	<u>Leave Data Files.</u> Records of leave data, such as SF 1150, prepared except as noted in the Federal Personnel Manual, 293-A-3. a. Original copy of SF 1150. b. Agency copy.	File on right side of OPF. See GRS 1, item 1. Destroy when 3 years old.
11.	<u>Notification of Personnel Action Files.</u> Pay or fiscal copy of SF 50 or equivalent, not filed in the Official Personnel Folder.	Destroy when related pay records are audited by GAO or when 3 years old, whichever is sooner.

ITEM	NO. DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
12.	<u>Budget Authorization Reference Files.</u> Copies of budget authorizations in operating payroll units used to control personnel ceilings and personnel actions.	Destroy when superseded.
13.	<u>Payroll Files.</u> Memorandum copies of payrolls, check lists, and related certification sheets, such as SF 1013A, SF 1128A, or equivalents.	
	a. Security copies of documents prepared or used for disbursement by Treasury disbursing offices, with related papers.	Destroy when Federal Records Center receives second subsequent payroll or checklist covering the same payroll unit.
	b. All other copies.	
	(1) If earning record card is maintained.	Destroy after GAO audit or when 3 years old, whichever is sooner.
	(2) If earning record card is not maintained.	Transfer to NPRC, St. Louis, Missouri, when 3 years old. Destroy when 10 years old.
14.	<u>Payroll Control Files.</u> Payroll control registers.	Destroy after GAO audit or when 3 years old, whichever is sooner.
	<u>Payroll Change Files.</u> Payroll change slips, exclusive of those of the OPF, such as SF 1126.	
	a. Copy used in GAO audit.	Destroy when related pay records are audited by GAO or when 3 years old, whichever is sooner.
	b. Disbursing officer copy used in preparing checks.	Destroy after preparation of checks.
	c. All other copies.	Destroy 1 month after the end of the pay period.

General Records Schedule 2
June 1988

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
16.	<u>Fiscal Schedules Files.</u> 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.
	b. All other copies.	Destroy 1 month after the end of the pay period.
17.	<u>Administrative Payroll Report Files.</u> Reports, statistics, with supporting and related records pertaining to payroll operations and pay administration.	
	a. Reports and data used for workload and personnel management purposes.	Destroy when 2 years old.
	b. All other reports and data.	Destroy when 3 years old.
[NOTE: Master files and data bases created in central data processing facilities to supplement or replace the records covered by this item are not authorized for disposal under the GRS. Such files must be scheduled on an SF 115.]		
18.	<u>Tax Files.</u> a. Withholding tax exemption certificates, such as IRS Form W-4, and similar state tax exemption forms. b. Returns on income taxes withheld such as IRS Form W-2. c. Reports of withheld Federal taxes, such as IRS Form W-3, with related papers, including reports relating to income and social security taxes.	
	a. Withholding tax exemption certificates, such as IRS Form W-4, and similar state tax exemption forms.	Destroy 4 years after form is superseded or obsolete.
	b. Returns on income taxes withheld such as IRS Form W-2.	Destroy when 4 years old.
	c. 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 4 years old.
19.	<u>Retirement Files.</u> a. Reports and registers. Reports, registers or other control documents, and other records relating to retirement, such as SF 2807 or equivalent.	
	a. Reports and registers. Reports, registers or other control documents, and other records relating to retirement, such as SF 2807 or equivalent.	Destroy when 3 years old.

ITEM	<u>NO. DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	b. Assistance files. Correspondence, memoranda, annuity estimates, and other records used to assist retiring employees or survivors claim insurance or retirement benefits.	Destroy when 1 year old.
	20. <u>Insurance Deduction Files.</u> Reports and related papers including copies of vouchers and schedules of payments pertaining to insurance deductions.	Destroy when 3 years old.
	21. <u>Levy and Garnishment Files.</u> Official Notice of Levy or Garnishment (IRS Form 668A or equivalent), change slip, workpapers, correspondence, release and other forms, and other records relating to charge against retirement funds or attachment of salary for payment of back income taxes or other debts of Federal employees.	Destroy when 3 years old.
	22. <u>Wage Survey Files.</u> Wage survey reports and data, background documents and correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and request for an authorization of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).	Destroy after completion of second succeeding wage survey.

GENERAL RECORDS SCHEDULE 3

Procurement, Supply and Grant 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 basic procurement files reflect a considerable range of procedure, from simple, small purchases to complicated prime contractor and subcontractor operations.

Any records created prior to 1895 must first be offered to the National Archives and Records Administration for appraisal before applying the disposal instructions. Frequently copies of procurement papers become integral parts of the other files in the agency, such as project files of various types or general subject files pertaining to program operations; such copies are not covered by this schedule because they cannot be considered and evaluated separately from the files of which they are a part.

The General Accounting Office no longer requires agencies to maintain a separate file of contracts for site audit. The agency contract files maintained in the contracting officer's office are accessible to GAO auditors and have generally been used by them in the past.

When a claim is filed by or against the Government, records relating to the claim should be retained without regard to the otherwise applicable records retention schedules which would have authorized destruction of the records prior to the time when the claim is finally resolved unless the agency has received written approval from the General Accounting Office (44 U.S.C. Section 3309 and 62 Comp. Gen. 42 (1982)). A claim is finally resolved: (1) when it is disallowed and the time for appealing the denial or instituting suit on the claim has expired; or (2) when it is allowed and paid or the amount offered in compromise is accepted and paid; or, (3) when the amount found due and owing proves uncollectible because time limits for collecting the indebtedness through legal proceedings or by way of setoff have expired.

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 physical arrangement of the transaction files themselves differs in the various agencies; however, in all agencies the official contract files, for example, contain a minimum core of specified documents, but there are also other documents that vary in accordance with what the individual agency deems to be best for its own operating purposes.

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 copies of these documents, made for expediting and other administrative purposes, are scattered throughout the inspection, shipping expediting, and other units of the agency procurement organization.

Other files related to the procurement and supply function include reports used for supply management purposes by the agency creating the records as well as the staff agency involved with Government-wide programs. They also include local requisition and stock inventory files and other minor supply papers.

Of a specialized character in the procurement field are the title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange or otherwise). These papers are required by the Government as long as the property remains in Government hands or if it has been sold or released conditionally or with recapture clauses. When properties are disposed of by quitclaim deeds, this fact should be confirmed prior to the disposal of title papers since the title evidence might be needed by the Government to defend the title in the event the properties were disposed of by deeds containing general or special warranties.

It should also be ascertained that the title evidence relates only to the properties which were sold by the Government. In many instances lands acquired by the Government are disposed of in different size parcels, and if the Government retains the title to any portion the title evidence should be retained.

This schedule does not apply to Interior Department records relating to the public domain or to the title opinion files of the Department of Justice.

This schedule includes some of the common agency records relating to grant programs. Since many Federal agencies conduct grant programs which document projects contracted between the agency and an outside party, these records are included as an adjunct to the procurement and supply records.

All records described in this schedule are authorized for disposal in both hard copy and electronic forms as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

ITEM

NO. DESCRIPTION OF RECORDSAUTHORIZED DISPOSITION1. Real Property Files.

Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise), excluding records relating to property acquired prior to January 1, 1921.

- a. Records relating to property acquired after December 31, 1920, other than abstract or certificate of title.

Dispose 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens.

ITEM	NO. DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	b. Abstract or certificate of title.	Transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens.
	[Note: Records relating to property acquired prior to January 1, 1921, are not covered by the GRS and must be scheduled by submission of an SF 115 to NARA.]	
	2. <u>General Correspondence Files.</u>	
	Correspondence files of operating procurement units concerning internal operation and administration matters not covered elsewhere in this schedule.	Destroy when 2 years old.
	3a <u>Routine Procurement Files.</u>	
	Contract, requisition, 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 items 1 and 12).	
	a. Procurement or purchase organization copy, and related papers.	
	(1) Transactions of more than \$25,000 and all construction contracts exceeding \$2,000.	Destroy 6 years and 3 months after final payment.
	Transactions of \$25,000 or less and construction contracts under \$2,000.	Destroy 3 years after final payment.
	b. Obligation copy.	Destroy when funds are obligated.
	c. Other copies of records described above used by component elements of a procurement office for administrative purposes.	Destroy upon termination or completion.

General Records Schedule 3
June 1988

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
d.	Data Submitted to the Federal Procurement Data System (FPDS) Electronic data file maintained by fiscal year, containing unclassified records of all procurements other than small purchases and consisting of information required under 48 CFR 4.601 for transfer to the FPDS.	Destroy when 5 years old.
<p>[NOTE: Unique procurement files, previously described in GRS 3, item 1, are not covered by this schedule. With the standardization of the Government-wide procurement process under the Federal Acquisition Regulations, such files are unlikely to exist. However, if an agency believes that a procurement file that has long-term research value, the records officer should submit an SF 115.]</p>		
4.	<u>Supply Management Files</u>	
	Files of reports on supply requirements and procurement matters submitted for supply management purposes (other than those incorporated in case files or other files of a general nature) exclusive of Department of Defense Reports reflecting procurement under exemptions authorized under Section 201(a) of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. 481)	
a.	Copies received from other units for internal purposes or for transmission to staff agencies.	Destroy when 2 years old
b.	Copies in other reporting units and related working documents.	Destroy when 1 year old
5.	<u>Solicited and Unsolicited Bids and Proposals Files</u>	
	Successful bids and proposals	Destroy with related contract case files (see item 4 of this schedule).
b.	Solicited and unsolicited unsuccessful bids and proposals	
(1)	Relating to small purchases as defined in the Federal Acquisition Regulation, 48 CFR Part 13.	Destroy 1 year after date of award or final payment, whichever is later.

ITEM	<u>NO.</u> <u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	Relating to transactions above the small purchase limitations in 48 CFR Part 13.	
	(a) When filed separately from contract case files	Destroy when related contract is completed
	(b) When filed with contract case files	Destroy with related contract case file (see item 4 of this schedule)
	c. Cancelled solicitations files	
	(1) Formal solicitations of offers to provide products or services (e.g., Invitations for Bids, Requests for Proposals, Requests for Quotations) which were cancelled prior to award of a contract. The files include presolicitation documentation on the requirement, any offers which were opened prior to the cancellation, documentation on any government action up to the time of cancellation and evidence of the cancellation	Destroy 5 years after date of cancellation.
	(2) Unopened bids.	Return to bidder.
	d. Lists or card files of acceptable bidders	Destroy when superseded or obsolete
6.	<u>Public Printer Files</u>	
	Records relating to requisitions on the Printer, and all supporting papers.	
	a. Printing procurement unit copy of requisition, invoice, specifications and related papers	Destroy 3 years after completion or cancellation of requisition.
	b. Accounting copy of requisition.	Destroy 3 years after period covered by related accounts

General Records Schedule 3
June 1988

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
7.	<u>Nonpersonal Requisition File.</u> Requisitions for nonpersonal services, such as duplicating, laundry, binding, and other services (excluding records associated with accountable officers' accounts (Schedule 6)a	Destroy when 1 year old.
8.	<u>Inventory Requisition File.</u> Requisitions for supplies and equipment for current inventory. a. Stockroom copy. b. All other copies.	Destroy 2 years after completion or cancellation of requisition. Destroy when 6 months old.
9.	<u>Inventory Files.</u> a. Inventory lists. b. Inventory cards. 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 from date of list. Destroy 2 years after discontinuance of item or 2 years after stock balance is transferred to new card or recorded under a new classification, or 2 years after equipment is removed from agency control. Destroy 2 years after date of survey action or date of posting medium.
10.	<u>Telephone Records.</u> Telephone statements and toll slips.	Destroy 3 years after period covered by related account.
11.	<u>Contractors' Payroll Files.</u> Contractors' payrolls (Construction contracts) submitted in accordance with Labor Department regulations with related certifications, antikickback affidavits, and other related papers.	Destroy 3 years after date of completion of contract unless contract performance is subject of enforcement action on such date.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
12.	<u>Tax Exemption Files.</u>	
	Tax exemption certificates and related papers.	Destroy 3 years after period covered by related account.
	<u>Unsuccessful Grant Application Files.</u>	
	Applications, correspondence, and other records relating to unsuccessful (rejected or withdrawn) applications.	Destroy 3 years after rejection or withdrawal.
14.	<u>Grant Administrative Files.</u>	
	Correspondence and/or subject files relating to routine operations and daily activities in administration of the grant program.	Destroy when 2 years old.
[Note: Grant case files, which include accepted applications among many other documents, substantive correspondence and subject files relating to grant programs, and final product files, cannot be scheduled in the GRS. The types and significance of grant programs and the contents of the files vary, so no single disposition can be applied to the files on a government-wide basis. To schedule these records, agencies must submit an SF 115 to NARA.]		
15.	<u>Contract Appeals Case Files.</u>	
	Contract appeals case files arising under the Contracts Dispute Act, consisting of notices of appeal and acknowledgements thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders, and amendments; transcripts of hearings; documents received from parties concerned; final decisions; and all other related papers.	
	a. Records created prior to October 1, 1979.	Destroy 6 years, 3 months, after final action on decision.
	b. Records created after September 30, 1979.	Destroy 1 year after final action on decision.

General Records Schedule 3
June 1988

ITEM	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
16.	<u>Contractor's Statement of Contingent or Other Fees.</u>	Destroy when superseded, obsolete, or no longer needed, whichever is sooner.
	Standard Form 119, Contractor's Statement of Contingent or Other Fees, or statement in lieu of the form, filed separately from the contract case file and maintained for enforcement or report purposes.	
17.	<u>Small and Disadvantaged Business Utilization Files.</u>	Destroy when 3 years old.
	Correspondence, reports, studies, goal statements, and other records relating to the small and disadvantaged business utilization program, as required by P.d.	

GENERAL RECORDS SCHEDULE 4

Property Disposal Records

These records pertain to the sales by agencies of real and personal property surplus to the needs of the Government. The act creating the General Services Administration transferred to the new agency the functions of the former War Assets Administration relating to property disposition. This schedule is not applicable to transaction or policy files created by the General Services Administration and predecessor agencies, to records in the Department of the Interior relating to the public domain, and to records relating to overseas property under Department of State control. Any surplus property transaction files dated prior to the establishment of the former Procurement Division of the Department of Treasury in 1933 must be offered to the National Archives and Records Administration for appraisal before applying these disposition instructions.

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 44 U.S.C. 3309.

Three forms are prescribed for use by an agency selling surplus personal property under GSA regulations:

a. Standard Form 114, Sale of Government Property, Invitation, and Bid, and Acceptance. Related papers that are maintained by the agencies, usually in case fashion, consist of correspondence, bids, and other notices of sale, invoices, and sales slips.

b. Standard Forms 120, Report of Excess Personal Property, and 121, Quarterly Report of Utilization and Disposal of Excess and Surplus Personal Property. Agencies use SF 120 to report excess personal property to the regional General Services Administration offices, which initiate screening action. The quarterly reports are submitted to the Office of Property Management, Office of Federal Supply and Services, General Services Administration, which consolidates the data.

All records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Property Disposal Correspondence Files.</u> Correspondence files maintained by units responsible for property disposal, pertaining to their operation and administration, and not otherwise provided for.	Destroy when 2 years old.
2.	<u>Excess Personal Property Reports.</u>	Destroy when 3 years old.

ITEM	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
3.	<u>Surplus Property Case Files.</u>	
	Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.	
	a. Transactions of more than \$25,000.	Destroy 6 years after final payment.
	b. Transactions of \$25,000 or less.	Destroy 3 years after final payment.
4.	<u>Real Property Files.</u>	
	Records necessary or convenient for the use of real property sold, donated, or traded to non-Federal ownership, including, if pertinent as determined by the releasing agency, site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records, allowance lists as well as duplicate copies of title papers, provided (a) that the records can be segregated without harm to other documents of enduring value, (b) that no responsibility attaches to the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance, and (c) that if the property is released for historical use or purpose the user agrees to retain them and return them to the Federal Government immediately upon the discontinuance of its use for historical purposes.	Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.

[Note: Case files on the disposal of surplus real and related personal property and excess real property reports are not covered by the GRS because some of these files may have long-term legal value. Agencies must schedule these series by submitting an SF 115 to NARA.]

GENERAL RECORDS SCHEDULE 5

Budget Preparation, Presentation, and Apportionment Records

Budget and apportionment records include the various files accumulated in an agency in the course of formulating its budget for submission to the Office of Management and Budget (OMB) and to the Congress; in defending its requests for funds before both bodies and after enactment of an appropriation bill in ensuring that the funds are used in such a way as to suffice for the appropriate period of time. The funds are made available to the agency by OMB, usually in quarterly portions and the agencies must indicate and justify regularly to OMB their proposed rate of expenditure. After the funds have been made available to the agency, its own controls over the funds are in its expenditure accounting records (Schedule 7) and detailed information relative to expenditures is contained in the accountable officers' accounts (Schedule 6).

This schedule applies to certain records of budget preparation and apportionment in all agencies, but does not apply to records of OMB and the Treasury Department reflecting the Government-wide budget responsibilities of those agencies. Records created prior to January 1, 1921 must be offered to the National Archives and Records Administration before applying the disposition instructions.

Agency budget records are normally created at all levels of agency organization. They show proposals from all operating levels as well as the bureau-wide and agency-wide coordinating work done by formally organized budget offices. Therefore the records 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 at the bureau or equivalent level and forwarded to the agency budget officer and the records at the highest level pertaining to the budget submission for the entire agency.

The nature of the budget presentation itself is standardized by OMB which prescribes format and procedures for all Federal agencies. However, the internal reports and papers which support the budget and are used in its preparation vary from agency to agency. The budget submission, a record copy of which is usually designated by the agency, is a duplicate of the set of papers submitted to 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 agency 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 each type of appropriation and fund under which the individual agency operates. Finally OMB requires additional supporting data pertaining to objects of expenditure, particular agency programs and figures based on the cost of various type of service operations such as personnel and payroll activities.

All records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

ITEM	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	<u>Budget Correspondence Files</u> Correspondence files in formally organized budget offices pertaining to routine administration, internal procedures and other matters not covered elsewhere in this schedule, EXCLUDING files relating to agency policy and procedure maintained in formally organized budget offices	Destroy when 2 years old.
2.	<u>Budget Background Records</u> Cost statements, rough data and similar materials accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justifications and related appropriation language sheets, narrative statements and related schedules and originating offices' copies of reports submitted to budget offices.	Destroy 1 year after the close of the fiscal year covered by the budget.
3.	<u>Budget Reports Files.</u> Periodic reports on the status of appropriation accounts and apportionment.	
	a. Annual report (end of fiscal year)	Destroy when 5 years old
	b. All other reports	Destroy 3 years after the end of the fiscal year.
4.	<u>Budget Apportionment Files</u> Apportionment and reapportionment schedules proposing quarterly obligations under each authorized appropriation.	Destroy 2 years after the close of the fiscal year.

[Note: The following budget files are not covered by the GRS:

--Budget office correspondence or subject files documenting budget policy and procedures and reflecting policy decisions affecting expenditures for agency programs

--Budget estimates and justifications of formally organized budget offices at the bureau (or equivalent) or higher organizational level. Depending on agency recordkeeping practices and patterns of documentation, these records may have archival value and must be scheduled by submitting an SF 115 to NARA.]

GENERAL RECORDS SCHEDULE 6

Accountable Officers' Accounts Records

This general schedule covers accountable officers' returns and related records, including records under the cognizance of the General Accounting Office (GAO). This schedule does not apply to the copies of schedules and related papers held by the Chief Disbursing Officer of the Treasury. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration before applying these disposition instructions.

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 GAO 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.

Disbursements for most civilian Government agencies are made by the Chief Disbursing Officer of the Treasury, who heads the Division of Disbursement of the Bureau of Government Financial Operations within the Treasury Department. Since July 1949, disbursements have been made for most agencies on the basis of certified schedules, with the detailed vouchers transferred to GAO from the agency or held in agency space if site audit was involved. This procedure was extended and confirmed by GAO General Regulations, No. 115 issued January 29, 1952, which promulgated a standard form voucher and schedule of payments (Standard Forms 1166 and 1167) for use by all agencies effective July 1, 1952, and formally eliminated the transfer of vouchers of the Chief Disbursing Officer.

This schedule includes records held for on-site audit by GAO, 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 GAO 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 GAO cognizance. GAO 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, Records Management, GAO. Because the records previously transferred to GAO are retained in the agency, some agencies have eliminated the creation of memorandum copies as described in item 1b of this schedule.

Records relating to the availability, collection, and custody of funds include (1) the appropriation warrants, (2) other documents which deposit funds into the Treasury, and (3) documents which provide accountable officers with status reports on funds in their custody, such as the proofs of depository account and statements of funds to their credit. Agency copies of these deposit and status

General Records Schedule 6
June 1988

documents are so intimately related to the accounts of these officers that they are included in this schedule. The copies received by the Fiscal Service of the Treasury Department are not covered by this schedule and are provided for in separate schedules.

All records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

ITEM

NO. DESCRIPTION OF RECORDSAUTHORIZED DISPOSITION1. Accountable Officers' Files.

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| <p>a. Original or ribbon copy 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 or documents used as schedules or vouchers, exclusive of freight records and payroll records, EXCLUDING accounts and supporting documents pertaining to American Indians. If an 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 deposited in the course of operating the agency. All copies <u>except</u> 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.</p> | <p>Destroy 6 years and 3 months after period covered by account.</p> |
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ITEM	NO. DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	Site audit records include, but are not limited to, the Standard and Optional Forms listed below. Also included are equivalent agency forms which document the basic financial transaction as described above.	
	SF 215, Deposit Ticket	
	SF 224, Statement of Transactions	
	SF 1034, Public Voucher for Purchases and Services Other Than Personal	
	SF 1036, Statement of Certificate and Award	
	SF 1047, Public Voucher for Refunds	
	SF 1069, Voucher for Allowance at Foreign Posts of Duty	
	SF 1080, Voucher for Transfer Between Appropriations and/or Funds	
	SF 1081, Voucher and Schedule of Withdrawals and Credits	
	SF 1096, Schedule of Voucher Deductions	
	SF 1097, Voucher and Schedule to Effect Correction of Errors	
	SF 1098, Schedule of Cancelled Checks	
	SF 1113, Public Voucher for Transportation Charges	
	OF 1114, Bill of Collection	
	OF 1114A, Official Receipt	
	OF 1114B, Collection Voucher	
	SF 1129, Reimbursement Voucher	
	SF 1143, Advertising Order	
	SF 1145, Voucher for Payment Under Federal Tort Claims Act	
	SF 1154, Public Voucher for Unpaid Compensation Due a Deceased Civilian Employee	
	SF 1156, Public Voucher for Fees and Mileage	
	SF 1166, Voucher and Schedule of Payments	
	SF 1185, Schedule of Undeliverable Checks for Credit to Government Agencies	
	SF 1218, Statement of Accountability (Foreign Service Account)	
	SF 1219, Statement of Accountability	

General Records Schedule 6
June 1988

ITEM	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	SF 1220, Statement of Transactions According to Appropria- tion, Funds and Receipt Accounts	
	SF 1221, Statement of Transactions According to Appropria- tion, Funds, and Receipt Accounts (Foreign Service Account)	
b.	Memorandum copies of accountable officers' returns including state- ments of transactions and accounta- bility, all supporting vouchers, schedules, and related documents not covered elsewhere in this schedule, EXCLUDING freight records covered by Schedule 9 and payroll records covered by Schedule 2.	Destroy when 1 year old.
[NOTE: Accounts and supporting documents pertaining to American Indians are not authorized for disposal. Such records must be retained indefinitely since they may be needed in litigation involving the Government's role as trustee of property held by the Government and managed for the benefit of Indians.]		
2.	<u>GAO Exceptions Files.</u>	
	General Accounting Office notices of exceptions, such as Standard Form 1100, formal or informal, and related correspondence.	Destroy 1 year after exception has been reported as cleared by GAO.
3.	<u>Certificates Settlement Files.</u>	
	Copies of certificates and settlement of accounts of accountable officers, state- ments of differences, and related records.	
a.	Certificates covering closed account settlements, supplemental settle- ments, and final balance settlements.	Destroy 2 years after date of settlement.
b.	Certificates covering period settlements.	Destroy when subsequent certificate of settlement is received.

ITEM	NO. DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
4.	<u>General Fund Files.</u> Records relating to availability, collection, custody and deposit of funds including appropriation warrants and certificates of deposit, other than those records covered by Item 1 of this schedule.	Destroy when 3 years old.
5.	<u>Accounting Administrative Files.</u> Correspondence, reports and data relating to voucher preparation, administrative audits and other accounting and disbursing operations.	
	a. Files used for workload and personnel management purposes.	Destroy when 2 years old.
	b. All other files.	Destroy when 3 years old.
6.	<u>Federal Personnel Surety Bond Files.</u>	
	a. Official copies of bond and attached powers of attorney.	
	(1) Bonds purchased before January 1, 1956.	Destroy 15 years after bond becomes inactive.
	(2) Bonds purchased after December 31, 1955.	Destroy 15 years after end of bond premium period.
	b. Other bond files including other copies of bonds and related documents.	Destroy when bond becomes inactive or after the end of the bond premium period.
7.	<u>Gasoline Sales Tickets.</u> Hard copies of sales tickets filed in support of paid vouchers for credit card purchases of gasoline.	Destroy after GAO audit or when 3 years old, whichever is sooner.
	<u>Telephone Toll Tickets.</u> Originals and copies of toll tickets filed in support of telephone toll call payments.	Destroy after GAO audit or when 3 years old, whichever is sooner.

General Records Schedule 6
June 1988

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
9.	<u>Telegrams.</u> Originals and copies of telegrams filed in support of telegraph bills.	Destroy after GAO audit or when 3 years old, whichever is sooner.
10.	<u>Administrative Claims Files.</u>	
	a. Claims against the United States. Records relating to claims against the United States for moneys which have been administratively (1) disallowed in full or (2) allowed in full or in part, and final payment of the amount awarded, EXCLUDING claims covered by subitem c below.	Destroy when 6 years, 3 months old.
	b. Claims by the United States subject to the Federal Claims Collection Standards and 28 U.S.C. 2415 or 31 U.S.C. 3716(c)(1). Records relating to claims for money or property which were administratively determined to be due and owing to the United States and which are subject to the Federal Claims Collection Standards (4 CFR Chapter II), EXCLUDING claims covered under subitem c below.	
	(1) Claims which were paid in full or by means of a compromise agreement pursuant to 4 CFR Part 103.	Destroy when 6 years, 3 months old.
	(2) Claims for which collection action has been terminated under 4 CFR Part 104.	
	(a) Claims for which the Government's right to collect was not extended.	Destroy 10 years, 3 months after the year in which the Government's right to collect first accrued.
	(b) Claims for which the Government is entitled (per 28 U.S.C. 2415) to additional time to initiate legal action.	Destroy 3 months after the end of the extended period.

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
(3)	Claims which the agency administratively determines are not owed to the United States after collection action was initiated.	Destroy when 6 years, 3 months old.
	Claims files that are affected by a court order or that are subject to litigation proceedings.	Destroy when the court order is lifted, litigation is concluded, or when 6 years, 3 months old, whichever is later.
11.	<u>Waiver of Claims Files.</u>	
	Records relating to waiver of claims of the United States against a person arising out of an erroneous payment of pay allowances, travel expenses, or relocation expenses to an employee of an agency or a member or former member of the uniformed services or the National Guard, including bills of collection, requests for waiver of claim, investigative reports, decisions by agency and/or GAO approving or denying the waiver, and related records.	
	a. Approved waivers (agencies may approve amounts not aggregating to more than \$500 or GAO may approve any amount)a	Destroy 6 years, 3 months after the close of the fiscal year in which the waiver was approved.
	b. Denied waivers.	Destroy with related claims files in accordance with items 10b and 10c of this schedule.

GENERAL RECORDS SCHEDULE 7

Expenditure Accounting Records

Expenditure accounting records are the ledgers and related documents maintained by all Federal agencies to show in summary fashion how their funds, appropriated and nonappropriated, are spent after allotment by the Office of Management and Budget (OMB), and the sources and nature of any receipts. The key records are the general ledger accounts, which constitute, as a unit, the heart of the agency accounting system. These ledgers summarize the financial status and financial transactions of the agency, showing 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 stock, equipment, and other property in agency custody. They are controls that serve not only as central fiscal records, but also as a primary source of data for top management concerned with agency 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 documents 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 expenditures.

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 ledger unit for posting.
- b. Journal vouchers and similar internal control documents created to authorize and convey entries to the general ledger.

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 of 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 (Schedules 6 and 8). 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 the agency's entire accounting system and the reliability of its financial data.

This schedule does not apply to such records maintained on a Government-wide basis by the Treasury Department and the OMB, or to those formerly maintained by the General Accounting Office. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration before applying these disposition instructions.

When a claim is filed by or against the Government, records relating to the claim should be retained without regard to the otherwise applicable records retention schedules which would have authorized destruction of the records prior to the time when the claim is finally resolved unless the agency has received written approval from the General Accounting Office (44 U.S.C. Section 3309 and 62 Comp. Gen. 42 (1982)). A claim is finally resolved: (1) when it is disallowed and the time for appealing the denial or instituting suit on the claim has expired; or (2) when it is allowed and paid or the amount offered in compromise is accepted and paid; or, (3) when the amount found due and owing proves uncollectible because time limits for collecting the indebtedness through legal proceedings or by way of setoff have expired.

All records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

ITEM	<u>NO.</u> <u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Expenditures Accounting General Correspondence and Subject Files.</u>	
	Correspondence or subject files maintained by operating units responsible for expenditures accounting, pertaining to their internal operations and administration.	Destroy when 2 years old.
2.	<u>General Accounting Ledgers.</u>	
	General accounts ledgers, showing debit and credit entries, and reflecting expenditures in summary.	Destroy 6 years and 3 months after the close of the fiscal year involved.
3a	<u>Appropriation Allotment Files.</u>	
	Allotment records showing status of obligations and allotments under each authorized appropriations.	Destroy 6 years and 3 months after the close of the fiscal year involved.
4.	<u>Expenditure Accounting Posting and Control Files.</u>	
	Records used as posting and control media, subsidiary to the general and allotment ledgers, and not covered elsewhere in this schedule.	
	a. Original records.	Destroy when 3 years old.
	b. Copies.	Destroy when 2 years old.

GENERAL RECORDS SCHEDULE 8

Stores, Plant, and Cost Accounting Records

Specialized stores, plant and cost accounting records are maintained by most agencies, particularly those with extensive plant and stock inventories. These records which reflect the net monetary worth of an agency and its assets, are periodically reconciled with the supply data found in stock inventory records, but they do not include procurement papers. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration before applying these disposition instructions.

a. Store Accounting These records are maintained to provide personal accountability for the receipt and custody of materials and to document the monetary worth of such materials. Completed copies of material movement documents show custody, and stores accounting data are normally reviewed and consolidated by means of records and returns submitted to agency headquarters, where the information is used for procurement planning, budget, and other management purposes. These records do not include records reflecting the physical movements of material to and from storage points, although they may be involved in posting. Summary data on plant value are also available in pertinent ledger accounts.

b. Plant Accounting. These records document principal characteristics of each item of physical plant and equipment including real property. They constitute primarily a type of inventory control, but in addition are a principal source of data on the capital investment in physical plant (as distinguished from maintenance or operating costs) and other items not normally represented in a store or stock inventory system. Summary data on plant value are also maintained.

c. Cost Accounting. These records are designed to show accumulated data on the costs of agency operation, the direct and indirect costs of production, administration, and the performance of program functions of the agency. The data, which are normally accumulated by means of costs reports and statistics accumulated by operating personnel, are ultimately integrated into the accounts concerned with operating and program costs. Material costs information is collected by posting requisitions for material or procurement documents to intermediate records and labor costs information is obtained by charging time expended on individual jobs and projects assigned control numbers for cost control purposes. Cost data are used in evaluating economy of agency operation and in preparing budget estimates.

All records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records and GRS 23, Records Common to Most Offices Within Agencies.

ITEM

NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	<u>Plant, Cost and Stores General Correspondence Files.</u>	
	Correspondence files of units responsible for plant, cost, and stores accounting operations.	Destroy when 3 years old.

General Records Schedule 8
June 1988

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
2.	<u>Stores Invoice Files.</u> Invoices or equivalent papers used for stores accounting purposes.	Destroy when 3 years old.
3a	<u>Stores Accounting Files.</u> Stores accounting returns and reports.	Destroy when 3 years old.
4.	<u>Stores Accounting Work Papers.</u> Work papers used in accumulating stores accounting data.	Destroy when 2 years old.
5a	<u>Plant Accounting Files.</u> Plant account cards and ledgers, other than those pertaining to structures.	Destroy 3 years after item is withdrawn from plant account.
[Note: Plant accounting cards and ledgers pertaining to structures are not disposable under the GRS. Agencies must submit an SF 115 to NARA to schedule these recordsa]		
6.	<u>Cost Accounting Reports.</u> a. Copies in units receiving reports. b. Copies in reporting units, and related work papers.	Destroy when 3 years old. Destroy when 3 years old.
7.	<u>Cost Report Data Files.</u> Ledgers, forms, and electronic records used to accumulate data for use in cost reports. a. Ledgers and forms. b. Automated recordsa (1) Detail cards. (2) Summary cards. (3) Tabulations.	Destroy when 3 years old. Destroy when 6 months old. Destroy when 6 months old. Destroy when 1 year old.

GENERAL RECORDS SCHEDULE 9

Travel and Transportation Records

This schedule covers records relating to the movement of goods and persons under Government orders. The records include bills of lading, transportation requests, vouchers, and similar 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. Their disposition may be covered by General Records Schedule 6, item 1; General Records Schedule 7, item 4; or item 1 of this schedule.

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

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

All records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

ITEM

NO. DESCRIPTION OF RECORDSAUTHORIZED DISPOSITION1. Freight and Passenger Transportation Files.

- a. Original vouchers and support documents covering freight and passenger transportation charges of settled fiscal accounts. Including registers and other control documents.

- (1) Records covering payment for services furnished when the charges for any single bill of lading or passenger transportation request is less than \$100. EXCLUDING those covered by item 1a(4) of this schedule.

Cut off at end of fiscal year
Destroy when 3 years old.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
(2)	Records covering payment for freight and passenger transportation charges for interstate transportation and international transportation by freight forwarders of unaccompanied baggage or privately owned vehicles shipped separate from household goods; the charges for which are published in tariffs lawfully on file with the Interstate Commerce Commission (ICC) or based on tenders or quotations, pursuant to section 22 of the Interstate Commerce Act offering a reduction from the published ICC tariffs. EXCLUDING those covered by item 1a(4) of this schedule.	Destroy when 3 years old.
(3)	Records covering payment for all other freight and passenger transportation charges not covered by items 1a(1) and 1(2) above. EXCLUDING those covered by item 1a(4) of this schedule.	Destroy when 6 years old.
(4)	Records covering payment for freight and passenger transportation charges for services for which 1) notice of overcharge has been or is expected to be issued, or if a rail freight overpayment is involved, 2) deduction or collection action has been taken, 3) voucher contains inbound transit shipment(s), 4) parent voucher has print of paid supplemental bill associated, 5) voucher has become involved in litigation, or 6) any other condition that requires the voucher to be retained beyond the 3 or 6-year disposal period, such as detection of an undercharge.	Destroy when 10 years old.

ITEM	NO. DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	b. Issuing office memorandum copies of Government or commercial bills of lading, passenger transportation vouchers (SF 113A) and transportation requests (SF 1169), travel authorizations, and supporting documents.	Destroy when 3 years old.
	c. Obligation copy of passenger transportation vouchers.	Destroy when funds are obligated.
	Unused ticket redemption forms, such as SF 1170.	Destroy when no longer needed for administrative use.
2.	<u>Lost or Damaged Shipments Files.</u>	
	Schedules of valuables shipped, correspondence, reports, and other records relating to the administration of the Government Losses in Shipment Act.	Destroy when 3 years old.
3.	<u>Passenger Reimbursement Files.</u>	
	Records relating to reimbursing individuals, such as travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting documents relating to official travel by officers, employees, dependents, or others authorized by law to travel.	
	a. Travel administrative office files.	Destroy when 3 years old.
	b. Obligation copies.	Destroy when funds are obligated.
4.	<u>General Travel and Transportation Files.</u>	
	a. Correspondence, forms, and related records pertaining to agency travel and transportation functions, not covered elsewhere in this schedule.	Destroy when 2 years old.
	b. Accountability records.	Destroy 1 year after all entries are cleared.

GENERAL RECORDS SCHEDULE 10

Motor Vehicle Maintenance and Operation Records

These records pertain to the management, maintenance and operation of motor vehicles used by agencies.

41 CFR 101-38 prescribes policies and procedures. Standard Form 82, which is an annual motor vehicle report required by the Office of Federal Supply Services, General Services Administration, is the only standardized record. Certain cost and inventory control forms have been developed, but they are not mandatory. This schedule covers agency records pertaining to the daily use and operation of the vehicles.

In general, records pertaining to motor vehicles reflect a threefold responsibility: (a) the accumulation of cost and operating data for internal accounting and management purposes and for reports submitted to the Office of Federal Supply and Services (Standard Form 82, Annual Motor Vehicle Report); (b) the maintenance of the vehicles themselves and (c) 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.

All records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

ITEM

NO. DESCRIPTION OF RECORDSAUTHORIZED DISPOSITION1. Motor Vehicle Correspondence Files.

Correspondence in the operating unit responsible for maintenance and operation of motor vehicles not otherwise covered in this schedule.

Destroy when 2 years old.

2. Motor Vehicle Operating and Maintenance Files.

a. Operating records including those relating to gas and oil consumption, dispatching, and scheduling.

Destroy when 3 months old.

b. Maintenance records, including those relating to service and repair.

Destroy when 1 year old.

3. Motor Vehicle Cost Files.

Motor vehicle ledger and work sheets providing cost and expense data.

Destroy 3 years after discontinuance of ledger or date of work sheet.

General Records Schedule 10
June 1988

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
4.	<u>Motor Vehicle Report Files</u> Reports on motor vehicles (other than accident, operating, and maintenance reports), including SF 82, Agency Report of Motor Vehicle Data, and SF 82-D, Agency Report of Sedan Data.	Destroy 3 years after date of report
5.	<u>Motor Vehicle Accident Files</u> Records relating to motor vehicle accidents, maintained by transportation offices, including SF 91, Operator's Report of Motor Vehicle Accident, SF 91A, Investigation Report of Motor Vehicle Accident and SF 94 Statement of Witness	Destroy 6 years after case is closed.
6.	<u>Motor Vehicle Release Files</u> Records relating to transfer, sale, donation, or exchange of vehicles, including SF 97A, Agency Record Copy of U.S. Government Certificate of Release of Motor Vehicle	Destroy 4 years after vehicle leaves agency custody.
7.	<u>Motor Vehicle Operation Files.</u> Records relating to individual employee operations of Government-owned vehicles, including driver tests and authorization to use, safe driving awards, and related correspondence	Destroy 3 years after separation of employees or 3 years after rescission of authorization to operate Government-owned vehicle, whichever is sooner.

GENERAL RECORDS SCHEDULE 11

Space and Maintenance Records

This schedule provides for the disposal of all copies, wherever located in an agency, 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 (or equivalent agency with similar Government-wide responsibilities) as directed by law and regulation (41 CFR 101-17); 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 the activities of the unit responsible for handling space and related matters within the agency.

This schedule does not cover (a) copies of these records that are an integral part of accountable officers' accounts (Schedule 6); (b) records of procurement and supply (Schedule 3); (c) records which reflect Government-wide programs (such as the records held by the Public Buildings Service of the General Services Administration). Any records created prior to the establishment of the Public Buildings Administration in 1939 must be offered to the National Archives and Records Administration before applying these disposition instructions.

All records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies

ITEM

<u>NOa</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Space and Maintenance General Correspondence Files.</u> Correspondence files of the unit responsible for space and maintenance matters, pertaining to its own administration and operation and related papers.	Destroy when 2 years old.
2.	<u>Agency Space Files.</u> Records relating to the allocation, utilization, and release of space under agency control, and related reports to the General Services Administration.	
	a. Building plan files, surveys and other records utilized in agency space planning, assignment, and adjustment.	Destroy 2 years after termination of assignment, or when lease is cancelled, or when plans are superseded or obsolete

General Records Schedule 11
June 1988

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	<p>b. Correspondence with and reports to staff agencies relating to agency space holdings and requirements.</p> <p>(1) Agency reports to the General Services Administration including SF 81, Request for Space, and related documents.</p> <p>(2) Copies in subordinate reporting units and related work papers.</p>	<p>Destroy when 2 years old.</p> <p>Destroy when 1 year old.</p>
3.	<p><u>Directory Service Files.</u></p> <p>Correspondence, forms, and other records relating to the compilation of directory service listings.</p>	<p>Destroy 2 months after issuance of listing.</p>
4.	<p><u>Credentials Files.</u></p> <p>Identification credentials and related papers.</p> <p>a. Identification credentials including cards, badges, parking permits, photographs, agency permits to operate motor vehicles and property, dining room and visitors passes, and other identification credentials.</p> <p>b. Receipts, indices, listings, and accountable records.</p>	<p>Destroy credentials 3 months after return to issuing office.</p> <p>Destroy after all listed credentials are accounted for.</p>
5.	<p><u>Building and Equipment Service Files.</u></p> <p>Requests for building and equipment maintenance services, excluding fiscal copies.</p>	<p>Destroy 3 months after work is performed or requisition is cancelled.</p>

GENERAL RECORDS SCHEDULE 12

Communications Records

The principal records documenting communication functions include messenger service data; telecommunications service control and operational records; long distance telephone reports; 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 service (such as United Parcel Service).

This schedule covers the records described below, wherever located in an agency, but does not cover records which reflect Government-wide programs such as records held by the U.S. Postal Service and the Office of Information Resources Management of the General Services Administration, other than those documenting their own internal administrative management functions. In addition, item 4, telephone use records has been reserved pending development of disposition standards acceptable to both the General Services Administration and the General Accounting Office. Any records created prior to January 1, 1921 must be offered to the National Archives and Records Administration before applying the disposition instructions in this schedule.

Other than those covered by item 3, all records described in this schedule are authorized for disposal in both hard copy and electronic forms as provided in GRS 20, Electronic Records and GRS 23, Records Common to Most Offices Within Agencies.

ITEM	<u>NO</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Messenger Service Files</u>	Daily logs; assignment records and instructions; dispatch records; delivery receipts; route schedules; and related records.	Destroy when 2 months old.
2.	<u>Communication General Files</u>	<p>a. Correspondence and related records pertaining to internal administration and operation.</p> <p>b. Telecommunications general files including plans, reports and other records pertaining to equipment requests, telephone service, and like matters.</p> <p>c. Telecommunications statistical reports including cost and volume data.</p>	<p>Destroy when 2 years old.</p> <p>Destroy when 3 years old.</p> <p>Destroy when 1 year old.</p>

General Records Schedule 12
June 1988

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
d.	Telecommunications voucher files.	
	(1) Reference copies of vouchers, bills, invoices, and related records.	Destroy when 1 fiscal year old.
	(2) Records relating to installation, change, removal, and servicing of equipment.	Destroy 1 year after audit or when 3 years old, whichever is sooner.
e.	Copies of agreements with background data and other records relating to agreements for telecommunications services.	Destroy 2 years after expiration or cancellation of agreement.
3a	<u>Telecommunications Operational Files.</u>	
a.	Message registers, logs, performance reports, daily load reports, and related and similar records.	Destroy when 6 months old.
b.	Copies of incoming and original copies of outgoing messages, including SF 14, Telegraphic Message.	Destroy when 2 months old.
<p>[NOTE: Master files and data bases created in central data processing facilities to supplement or replace the records covered by item 3 are not authorized for disposal under the GRS. Such files must be scheduled on an SF 115.]</p>		
4.	<u>Telephone Use Records.</u>	RESERVED.
5.	<u>Post Office and Private Mail Company Records.</u>	
	Post Office and private mail company forms and supporting papers, exclusive of records held by the United States Postal Service.	
a.	Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, overnight, express, and special delivery mail including receipts and return receipts.	Destroy when 1 year old.
b.	Application for registration and certification of declared value mail.	Destroy when 1 year old.

ITEM	NO. DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	c. Report of loss, rifling, delayed or late delivery, wrong delivery, or other improper treatment of mail.	Destroy when 1 year old.
6.	<u>Mail and Delivery Service Control Files.</u>	
	a. Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service, excluding both those covered by item 5 and those used as indexes to correspondence files.	Destroy when 1 year old.
	b. Statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post or packages over 4 pounds).	Destroy when 6 months old.
	c. Requisition for stamps (exclusive of copies used as supporting documents to payment vouchers).	Destroy when 6 months old.
	d. Statistical reports and data relating to handling of mail and volume of work performed.	Destroy when 1 year old.
	e. Records relating to checks, cash, stamps, money orders, or any other valuables remitted to the agency by mail.	Destroy when 1 year old.
	f. Records of and receipts for mail and packages received through the Official Mail and Messenger Service.	Destroy when 6 months old.
	g. General files including correspondence, memoranda, directives, and guides relating to the administration of mail room operations.	Destroy when 1 year old or when superseded or obsolete, whichever is applicable.
	h. Locator cards, directories, indexes, and other records relating to mail delivery to individuals.	Destroy 5 months after separation or transfer of individual or when obsolete, whichever is applicable.

General Records Schedule 12
June 1988

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
7.	<u>Penalty Mail Report Files.</u> Official penalty mail reports and all related papers.	Destroy when 6 years old.
8.	<u>Postal Irregularities File.</u> Memoranda, correspondence, reports and other records relating to irregularities in the handling of mail, such as loss or shortage of postage stamps or money orders, or loss or destruction of mail.	Destroy 3 years after completion of investigation.

GENERAL RECORDS SCHEDULE 13

Printing, Binding, Duplication, and Distribution Records

This schedule provides for the disposal of all copies wherever located in the agency, of records relating to printing, binding, duplication, and distribution, except as indicated. 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 and 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, duplication and distribution matters within the agency. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration before applying these disposition instructions.

This schedule does not cover (a) the record copy of printed materials; (b) 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 (Schedule 6); and (c) records which reflect agency programs (such as those of the Government Printing Office and the Bureau of Engraving and Printing) rather than administrative management functions.

All records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20a Electronic Records, and GRS 23a Records Common to Most Offices Within Agencies.

ITEM

NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	<u>Administrative Correspondence Files.</u> Correspondence files pertaining to the administration and operation of the unit responsible for printing, binding, duplication, and distribution matters and related documents.	Destroy when 2 years old.
2.	<u>Project Files.</u> Job or project records containing information relating to the planning and execution of printing, binding, duplication, and distribution jobs.	Destroy 1 year after completion of job.
a.	Files pertaining to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances and related documents exclusive of (1) requisitions on the Public Printer and related records and (2) records relating to services obtained outside the agency.	Destroy 1 year after completion of job.

ITEM	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
b.	Files pertaining to planning and other technical matters.	Destroy when 3 years old.
[NOTE: The GRS does not cover the publications themselves. One copy of each publication should be designated the record copy and scheduled for transfer to the National Archives. Agencies should describe each series of publications on an SF 115 submitted to NARA. Extra copies are nonrecord and may be destroyed when no longer needed.]		
3a	<u>Control Files.</u>	
	Control registers pertaining to requisitions and work orders.	Destroy 1 year after close of fiscal year in which compiled or 1 year after filling of register, whichever is applicable.
4.	<u>Mailing Lists.</u>	
a.	Correspondence, request forms, and other records relating to changes in mailing list.	Destroy after appropriate revision of mailing list or after 3 months, whichever is sooner.
b.	Card lists.	Destroy individual cards when cancelled or revised.
5a	<u>JCP Reports Files.</u>	
	Reports to Congress and related records.	
a.	Agency report to Joint Committee on Printing regarding operation of Class A and B Plants and inventories of printing, binding, and related equipment in Class A and B Plants or in storage.	Destroy when 3 years old.
b.	Copies in subordinate reporting units and related work papers.	Destroy 1 year after date of report.
6.	<u>Internal Management Files.</u>	
	Records relating to internal management and operation of the unit.	Destroy when 2 years old.

GENERAL RECORDS SCHEDULE 14

Informational Services Records

This schedule covers certain records pertaining to informational services performed by government agencies in their day to day affairs and in their 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 an agency. Item 4 applies only to files maintained in the office responsible for the operation of the informational activities of the agency or subdivision thereof. Items 11 through 15 describe the files accumulated in carrying out the provisions of the Freedom of Information Act, and items 21 through 26 describe the files created in administering the provisions of the Privacy Act.

These records consist of inquiries, replies, and related correspondence; 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 records relating to budget presentation, and printing, duplicating, and distribution are covered by other General Records Schedules. Records created prior to January 1, 1921, must be offered to the National Archives and Records Administration (NARA) before applying these disposition instructions.

Other informational services records such as speeches and press releases may have permanent value. As potentially archival records, these series must be scheduled individually so NARA may appraise them. To schedule these and other informational services records not included in this schedule, agencies submit an SF 115, Request for Records Disposition Authority, to NARA.

All records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

ITEM

NOa DESCRIPTION OF RECORDSAUTHORIZED DISPOSITION1. Information Requests Files

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 when 3 months old or when no longer needed, whichever is sooner.

2. Acknowledgement Files.

Acknowledgement and transmittals of inquiries and requests that have been referred elsewhere for reply.

Destroy 3 months after acknowledgement and referral.

General Records Schedule 14
June 1988

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
3.	<u>Press Service Files</u> Press service teletype news and similar materials.	Destroy when 3 months old
4.	<u>Information Project Files</u> Informational service project case files maintained in formally designated informational offices	Destroy 1 year after close of file or 1 year after completion of project
5.	<u>Commendation/Complaint Correspondence Files</u> Anonymous letters, 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.
6.	<u>Indexes and Check Lists</u> Bibliographies, check lists, and indexes of agency publications and releases, EXCLUDING those relating to record sets scheduled as permanent.	Destroy when superseded or obsolete.
7. through 10.	<u>Reserved.</u>	
11.	<u>Freedom of Information Act (FOIA) Requests Files</u> Files created in response to requests for information under the Freedom of Information Act consisting of the original request, 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.

ITEM

NO. DESCRIPTION OF RECORDSAUTHORIZED DISPOSITION

<p>(2) Responding to requests for non-existent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.</p> <p style="padding-left: 40px;">(a) Request <u>not</u> appealed.</p> <p style="padding-left: 40px;">(b) Request appealed.</p> <p>(3) Denying access to all or part of the records requested.</p> <p style="padding-left: 40px;">(a) Request <u>not</u> appealed.</p> <p style="padding-left: 40px;">(b) Request appealed.</p> <p>b. Official file copy of requested records.</p>	<p>Destroy 2 years after date of reply.</p> <p>Destroy as authorized under Item 12.</p> <p>Destroy 6 years after date of reply.</p> <p>Destroy as authorized under Item 12.</p> <p>Dispose of in accordance with approved agency disposition instruction for the related records, or with the related FOIA request, whichever is later.</p>
<p>12. <u>FOIA Appeals Files.</u></p> <p>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, which may include the official file copy of records under appeal or copy thereof.</p>	
<p>a. Correspondence and supporting documents (<u>EXCLUDING</u> the file copy of the records under appeal if filed herein).</p> <p>b. Official file copy of records under appeal.</p>	<p>Destroy 6 years after final determination by agency or 3 years after final adjudication by courts, or 6 years after the time at which a requester could file suit, whichever is later.</p> <p>Dispose of in accordance with approved agency disposition instructions for the related record, or with the related FOIA request, whichever is later.</p>

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
13.	<u>FOIA Control Files.</u>	
	Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requester.	
	a. Registers or listing.	Destroy 6 years after date of last entry.
	b. Other files.	Destroy 6 years after final action by the agency or after final adjudication by courts, whichever is later.
14.	<u>FOIA Reports Files.</u>	
	Recurring reports and one-time information requirements relating to the agency implementation of the Freedom of Information Act, EXCLUDING annual reports to the Congress at the departmental or agency level.	Destroy when 2 years old or sooner if no longer needed for administrative use.
[NOTE: The GRS does not cover departmental or agency level annual reports to the Congress. These reports should be scheduled for transfer to the National Archives by submitting an SF 115 to NARA.]		
15.	<u>FOIA Administrative Files.</u>	
	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.
16.	through 20. <u>Reserved.</u>	
21.	<u>Privacy Act Requests Files.</u>	
	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 request a copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
a.	Correspondence and supporting documents (<u>EXCLUDING</u> 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.
	(2) Responding to requests for nonexistent records to requesters 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.
	(b) Requests appealed.	Destroy as authorized under Item 21o
	(3) Denying access to all or part of the records requested.	
	(a) Requests <u>not</u> appealed.	Destroy 5 years after date of reply.
	(b) Requests appealed.	Destroy as authorized under Item 21o
b.	Official file copy of requested records	Dispose of in accordance with approved agency disposition instructions for the related records or with the related Privacy Act request, whichever is later.
22.	<u>Privacy Act Amendment Case Files.</u>	
	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 552a(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

NO. DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

- | | |
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| <p>a. Requests to amend agreed to by agency. Includes individual's requests to amend and/or review refusal to amend, copies of agency's replies thereto, and related materials.</p> | <p>Dispose of in accordance with the approved disposition instructions for the related subject individual's record or 4 years after agency's agreement to amend, whichever is later.</p> |
| <p>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.</p> | <p>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.</p> |
| <p>c. Appealed requests to amend. Includes all files created in responding to appeals under the Privacy Act for refusal by any agency to amend a record.</p> | <p>Dispose of in accordance with the approved disposition instructions for related subject individual's record or 3 years after final adjudication by courts, whichever is later.</p> |

Privacy Act Accounting of Disclosure Files.

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, requester'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.

24. Privacy Act Control Files.

Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requester.

- a. Registers or listings.

Destroy 5 years after date of last entry

ITEM	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
b.	Other files.	Destroy 5 years after final action by the agency or final adjudication by courts, whichever is later.
25.	<u>Privacy Act Reports Files.</u> Recurring reports and one-time information requirement relating to agency implementation, excluding annual reports to the Congress of the United States, the Office of Management and Budget, and the Report on New Systems at departmental or agency level.	Destroy when 2 years old.
[NOTE: The GRS does not cover departmental or agency level annual reports to the Congress. These reports should be scheduled for transfer to the National Archives by submitting an SF 115 to NARA.]		
26.	<u>Privacy Act General Administrative Files.</u> 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.
27. through 30.	<u>Reserved.</u>	
31.	<u>Mandatory Review For Declassification Requests Files.</u> Files created in response to requests for information under the mandatory review provisions of Executive Order (E.O.) 12356 consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include the official file copy of requested records or a copy thereof. a. Correspondence and supporting documents (EXCLUDING the official file copy of the records if filed herein, and sanitizing instructions, if applicable). (1) Granting access to all the requested records.	Destroy 2 years after date of reply.

ITEM	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
(2)	Responding to requests for nonexistent records; to requesters who provide inadequate descriptions and to those who fail to pay agency reproduction fees.	
	(a) Request <u>not</u> appealed.	Destroy 2 years after date of reply.
	(b) Request appealed.	Destroy as authorized under Item 32.
(3)	Denying access to all or part of the records requested.	
	(a) Request <u>not</u> appealed.	Destroy 5 years after date of reply.
	(b) Request appealed.	Destroy as authorized under Item 32o
	Official file copy of requested recordso	Dispose of in accordance with approved disposition instructions for the related records or with the related mandatory review request, whichever is later.
	c. Sanitizing instructionso	Destroy when superseded, or when requested documents are declassified or destroyed.
32o	<u>Mandatory Review for Declassification Appeals Files</u> o	
	Files created in responding to administrative appeals under the mandatory review provisions of E.O. 12356 and its predecessors for release of information denied by the agency. Files consist of the appellant's letter, a copy of the reply thereto and related supporting documents which 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)o	Destroy 4 years after final determination by agency.

ITEM	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	b. Official file copy of records under appeal.	Dispose of in accordance with approved agency disposition instructions for the related records, or with the related mandatory review request, whichever is later.
33.	<u>Mandatory Review for Declassification Control Files.</u>	
	Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requester.	
	a. Registers or listing.	Destroy 5 years after date.
	b. Other files.	Destroy 5 years after final action by the agency.
34.	<u>Mandatory Review for Declassification Reports Files.</u>	
	Reports relating to agency implementation of the mandatory review provisions of E.O. 12356, including annual reports submitted to IS00.	Destroy when 2 years old or sooner if no longer needed for administrative use.
35.	<u>Mandatory Review for Declassification Administrative Files.</u>	
	Records relating to the general agency implementation of the mandatory review provisions of E.O. 12356, including notices, memoranda, correspondence and related records.	Destroy when 2 years old or sooner if no longer needed for administrative use.

GENERAL RECORDS SCHEDULE 15
Housing Records

The Housing records covered by this schedule include files and data accumulated in the maintenance and management of Federally owned and operated housing facilities within the continental United States for civilian employees of the Federal Government, military personnel, and others eligible by law to reside in the projects. These facilities may consist of low cost quarters located either within or adjacent to the confines of Federal installations or in a critical defense or other area. This schedule includes housing records maintained by housing managers and housing or quarters offices, but does not cover the headquarters of staff office files of the supervising agency, or the files of the HUD, the Department of Health and Human Services, or the Veterans Administration pertaining to program operations in planning and financing housing facilities.

Maintenance records reflect repair and general upkeep of the housing project or unit. Management involves the assignment and rental of units, rent collection, and other fiscal operations, and overall supervision. However, rental charges for military personnel are normally represented by checkages made against pay accounts.

Certain housing records are subject to the provisions of other General Records Schedules. Supply and fiscal files are covered by General Records Schedules 3 and 6. Schedules 1, 2, 8, and 10 may also be involved. Many records of agency cashiers serving as housing rental managers are similar to those of other Federal accountable officers and are disposable under General Records Schedule 6.

All records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

ITEM	<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Housing General Correspondence Files.</u>	Correspondence files pertaining to the maintenance and management of housing projects.	Destroy when 2 years old.
2.	<u>Housing Maintenance and Repair Files.</u>	Maintenance and repair records for individual units.	Destroy 3 fiscal years following close of fiscal year in which unit is closed to tenancy or leaves agency control.
a.	Summary card or ledger record.		

ITEM NO	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
b.	Work orders, requisitions, and related papers involved in repair and maintenance work.	Destroy 3 fiscal years following close of fiscal year in which work is done.
3.	<u>Housing Management Files</u>	
	Reports pertaining to housing management, including expenditure, survey, collection and other statistical and narrative data.	Destroy when 2 years old.
4.	<u>Housing Lease Files.</u>	
	Copies of leases, renewals, termination notices, and related documents.	Destroy 3 fiscal years following close of fiscal year in which (a) lease termination, lapse, or cancellation occurs, or (b) litigation is concluded, whichever is later.
5.	<u>Housing Assignment and Vacancy Card Files</u>	
a.	Individual tenant cards	Destroy when tenant vacates unit.
b.	Individual housing unit cards	Destroy 3 fiscal years after close of fiscal year in which unit is closed to tenancy or leaves agency control
6.	<u>Housing Inventory Files</u>	
	Furnishing inventory files pertaining to items included in furnished units.	Destroy 3 fiscal years after close of fiscal year in which inventory is superseded
7.	<u>Housing Application Files</u> (other than copies in lease files).	
a.	Rejected application files	Destroy 1 year from date of rejection
b.	All others	Destroy when 2 years old.

GENERAL RECORDS SCHEDULE 16

Administrative Management Records

This schedule provides for the disposal of certain records relating to administrative management activities in Federal agencies, excluding records of operating personnel, budget, accounting, and printing functions, which are covered by other General Records Schedules. Included within the scope of the schedule are disposable records created in the course of organizational planning, development, and simplification of procedures, records management activities, and administration of management improvement programs. General Records Schedule 1 (Items 12 and 13) provide for the disposition of case files on individuals involved in incentive award and similar types of management improvement programs. Any records created prior to January 1, 1939, must be offered to the National Archives and Records Administration before applying these disposition instructions.

The organizational locations and titles of administrative management units vary from agency to agency. They may be scattered at numerous levels or locations, or may be centralized. For the purposes of this schedule, the nomenclature standards set forth by the Senate Committee on Government Operations in Senate Report No. 245, 80th Congress, 1st session, are followed: the first organizational level within an agency is the bureau level, subordinate components are successively division, branch, section, and unit.

This schedule is based on the presumption that management activities are carried on by a specialized person or unit with at least division-wide and usually bureau-wide or agency-wide responsibilities or by a group of such persons or units in an agency, although its provisions are applicable to exactly comparable records of agencies without such formal assignments of responsibility. Many similar or comparable records created at lower organizational levels or in field offices vary so greatly in content, value, and arrangement that they are not covered by this schedule.

Because of the nature of the activities documented by administrative management records, a relatively large proportion of them are of continuing value. Files with potential archival value are not covered by the General Records Schedules. They must be scheduled individually by submission of an SF 115 to NARA. These records include organizational charts and reorganization studies, functional statements, delegations of authority, and agency histories. However, related temporary or ephemeral materials include working papers that do not have a direct bearing on the transaction, preliminary or intermediate drafts of documents and preliminary work sheets that do not represent significant basic steps in the preparation of final drafts, letter or memoranda of transmittal and acknowledgments, routing slips, and extra copies of documents.

All records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

ITEM	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	<u>Administrative Issuances.</u>	
	a. Notices and other types of issuances related to routine administrative functions (e.g., payroll, procurement, personnel).	Destroy when superseded or obsolete.
	b. Case files related to (a) above which document aspects of the development of the issuance.	Destroy when issuance is destroyed.
[NOTE: Record sets of formal directives, procedural and operating manuals, publications and management improvement reports submitted to the Office of Management and Budget, and the case files documenting their development are potentially permanent records and must be scheduled by submission of an SF 115 to NARA.]		
2.	<u>Records Disposition Files</u>	
	Descriptive inventories, disposal authorizations and schedules, and reports.	
	a. Basic documentation of records description and disposition programs, including SF 115, Request for Records Disposition Authority; SF 135, Records Transmittal and Receipt; SF 258, Request to Transfer, Approval, and Receipt of Records to National Archives of the United States; and related documentation.	Destroy when related records are destroyed, or transferred to the National Archives, or when no longer needed for administrative or reference purposes.
	b. Routine correspondence and memoranda.	Destroy when no longer needed for reference.
3.	<u>Forms Files</u>	
	a. One record copy of each form created by an 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.
	b. Background materials, requisitions, specifications, processing data, and control records.	Destroy when related form is discontinued, superseded, or cancelled.

ITEM NOo	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
4.	<u>Records Holdings Files</u>	
	Statistical reports of agency holdings including feeder reports from all offices and data on the volume of records disposed of by destruction or transfer.	
	Records held by offices which prepare reports on agency-wide records holdings	Destroy when 3 years old.
	b. Records held by other offices	Destroy when 1 year old.
5o	<u>Project Control Files</u>	
	Memoranda, reports and other records documenting assignments, progress, and completion of projects	Destroy 1 year after the year in which the project is closed
6.	<u>Reports Control Files</u>	
	Case files maintained for each agency report created or proposed, including public use reports. Included are clearance forms including SF 83; copies of pertinent forms or descriptions of format; copies of authorizing directives; preparation instructions; and documents relating to the evaluation, continuation, revision, and discontinuance of reporting requirements.	Destroy 2 years after the report is discontinued.
7.	<u>Records Management Files</u>	
	Correspondence, reports, authorizations, and other records that relate to the management of agency records including such matters as forms, correspondence, reports, mail and files management, the use of microforms, ADP systems, and word processing; records management surveys, vital records programs and all other aspects of records management not covered elsewhere in this schedule.	Destroy when 6 years old. Earlier disposal is authorized if records are superseded, obsolete, or no longer needed for reference
8.	<u>Committee and Conference Files</u>	
	a. Records relating to establishment, organization, membership, and policy of internal committees	Destroy 2 years after termination of committee.

General Records Schedule 16
June 1988

ITEM	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
b. Records created by committees.	(1) Agenda, minutes, final reports, and related records documenting the accomplishments of official boards and committees, EXCLUDING those maintained by the sponsor or Secretariat.	Destroy when 3 years old or when no longer needed for reference, whichever is sooner.
[NOTE: Records maintained by the sponsor or Secretariat are potentially permanent and must be scheduled by submission of an SF 115 to NARA.]		
	(2) All other committee records.	Destroy when 3 years old or when no longer needed for reference, whichever is sooner.
[NOTE: Records created to comply with the provisions of the Government in the Sunshine Act, including transcriptions and minutes of closed meetings, electronic recordings for which verbatim transcripts do not exist, and annual reports to Congress describing the agency's compliance with the Act, are permanent records and must be scheduled by submission of an SF 115 to NARA.]		
9. <u>Feasibility Studies.</u>	Studies conducted before the installation of any technology or equipment associated with information management systems, such as word processing copiers, micrographics, and communications. Studies and system analyses for the initial establishment and major changes of these systems. Such studies typically include a consideration of the alternatives of the proposed system and a cost/benefit analysis, including an analysis of the improved efficiency and effectiveness to be expected from the proposed system.	Destroy 5 years after completion or cancellation of study.
10. <u>Microform Inspection Records.</u>	a. Log documenting the inspection of microform records, as required by 36 CFR 1230, including description of the records tested, record category date, elements of inspection, results, and if defects are found, corrective action taken.	Destroy 3 years after date of last entry.

ITEM	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	b. Reports made to the National Archives and Records Administration on the results of microform inspection, as required by 36 CFR 1230, and related correspondence	Destroy when 3 years old.
11o	<u>IRM Triennial Review Files.</u> Reports required by the General Services Administration concerning reviews of information resources management (IRM) practices. Included are associated correspondence, studies, directives, feeder reports, and monitoring surveys and reports.	Destroy when 7 years old.
12o	<u>Information Collection Budget Files.</u> Reports required by the Office of Management and Budget under the Paperwork Reduction Act about the number of hours the public spends fulfilling agency reporting requirements. Included are associated feeder reports, report exhibits, correspondence, directives, and statistical compilations.	Destroy when 7 years old.
13o	<u>Documents Published in the Federal Register.</u> a. Files documenting the processing of notices announcing committee meetings, including meetings open to the public under the Government in Sunshine Act (5 U.S.C. 552b (e) (3)); hearing and investigations, filing of petitions and applications, issuance or revocation of a license; grant application deadlines; the availability of certain environmental impact statements; delegations of authority; and other matters that are not codified in the <u>Code of Federal Regulations</u> .	Destroy when 1 year old.

General Records Schedule 16
June 1988

ITEM	<u>NO.</u> <u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
b.	Files documenting the processing of semiannual regulatory agendaa	Destroy when 2 years old.

[NOTE: Agency files documenting the development, clearance, and processing of proposed and final rules for publication in the Federal Register are not covered by the General Records Schedules. These records may be, but are not necessarily, permanent. They must be scheduled individually by each agency so NARA can conduct an analysis and appraisal to determine their appropriate disposition.]

GENERAL RECORDS SCHEDULE 17

Cartographic, Aerial Photographic, Architectural,
and Engineering Records

Federal agencies create or receive cartographic, aerial photographic, architectural, and engineering design records in connection with their official activities. Many of these records have continuing historical value after they are no longer being used by the agency. Descriptions of both the historically valuable and the disposable records were formerly included in General Records Schedule 17, Cartographic, Remote Sensing Imagery, and Related Records, and in General Records Schedule 22, Design and Construction Drawings and Related Records. The General Records Schedules have been revised to cover only disposable records. Guidelines for identifying and scheduling the records of continuing value are now provided in "Managing Cartographic and Architectural Records: An Instructional Guide." The Guide must be used in conjunction with the General Records Schedule to insure proper disposition of all cartographic, aerial photographic, architectural, and engineering design records held by an agency.

This schedule relates to cartographic records prepared during intermediate stages of publication, unannotated aerial photographic negatives and prints, and architectural and engineering drawings. Cartographic and aerial photographic records created before January 1, 1950, and architectural or engineering drawings created before January 1, 1921, must be brought to the attention of the National Archives before applying the disposition instructions in this schedule.

ITEM	<u>NO.</u> <u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Cartographic Records Prepared During Intermediate Stages of Publication.</u>	Destroy when no longer needed for revision.
	Scribed plastic sheets, color separation sheets, composites prepared as a step in the making of color separation sheets, photographic negatives, glass plate negatives, enlargements or reductions, color pulls, proof copies subject to final revision, "correction file" maps annotated to show corrections to be incorporated into the next edition of the published map, and similar items whose informational content is duplicated by the final published map.	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
2.	<u>Vertical and Oblique Aerial Photography.</u> Vertical and oblique film in black and white, color, or "false color," including related photo indexes (controlled or uncontrolled mosaics), flight line indexes or coordinate grid systems used as finding aids. <u>Unannotated</u> duplicate copy negatives or internegatives or rectified negatives, and glass plate negatives. b. <u>Unannotated</u> prints when original film negatives exist.	Destroy when no longer needed for agency use Destroy when no longer needed for agency use.
[NOTE: The term aerial photography means visual images of the surface of the earth, of other planetary bodies, or of the atmosphere, taken from airborne vehicles for the purpose of evaluating, measuring, or mapping the cultural and physical features of the landscape or sky, and related tabular and graphic indexes necessary for the proper identification and retrieval of these records. Conventional aerial photographs taken from aircraft produce direct film images from cameras. Other remote sensing imagery, such as that from orbiting satellites which requires conversion or alteration of sensor data from digital or electronic or computerized form to photographic or videographic images must be scheduled for disposition on a case by case basis.]		
3.	<u>Architectural Drawings of Temporary Structures and Buildings or of Buildings Not Critical to the Mission of the Agency.</u>	Destroy when no longer needed for administrative purposes
4.	<u>Drawings of Electrical, Plumbing, Heating, or Air Conditioning Systems</u>	Destroy when no longer needed for administrative purposes
5.	<u>Contract Negotiation Drawings</u>	Destroy when no longer needed for administrative purposes
	Drawings prepared during contract negotiation for buildings or objects lacking historical or architectural or technological significance or drawings related to electrical plumbing, heating, or air conditioning projects or drawings superseded by final working/as built drawings	

ITEM NO	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
6.	<u>Space Assignment Plans</u> Outline floor plans indicating occupancy of a building.	Destroy when no longer needed for administrative purposes
7.	<u>Architectural Models</u> Models prepared for illustrative or presentation purposes	Dispose of when no longer needed for administrative purposes.
[NOTE: These models may be offered for donation to museums or similar organizations after approval by NARA under the provisions of 36 CFR 1228.74(c).]		
8.	<u>Engineering Drawings of Routine Minor Parts</u> Drawings of such objects as fasteners, nuts, bolts, wires, screws, nails, pipe-fittings, brackets, struts, plates, and beams if maintained separately or if segregable from a larger file	Destroy when no longer needed for administrative purposes
9.	<u>Drawings Reflecting Minor Modifications.</u> Repetitive engineering drawings showing minor modifications made during research and development, and superseded by final drawings, if filed separately or if readily segregable from a larger file.	Destroy when no longer needed for administrative purposes
10.	<u>Paint Plans and Samples</u> Plans and paint samples for painting all areas of buildings lacking historical, architectural or technological significance and plans and samples for painting appliances, elevators and other mechanical parts of all buildings	Destroy when no longer needed for administrative use.

[NOTE: Paint plans and samples for the interior and exterior walls of buildings significant for historical, architectural or technological reasons are not disposable under this item and must be scheduled by submitting an SF 115 to NARA.]

GENERAL RECORDS SCHEDULE 18

Security and Protective Services Records

Security and protective services records include the various files created by agencies to control and protect classified information; to protect Government facilities from unauthorized entry, sabotage, or loss; to ensure the adequacy of protective measures at privately-owned plants given security cognizance by the Government; to determine loyalty and fitness of individuals employed by, or seeking employment from the Government; and to develop and implement plans for the protection of life and property under emergency conditions. Included are selected files of offices having Government-wide or agency-wide responsibilities for security and protective services programs. Also included are files of security units, guard forces, and other organizational elements documenting the control of classified information, access to facilities, and like matters.

This schedule authorizes for disposal records documenting administrative actions relating to the above functions. Records documenting Government-wide or agency-wide security and protective services planning and programming, reflecting basic overall policies and determinations are not authorized for disposal by this schedule. Variations among agencies in methods of implementing statutory requirements for security and protective services result in dissimilarities in program documentation. The application of standard techniques of filing and disposition to such records through the medium of a General Records Schedule is therefore impractical. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration before applying these disposition instructions.

With the exception of item 5, all records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

ITEM

NO. DESCRIPTION OF RECORDSAUTHORIZED DISPOSITIONClassified Information Accounting and Control Records

Records accumulating from measures taken by agencies to protect classified information from unauthorized disclosure in accordance with Executive Orders and statutory or regulatory requirements.

1. Classified Documents Administrative Correspondence Files.

Correspondence files pertaining to the administration of security classification, control, and accounting for classified documents, not covered elsewhere in this schedule.

Destroy when 2 years old.

[NOTEa This item does not cover records documenting policies and procedures accumulated in offices having agency-wide responsibilities for security and protective services programs.]

General Records Schedule 18
June 1988

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
2.	<u>Document Receipt Files.</u> Records documenting the receipt and issuance of classified documents.	Destroy when 2 years old.
3.	<u>Destruction Certificates Files.</u> Certificates relating to the destruction of classified documents.	Destroy when 2 years old.
4.	<u>Classified Document Inventory Files.</u> Forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents, but exclusive of classified document receipts and destruction certificates and documents relating to Top Secret material covered elsewhere in this schedule.	Destroy when 2 years old.
5.	<u>Top Secret Accounting and Control Files.</u> a. Registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction of the documents. b. Forms accompanying documents to ensure continuing control, showing names of persons handling the documents, intra-office routing, and comparable data.	Destroy 5 years after documents shown on forms are downgraded, transferred, or destroyed. Destroy when related document is downgraded, transferred, or destroyed
[NOTE: Master files and data bases created in central data processing facilities to supplement or replace the records covered by item 5 are not authorized for disposal under the GRS. Such files must be scheduled on an SF 115.a]		
6.	<u>Access Request Files.</u> Requests and authorizations for individuals to have access to classified files.	Destroy 2 years after authorization expires.

ITEM	NO. DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
7.	<u>Classified Document Container Security Files.</u> Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers.	Destroy when superseded by a new form or list, or upon turn-in of containers.
<u>Facilities Security and Protective Services Records</u>		
Records relating to measures taken for the protection of government-owned facilities and privately operated facilities given security cognizance by the Government from unauthorized entry, sabotage, or loss.		
8.	<u>Security and Protective Services Administrative Correspondence Files.</u> Correspondence files relating to administration and operation of the facilities security and protective services programs, not covered elsewhere in this schedule.	Destroy when 2 years old.
[NOTE: This item does not cover records documenting policies and procedures accumulated in offices having agency-wide responsibilities for security and protective services programs.]		
9.	<u>Survey and Inspection Files.</u> (Government-owned facilities) Reports of surveys and inspections of Government-owned facilities conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents ^a and to safeguard information and facilities against sabotage and unauthorized entry.	Destroy when 3 years old, or upon discontinuance of facility, whichever is sooner.
10.	<u>Survey and Inspection Files^a</u> (privately owned facilities) Reports of surveys and inspections of privately owned facilities assigned security cognizance by Government agencies ^a and related documents.	Destroy when 4 years old or when security cognizance is terminated, whichever is sooner.

General Records Schedule 18
June 1988

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
11.	<p><u>Investigative Files.</u></p> <p>Investigative files accumulating from investigations of fires, explosions, and accidents, consisting of retained copies of reports and related documents when the original reports are submitted for review and filing in other agencies or organizational elements, and reports and related papers concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements.</p>	Destroy when 2 years old.
12.	<p><u>Property Pass Files.</u></p> <p>Property pass files authorizing removal of property or materials.</p>	Destroy 3 months after expiration or revocation.
13.	<p><u>Guard Assignment Files.</u></p> <p>Files relating to guard assignments and strength.</p> <p>a. Ledger records.</p> <p>b. Requests, analyses, reports, change notices, and other papers relating to post assignments and strength requirements.</p>	<p>Destroy 3 years after final entry.</p> <p>Destroy when 2 years old.</p>
14.	<p><u>Police Functions Files.</u></p> <p>Files relating to exercise of police functions.</p> <p>a. Ledger records of arrests, cars ticketed, and outside police contacts.</p> <p>b. Reports, statements of witnesses, warning notices, and other documents relating to arrest, commitments, and traffic violations.</p> <p>c. Reports on contact of outside police with building occupants.</p>	<p>Destroy 3 years after final entry.</p> <p>Destroy when 2 years old.</p> <p>Destroy when 1 year old.</p>

ITEM	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
15.	<u>Personal Property Accountability Files.</u> Files relating to accountability for personal property lost or stolen.	
	a. Ledger files.	Destroy 3 years after final entry.
	b. Reports, loss statements, receipts and other documents relating to lost and found articles.	Destroy when 1 year old.
16.	<u>Key Accountability Files.</u> Files relating to accountability for keys issued.	
	a. For areas under maximum security.	Destroy 3 years after turn-in of key.
	b. For other areas.	Destroy 6 months after turn-in of key.
17.	<u>Visitor Control Files.</u> Registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers.	
	a. For areas under maximum security.	Destroy 5 years after final entry or 5 years after date of document, as appropriate.
	b. For other areas.	Destroy 2 years after final entry or 2 years after date of document, as appropriate.
18.	<u>Facilities Checks Files.</u> Files relating to periodic guard force facility checks.	
	a. Data sheets, door slip summaries, check sheets, and guard reports on security violations (except copies in files of agency security offices covered by item 24 of this schedule).	Destroy when 1 year old.

General Records Schedule 18
June 1988

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	b. Reports of routine after-hours security checks which either do not reflect security violations, or for which the information contained therein is documented in the files defined in item 24 of this schedule.	Destroy when 1 month old.
19.	<u>Guard Service Control Files.</u>	
	a. Control center key or code records, emergency call cards, and building record and employee identification cards.	Destroy when superseded or obsolete.
	b. Round reports, service reports on interruptions and tests, and punch clock dial sheets.	Destroy when 1 year old.
	c. Automatic machine patrol charts and registers of patrol and alarm services.	Destroy when 1 year old.
	d. Arms distribution sheets, charge records, and receipts.	Destroy 3 months after return of arms.
20.	<u>Logs and Registers.</u>	
	Guard logs and registers not covered elsewhere in this schedule.	
	a. Central guard office master logs.	Destroy 2 years after final entry.
	b. Individual guard post logs of occurrences entered in master logs.	Destroy 1 year after final entry.
<u>Personnel Security Clearance Records</u>		
Records accumulating from investigations of personnel conducted under Executive Orders and statutory or regulatory requirements.		
21.	<u>Security Clearance Administrative Subject Files.</u>	
	Correspondence, reports, and other records relating to the administration and operation of the personnel security program, not covered elsewhere in this schedule.	Destroy when 2 years old.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
22o	<u>Personnel Security Clearance Files</u> Personnel security clearance case files and related indexes maintained by the personnel security office of the employing agency.	
	a. Case files documenting the processing of investigations on Federal employees or applicants for Federal employment, whether or not a security clearance is granted and other persons such as those performing work for a Federal agency under contract, who require an approval before having access to government facilities or to sensitive data. These files include questionnaires, summaries of reports prepared by the investigating agency, and other records reflecting the processing of the investigation and the status of the clearance, exclusive of copies of investigative reports furnished by the investigating agency.	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.
	b. Investigative reports and related documents furnished to agencies by investigative organizations for use in making security/suitability determinations.	Destroy in accordance with the investigating agency instructions.
	c. Index to the Personnel Security Case Files.	Destroy with related case files.
23.	<u>Personnel Security Clearance Status Files</u> Lists or rosters showing the current security clearance status of individuals.	Destroy when superseded or obsolete.
24o	<u>Security Violations Files</u> Case files relating to investigations of alleged violations of Executive Orders, laws or agency regulations for the safeguarding of national security information.	

ITEM NOo	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
a.	Files relating to alleged violations of a sufficiently serious nature that they are referred to the Department of Justice or Defense for prosecutive determination, exclusive of files held by Department of Justice or Defense offices responsible for making such determinationso	Destroy 5 years after close of case.
b.	All other fileso exclusive of documents placed in official personnel folderso	Destroy 2 years after completion of final action or when no longer needed, whichever is sooner.

25o Classified or Classifiable Information Nondisclosure Agreementso

Copies of nondisclosure agreementso such as SF 189o Classified Information Nondisclosure Agreement, signed by employees with access to information which is classified or classifiable under standards put forth by Executive Order 12356. These forms should be maintained separately from personnel security clearance fileso	Destroy when 50 years oldo
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Emergency Planning Records

Records accumulating from the formulation and implementation of planso such as evacuation plans, for protection of life and property during emergency conditionso

26o Emergency Planning Administrative Correspondence Files

Correspondence files relating to administration and operation of the emergency planning program, not covered elsewhere in this scheduleo	Destroy when 2 years oldo
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[NOTE: This item does not cover records documenting policies and procedures accumulated in offices having agency-wide responsibilities for emergency planning programs]

ITEM	NO. DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
27.	<u>Emergency Planning Case Files.</u> Case files accumulated by offices responsible for the preparation and issuance of plans and directives, consisting of a copy of each plan or directive issued with related background documents, EXCLUDING one record copy of each plan or directive issued if not included in the agency's permanent set of master directives files.	Destroy 3 years after issuance of a new plan or directive.
[NOTES: (1) If the emergency plan is not included in the agency's set of master directives files, a record set must be maintained and scheduled for eventual transfer to the National Archives by submission of an SF 115. (2) Emergency planning reports of operations tests, consisting of consolidated or comprehensive reports reflecting agency-wide results of tests conducted under emergency plans are also permanent and must be scheduled for transfer to the National Archives by submission of an SF 115.]		
28.	<u>Emergency Operations Tests Files.</u> Files accumulating from tests conducted under agency emergency plans, such as instructions to members participating in tests staffing assignments, messages tests of communications and facilities, and reports EXCLUDING consolidated and comprehensive reports.	Destroy when 3 years old.
29.	<u>National Defense Executive Reserve (NDER) Case Files.</u> Case files for NDER reservists or applicants maintained by agencies with major mobilization responsibilities in cases of national security emergencies, including qualifications statement, other personnel and administrative records, skills inventory, training data, and other records relating to administration of the NDER program.	
	a. Case files on reservists.	Destroy 5 years after termination from NDER program.
	b. Case files on individuals whose applications were rejected or withdrawn	Destroy when 5 years old.

GENERAL RECORDS SCHEDULE 19

Research and Development Records

The previous editions of the General Records Schedules (GRS) included GRS 19, Research and Development Records. However, GRS 19 has not provided meaningful records disposition authority for Federal research and development records. Because of the varied nature of research and development activities in the Federal Government, uniform disposition standards cannot be mandated for most series of records created in carrying out such functions. Retention periods were not specified for the more substantive records series. In addition, many research and development activities do not generate records as described in the previous version of GRS 19. It is important for agencies to schedule their research and development records individually, so that they may be accurately described. This approach will allow proper appraisal of the records by the National Archives and Records Administration and facilitate preservation of significant records for future research.

The National Archives has determined that the disposition of research and development records should not be governed by a General Records Schedule.

GRS 19 is therefore RESCINDED.

GENERAL RECORDS SCHEDULE 20

Electronic Records

This schedule applies to disposable electronic records routinely stored on magnetic media by Federal agencies in central data processing facilities, including ones operated for agencies by contractors. It covers records created by computer operators, programmers, analysts, and systems administrators in order to store and maintain computer files in such facilities, certain master files, including some that are components of data base management systems, and certain files created from master files for specific purposes. Items covering disposable electronic records produced by end users in office automation applications (e.g., word processing files, certain text files, and data bases developed on personal computers in support of administrative functions) are included in General Records Schedule 23, Records Common to Most Offices Within Agencies. GRS 20 and 23 do not cover all electronic records. Electronic records not covered by items in GRS 20 or GRS 23 may not be destroyed unless authorized by a Standard Form 115 that has been approved by the National Archives and Records Administration (NARA).

The records covered by several of the items in this schedule are authorized for erasure or deletion when no longer needed. NARA could not establish a more definite retention that would be appropriate in all applications. The agency should, when appropriate, determine a more specific disposition instruction, such as "Delete after X update cycles" or "Delete when X years old," for inclusion in its records disposition directives or manual. NARA approval is not needed to set retention periods for records authorized for destruction when no longer needed by the GRS.

Items 2a and 1a (in part) of this schedule apply to hard-copy or microform records used in conjunction with electronic files. Items 10 and 11 of this schedule should be applied to special purpose programs and documentation for disposable electronic records regardless of the medium in which such documentation and programs exist.

ITEM

NO. DESCRIPTION OF RECORDSAUTHORIZED DISPOSITION

1. Files/Records Created in Central ADP Facilities to Create, Use, and Maintain Master Files.

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|---|--|
| a. Electronic files or records created solely to test system performance, such as test records, as well as related documentation for the electronic files/records. | Delete/destroy when no longer needed. |
| b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. | Delete after information has been transferred to the master file and verified. |

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
c.	Electronic files created to monitor system usage, including, but not limited to, log-in files, password, files, audit trail files, system usage files, and cost-back files used to assess charges for system use.	Delete when no longer needed in accordance with sound business practice and agency standard operating procedures.
2.	<u>Input/Source Records.</u>	
a.	Non-electronic documents or forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes (such as need for signatures) and not previously scheduled for permanent retention in a NARA-approved agency records schedule.	Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file, whichever is later.
b.	Electronic records, except as noted in item 2c, entered into the system during an update process, and not required for audit and legal purposes.	Delete when data have been entered into the master file or data base and verified, or when no longer required to support reconstruction of, or serve as back-up to, a master file or data base, whichever is later.
c.	Electronic records received from another agency and used as input/source records by the receiving agency, EXCLUDING records produced by another agency under the terms of an interagency agreement, or records created by another agency in response to the specific information needs of the receiving agency.	Delete when data have been entered into the master file or data base and verified, or when no longer needed to support reconstruction of, or serve as back up to, the master file or data base, whichever is later.
d.	Computer files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or data base.	Delete after the necessary data have been incorporated into a master file.

ITEM	NO. DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
3.	<u>Master Files, (Including Master Files that are Components of Data Base Management Systems) Relating to Administrative Functions.</u>	Delete after the expiration of the retention period authorized for the disposable hard copy file or when no longer needed, whichever is later.
	<p>Master files that:</p> <p>a) replace, in whole or in part, administrative records scheduled for disposal under one or more items in GRS 1-16, 18, 22, or 23; and</p> <p>b) consist only of the same information as is contained in all or portions of the disposable records it replaces or duplicates</p> <p>EXCLUDING those that replace or duplicate the following GRS items: GRS-1, Items 1, 21, 22, 25f; GRS 2, Item 17; GRS 12, Item 3; and GRS 18, Item 5.</p>	
4.	<u>Data Files Consisting of Summarized Information.</u>	Delete when no longer needed for current business.
	<p>Records that contain summarized or aggregated information created by combining data elements or individual observations from a single master file or data base that is disposable under a GRS item or is authorized for deletion by a disposition job approved by NARA after January 1, 1988, EXCLUDING data files that are:</p> <p>a) created as disclosure-free files to allow public access to the data; or</p> <p>b) created from a master file or data base that is unscheduled, that was scheduled as permanent but no longer exists, or can no longer be accessed;</p> <p>which may not be destroyed before securing NARA approval.</p>	

ITEM NOo	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
5.	<p data-bbox="247 524 916 596"><u>Records Consisting of Extracted Information.</u></p> <p data-bbox="247 655 1110 1528">Electronic files consisting solely of records extracted from a single master file or data base that is disposable under GRS-20 or approved for deletion by a NARA approved disposition jobq EXCLUDING extracts that areo a) produced as disclosure-free files to allow public access to the data; or b) produced from a master file or data base that is unscheduled, or that was scheduled as permanent but no longer exists, or can no longer be accessed; or c) produced by an extraction process which changes the informational content of the source master file or data base; which may not be destroyed before securing NARA approvalo For print and technical reformat files see Items 6 and 7 respectivelyo</p>	Delete when no longer needed for current businesso
6.	<p data-bbox="247 1572 485 1616"><u>Print File.</u></p> <p data-bbox="247 1659 1110 1863">Electronic file extracted from a master file or data base without changing it and used solely to produce hard-copy publications and/or printouts of tabulationsq ledgersq registersq and reportsq</p>	Delete when no longer neededo
7.	<p data-bbox="247 1907 765 1951"><u>Technical Reformat File.</u></p> <p data-bbox="247 1994 1110 2283">Electronic file consisting of data copied from a master file or data base for the specific purpose of information interchange and written with varying technical specificationsq EXCLUDING files created for transfer to the National Archiveso</p>	Delete when no longer neededo

ITEM	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
8.	<u>Security Backup File.</u>	
	Electronic file consisting of data identical in physical format to a master file or data base and retained in case the master file or data base is damaged or inadvertently erased.	
	a. File identical to records scheduled for transfer to the National Archives.	Delete when the identical records have been transferred to the National Archives and successfully copied, or when replaced by a subsequent security backup file.
	b. File identical to records authorized for disposal in a NARA-approved records schedule.	Delete when the identical records have been deleted, or when replaced by a subsequent security backup file.
9.	<u>Finding Aids (or indexes).</u>	
	Electronic indexes, lists, registers and other finding aids used only to provide access to records authorized for destruction by the GRS or a NARA approved SF 115, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records.	Delete with related records or when no longer needed, whichever is later.
10.	<u>Special Purpose Programs.</u>	
	Application software necessary solely to use or maintain a master file or data base authorized for disposal in a GRS item or a NARA-approved records schedule EXCLUDING special purpose software necessary to use or maintain any unscheduled master file or data base or any master file or data base scheduled for transfer to the National Archives.	Delete when related master file or data base has been deleted.

General Records Schedule 20
June 1988

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
11o	<u>Documentation.</u> Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file or data base that has been authorized for disposal in a NARA-approved records schedule, EXCLUDING documentation relating to any unscheduled master file or data base or relating to any master file or data base scheduled for transfer to the National Archives.	Destroy or delete when superseded or obsolete, or upon authorized destruction of related master file or data base.

[NOTE: See item 1a of this schedule for documentation relating to system testing.]

GENERAL RECORDS SCHEDULE 21

Audiovisual Records

This schedule covers audiovisual and related records created by or for agencies of the Federal Government as well as those acquired in the course of business. For audiovisual records that are not described in this schedule, agencies must request disposition authority by submitting an SF 115, Request for Records Disposition Authority, to the National Archives and Records Administration (NIR)a

Audiovisual records include still and motion picture photography, graphic materials, and sound and video recordings. Related documentation includes (1) production files or other files documenting the creation, justification, ownership and rights to the records and (2) finding aids used to identify or access the records.

This schedule does not cover: (1) cartographic records, (2) remote sensing imagery recorded on film or magnetic tape, or (3) microform copies of textual records. Disposable cartographic records and remote sensing imagery recorded on film are covered by GRS 17; temporary computerized data are covered by GRS 20 and GRS 23; and microform copies of textual records that have been authorized by NARA for destruction need not be separately scheduled, in accordance with 36 CFR 1230.10(b).

This schedule does not include descriptions of permanent or potentially permanent records. Guidance about the identification, maintenance, use, and disposition of potentially permanent audiovisual records is provided in the NARA publication, "Managing Audiovisual Records: An Instructional Guide." Copies are available from the NARA Office of Records Administration.

The word "destroy" is used to authorize the destruction of data or information. Erasable media such as audio tape should be reused whenever practical. Silver-bearing photographic film must be destroyed in accordance with 41 CFR 101-42.3, "Recovery of Precious Metals and Strategic and Critical Materials."

This General Records Schedule authorizes the disposal of certain records without further concurrence from NARA. Agencies are encouraged to include specific series descriptions for such records in their comprehensive schedules while citing the applicable disposition instruction from this General Records Schedule as the authority for destroying the records.

ITEM

NO. DESCRIPTION OF RECORDSAUTHORIZED DISPOSITIONStill Photography

- | | | |
|----|--|---|
| 1. | Photographs of routine award ceremonies, social events, and activities not related to the mission of the agency. | Destroy when one year old or when no longer needed. |
| 2. | Personnel identification or passport photographs. | Destroy when five years old or when no longer needed. |

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
3.	Internal personnel and administrative training filmstrips and slides of programs that do not reflect the mission of the agency.	Destroy one year after completion of training program.
4.	Duplicate items in excess of record elements required for preservation, duplication, and reference service by 36 CFR 1228.184.	Destroy when no longer needed
<u>Graphic Arts</u>		
5.	Viewgraphs.	Destroy one year after use or when no longer needed.
6.	Routine artwork for handbills, flyers, posters, letterhead, and other graphics.	Destroy one year after final publication or when no longer needed.
7.	Line and halftone negatives, screened paper prints and offset lithographic plates used for photo-mechanical reproduction.	Destroy when no longer needed for publication or reprinting.
8.	Line copies of graphs and charts.	Destroy one year after final production or when no longer needed.
<u>Motion Pictures</u>		
9.	Films acquired from outside sources for personnel and management training.	Destroy one year after completion of training program.
10a	Films acquired from outside sources for personnel entertainment and recreation.	Destroy when no longer needed.
11.	Routine surveillance footage.	Destroy when no longer needed.
12.	Routine scientific, medical or engineering footage.	Destroy when two years old or when no longer needed.
13.	Duplicate prints and pre-print elements required for preservation.	Destroy when no longer needed.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
<u>Video Recordings</u>		
14o	Programs acquired from outside sources for personnel and management training.	Destroy one year after completion of training program.
15.	Programs acquired from outside sources for personnel entertainment and recreation.	Destroy when no longer needed.
16.	Rehearsal or practice tapeso Internal personnel and administrative training programs that do <u>not</u> reflect the mission of the agency. (These include "role-play" sessions, management and supervisory instruction, etc.)	Destroy immediately. Destroy one year after completion of training program.
18o	Routine surveillance recordingso	Destroy when no longer neededo
19.	Routine scientific, medical or engineering recordingso	Destroy when two years old or when no longer needed.
20.	Recordings that document routine meetings and award presentationso	Destroy when no longer needed.
21o	Duplicate dubbings and pre-mix elements in excess of those elements required for preservation, duplication, and reference by 36 CFR 1228.184o	Destroy when no longer needed.
<u>Audio (Sound) Recordings</u>		
22.	Recordings of meetings made exclusively for notetaking or transcription, EXCLUDING recordings of proceedings of Presidential commissions and other executive commissions.	Destroy immediately after use.
[NOTE: Recordings of Presidential and other executive commissions are not covered by the GRS. Such records are usually appraised as permanent, and they must be described on an SF 115 submitted to NARA for final disposition approval.]		
23.	Dictation belts or tapes.	Destroy immediately after use.
24.	Pre-mix sound elements created during the course of a motion pictureoq television, or radio production.	Destroy immediately after use.

General Records Schedule 21
June 1988

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
25.	Library sound recordings (e.g., effects, music)	Destroy when no longer needed.
26.	Daily or spot news recordings available to local radio stations on a call-in basis.	Destroy when six months old or when no longer needed.
27.	Duplicate dubbings in excess of those elements required for preservation, duplication, and reference by 36 CFR 1228.184.	Destroy when no longer needed

Related Documentation

28.	Production files or similar files that document origin, development, acquisition, use, and ownership of temporary audiovisual records	Dispose of according to the instructions covering the related audiovisual records
29.	Finding aids for identification, retrieval or use of temporary audiovisual records.	Dispose of according to the instructions covering the related audiovisual records

GENERAL RECORDS SCHEDULE 22

Inspector General Records

The Inspectors General monitor agency programs and operations to prevent and reduce waste and fraud and to improve agency management. The Inspector General Act of 1978, as amended, and other legislation established an Office of Inspector General (OIG) in selected Government agencies. Several other agencies have created nonstatutory OIGs. An OIG conducts and supervises audits and investigations; recommends policies to promote economy, efficiency, and effectiveness and to prevent fraud and abuse; and reports problems, deficiencies and progress to the agency head. Statutory OIGs must submit semiannual reports to the Congress.

This schedule covers the two major series of disposable investigative, audit and related records created or maintained by an OIG. Indexes to these files are covered by General Records Schedule 23, Records Common to Most Offices Within Agencies, item 9. Correspondence or subject files, policy files, publications, reports to Congress and any other records not specifically described in this schedule must be scheduled by each agency individually.

This schedule does not apply to records created or accumulated by Inspectors General of military agencies (i.e. the Department of Defense and all DOD components) and the Central Intelligence Agency.

The records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records and GRS 23, Records Common to Most Offices Within Agencies.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
<u>NO.</u>		

1. Investigative Case Files.

Case files developed during investigations of known or alleged fraud and abuse and irregularities and violations of laws and regulations. Cases relate to agency personnel and programs and operations administered or financed by the agency, including contractors and others having a relationship with the agency. This includes investigative files relating to employee and hotline complaints, and other miscellaneous complaint files. Files consist of investigative reports and related documents, such as correspondence, notes, attachments, and working papers.

General Records Schedule 22
June 1988

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
a.	Files containing information or allegations which are of an investigative nature but do not relate to a specific investigation. They include anonymous or vague allegations not warranting an investigation, matters referred to constituents or other agencies for handling, and support files providing general information which may prove useful in Inspector General investigations.	Destroy when 5 years old.
b.	All other investigative case files.	Place in inactive files when case is closed. Cut off inactive file at end of fiscal year. Destroy 10 years after cutoff.

[NOTE: This item does not apply to records of military agencies (the Department of Defense and all DOD components) and the Central Intelligence Agency.]

2. Audit Case Files.

Case files of internal audits of agency programs, operations, and procedures, and of external audits of contractors and grantees. Consists of audit reports, correspondence, memoranda, and supporting working papers.	Cut off at end of fiscal year in which case is closed. Destroy 8 years after cutoff.
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[NOTE: This item does not apply to records of military agencies (the Department of Defense and all DOD components) and the Central Intelligence Agency.]

GENERAL RECORDS SCHEDULE 23

Records Common to Most Offices Within Agencies

This schedule provides for the disposal of certain records common to most offices in Federal agencies. The records covered by this schedule relate to routine internal administrative and housekeeping activities. The records generally serve facilitative or informational purposes. Item 1 covers records retained by the originating office as its record of initiation of an action, request, or response to requests for information. These are not program records and are not part of official program files. They are often copies of documents submitted to other offices for action, such as budget feeder documents, purchase orders, training requests maintained by the originating office. This schedule also covers certain types of records created in electronic form on stand-alone or networked micro- and mini-computers.

ITEM	<u>NOo</u> DESCRIPTION OF RECORDS	<u>AUTHORIZED DISPOSITION</u>
1.	<p><u>Office Administrative Files</u></p> <p>Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications; the expenditure of funds, including budget records; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may also include copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office.</p>	<p>Destroy when 2 years old, or when no longer needed, whichever is sooner.</p>

[NOTE: This schedule is not applicable to the record copies of organizational charts, functional statements, and related records that document the essential organization, staffing, and procedures of the office, which must be scheduled prior to disposition by submitting an SF 115 to NARA.]

ITEM NOo	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
2.	<u>Word Processing Files.</u>	
	Documents such as letters, messages, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes.	
	a. When used to produce hard copy which is maintained in organized files.	Delete when no longer needed to create a hard copy.
	b. When maintained only in electronic form, and duplicate the information in and take the place of records that would otherwise be maintained in hard copy providing that the hard copy has been authorized for destruction by the GRS or a NARA-approved SF 115.	Delete after the expiration of the retention period authorized for the hard copy by the GRS or a NARA-approved SF 115.
3.	<u>Administrative Data Bases</u>	
	Data bases that support administrative or housekeeping functions, containing information derived from hard copy records authorized for destruction by the GRS or a NARA-approved SF 115, if the hard copy records are maintained in organized files.	Delete information in the data base when no longer needed.
4.	<u>Electronic Spreadsheets.</u>	
	Spreadsheets that are recorded on electronic media such as hard disks or floppy diskettes.	
	a. When used to produce hard copy which is maintained in organized files.	Delete when no longer needed to update or produce hard copy.
	b. When maintained only in electronic form.	Delete after the expiration of the retention period authorized for the hard copy by the GRS or a NARA-approved SF 115. If the electronic version replaces hard copy records with differing retention periods, and agency software does not readily permit selective deletion, delete after the longest retention period has expired.

ITEM	NO. DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
5.	<u>Schedules of Daily Activities.</u>	
	Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity, created and maintained in hard copy or electronic form, EXCLUDING materials determined to be personal.	
	Records containing substantive information relating to official activities, the substance of which has not been incorporated into official files, EXCLUDING records relating to the official activities of high government officials (see note).	Destroy or delete when 2 years old.
	[NOTEa High level officials include the heads of departments and independent agencies, their deputies and assistants; the heads of program offices and staff offices including assistant secretaries, administrators, and commissioners; directors of offices, bureaus, or equivalent; principal regional officials; staff assistants to those aforementioned officials, such as special assistants, confidential assistants, and administrative assistants; and career Federal employees, political appointees, and officers of the Armed Forces serving in equivalent or comparable positions. Unique substantive records relating to the activities of these individuals must be scheduled by submission of an SF 115 to NARA.]	
	b. Records documenting routine activities containing no substantive information and records containing substantive information, the substance of which has been incorporated into organized files.	Destroy or delete when no longer needed.
6.	<u>Suspense Files.</u>	
	Documents arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date.	
	a. A note or other reminder to take action.	Destroy after action is taken.

ITEM	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
b.	The file copy or an extra copy of an outgoing communication, filed by the date on which a reply is expected.	Withdraw documents when reply is received. (1) If suspense copy is an extra copy, destroy immediately. (2) If suspense copy is the file copy, incorporate it into the official files.
7.	<u>Transitory Files.</u>	
	Documents of short-term interest which have no documentary or evidential value and normally need not be kept more than 90 days. Examples of transitory correspondence are shown below.	Destroy when 3 months old, or when no longer needed, whichever is sooner.
	a. Routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply.	
	b. Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material, and receiving office copy if filed separately from transmitted material.	
	c. Quasi-official notices including memoranda and other records that do not serve as the basis of official actions such as notices of holidays or charity and welfare fund appeals, bond campaigns, and similar records.	
	<u>Tracking and Control Records.</u>	
	Logs, registers, and other records in hard copy or electronic form used to control or document the status of correspondence, reports, or other records that are authorized for destruction by the GRS or a NARA-approved SF 115.	Destroy when no longer needed.

ITEM	<u>NO.</u> <u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
9.	<u>Finding Aids (or indexes).</u> Indexes, lists, registers, and other finding aids in hard copy or electronic form used only to provide access to records authorized for destruction by the GRS or a NARA-approved SF 115, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records.	Destroy or delete with the related records or sooner if no longer needed.

GENERAL RECORDS SCHEDULES

SUBJECT INDEX

	<u>Schedule</u>	<u>Item</u>
Accidents, General (see Investigative Files)		
Accident, Motor Vehicle Report	10	5
Accountable Officers' Returns	1	6
Accountability		
Classified documents	18	5
Forms, transportation requests	9	1,3
Keys, security and protective	18	16
Personal property, files	18	15
Transportation and travel	9	4
Accounting		
Accountable officers' returns	6	1
Availability of funds	6	4
Collection of funds	6	4
Correspondence	6	5
Custody of funds	6	4
Deposit of funds	6	4
Exception, notices of GAO	6	2
Settlement, certificates of	6	3
Support documents	6	7,8,9
Surety, personnel bond	6	6
Accounts		
Accounts, general	7	2
Allotment	7	3
Posting and Control media	7	4
Acquisition of Real Property, Title Papers	3	1
Administrative Files (Office)	23	1
Data Bases	23	3
Master Data Files	20	3
Administrative Management		
Committees	16	8
Feasibility studies	16	9
Forms	16	3
Notices and other issuance	16	1
Project control	16	5
Records management	16	
Reports control	16	6
Aerial Film	17	2

General Records Schedules Subject Index
June 1988

	<u>Schedule</u>	<u>Item</u>
Administrative Claims Files	6	10
ADP (see Electronic Records)		
Affirmative Action Plans	1	25
Allotment Ledgers	7	3
Analog Data (uncalibrated)	20	2d
Applications		
Employment	1	
Grants	3	
Housing	15	7
Apportionment and Reapportionment (see Budget)		
Appropriation Warrants	6	4
Architecture		
Drawings	17	4,5,7
Models	17	9
Arrests	18	14
Audiovisual		
Contracts	21	28
Finding aids	21	29
Graphic arts	21	5-8
Artwork		
Flyers	21	6
Letterhead	21	6
Posters	21	6
Linecopies, charts & graphs	21	8
Photo-mechanical reproduction	21	7
Viewgraphs	21	5
Motion pictures	21	9-13
Duplicates	21	13
Engineering	21	12
Entertainment	21	10
Scientific medical	21	12
Surveillance	21	11
Training	21	9
Production files	21	28
Scripts	21	28
Sound recordings	21	22-27
Dictation	21	23
Dubblings	21	
Effects	21	
Meetings	21	
Media production	21	
News recordings	21	

General Records Schedules Subject Index
June 1988

	<u>Schedule</u>	<u>Item</u>
Audiovisual (continued)		
Pre-mix elements	21	24
Still photography	21	1-4
Ceremonial	21	1
Duplicates	21	4
Filmstrips (internal training)	21	3
Passports	21	2
Personnel identification	21	2
Slides (internal training)	21	3
Video recordings	21	14-21
Awards presentation	21	
Dubbing	21	
Engineering	21	
Entertainment	21	15
Management instruction	21	
Medical	21	19
Meetings	21	20
Practice tapes	21	16
Surveillance	21	18
Training	21	14,17
Audit Case Files	22	2
Automobile Permits	11	4
Awards (Personnel)	1	12,13
Bid and Proposal Files	3	5
Acceptable bidders	3	5d
Cancelled	3	5c,13
Successful	3	
Unsuccessful	3	5b,13
Bills of Lading	9	1
Binding	13	2
Bonds		
Campaigns	23	7
Personnel surety	6	6
Savings	2	5,6,7
Budget		
Apportionment	5	4
Correspondence files	5	3
Reports	5	3
Work papers	5	3
Building Space and Maintenance		
Allocation	11	2
Correspondence	11	1,2b

General Records Schedules Subject Index
June 1988

	<u>Schedule</u>	<u>Item</u>
Building Space and Maintenance (continued)		
Credentials	11	4a
Directory service	11	3
Plans	11	2a
Release	11	2
Reports	11	2b
Request for services	11	5
Utilization	11	2
Calendars	23	5
Carrier (see Transportation)		
Cartographic		
Aerial film	17	2
Color pulls	17	1
Color separation sheets	17	1
Composites	17	1
Data tapes	17	3
Maps		
Correction	17	1
Case Files		
Classification appeals	1	7b
Contract appeals	3	15
Emergency planning	18	27
Informational services	14	4
Personnel		
Incentive awards	1	12a, 13
Security	18	22
Privacy act amendment		22
Surplus property	4	3
Certificates		
Classified document destruction	18	3
Eligibles (employment)	1	5
Export	9	1
Performance rating	1	23
Settlement	6	3
Tax exemption	3	12
Tax	2	18
Title	3	1
Transit	9	1
Charity appeals	23	7
Charts (see Cartographic)		
Civilian Personnel (see Personnel)		

General Records Schedules Subject Index
June 1988

	<u>Schedule</u>	<u>Item</u>
Claims		
Administrative	6	10
Health benefits, former spouse	1	35
Waiver of, administrative	6	11
Classified Documents		
Access control	18	6
Accounting	18	5
Classified Documents (cont'd)		
Administrative correspondence	18	1
Container security	18	7
Classified Information and Control		
Access control	18	6
Container security	18	7
Correspondence	18	1
Destruction certificates	18	3
Inventory	18	4
Receipt	18	2
Classified or Classifiable Information Nondisclosure Agreement	18	25
Clearance (see Personnel Security Clearance)		
College Personnel Program	1	3
Commendation Letters	1	12c
Committees	16	8
Communications		
Administrative	12	2
Correspondence	12	2
Equipment	12	2b,2d(2)
Messages	12	3b
Operation	12	2,3a
Reports		
Administrative	12	2b
Load	12	
Performance	12	
Statistical	12	2c
Vouchers	12	2d
Complaints, Discrimination	1	25
Construction (see Design and Construction)		
Contract Appeals Case Files	3	15

General Records Schedules Subject Index
June 1988

	<u>Schedule</u>	<u>Item</u>
Contracts	3 21	3 62
Contractors' Employment Practices EEO	1	25d(1)
Contractors' Payrolls	3	11
Contractor's Statement of Contingent or Other Fees	3	16
Control Files		
Classified documents	18	5
FOIA	14	
General	23	8
Mandatory Review	14	33
Printing	13	3
Privacy Act	14	
Correspondence		
Accounting	6	5
Building and space maintenance	11	1,2b
Communications	12	2
Cost accounting	8	1
Emergency planning	18	26
Expenditure accounting	7	1
Facilities security	18	8
Grants	3	14
Housing	15	
Informational Services	14	1,2,5
Motor vehicle	10	1,7
Pay	2	
Personnel	1	
Personnel security	18	21
Plant accounting	8	1
Printing, Administrative	13	1
Procurement	3	2
Property disposal	4	1
Security and protective service	18	8
Space and maintenance	11	1
Stores accounting	8	1
Surplus property	4	1
Transportation	9	4
Travel	9	4
Cost Accounting		
Correspondence	8	1
Ledgers	8	7
Reports	8	6
Credentials	11 18	4 12, 19a

General Records Schedules Subject Index
June 1988

	<u>Schedule</u>	<u>Item</u>
Credit Card Purchases	6	1,7,8
Declassification (See Mandatory Review for Declassification)		
Deductions, Payroll	2	15,20
Design and Construction		4-12
Discrimination Complaints	1	
Dispensary Control Files	1	20
Driver Tests	10	7
Electronic Records		
Backup media	20	8
Calendars	23	5
Control files	23	8
Data bases (administrative)		3
Documentation		11
Extracted data		5
Federal procurement data system		3d
Finding aids		9 9
Input data (see Source data)		
Intermediate data	20	1b
Master data files		
Administrative (routine)	20 23	3 3
Reformatted	20	7
Summarized data	20	4
Messages	23	2
Print files	20	6
Programs, special purpose	20	10
Publications	20	6
Reports	20	6
Schedules of daily activities	23	5
Software (see Programs)		
Source data	8 20	7 2
Specifications	20	11
Spreadsheets		4
System usage files	20	1c
Temporary media	20	1b
Test data	20	1a
Test documentation	20	1a
Tracking files (see Control files)		
Update records	20	1B
Valid transaction files	20	1b
Word processing files		2
Work files	20	1b

General Records Schedules Subject Index
June 1988

	<u>Schedule</u>	<u>Item</u>
Emergency Planning		
Case files	18	27
Correspondence	18	26
Operations tests	18	28
Employee Performance	1	23
Employee Records (See Personnel and also Payroll)		
Employee Safety	1	3a
Employee Transfer and Detail	1	14
Equal Employment Opportunity Complaints	1	25
Erasable Media (see Electronic Records)		
Executive Development Program	1	3
Expenditure Accounting		
Allotment	7	3
Correspondence	7	1
Ledgers	7	2
Posting and control	7	4
Facilities, Security		
Correspondence	18	8
Inspections and surveys	18	9,10
Investigation	18	11
Feasibility Studies	16	9
Federal Register, Documents Published in	16	13
Films		
Duplicates	21	13
Engineering	21	12
Entertainment	21	10
Scientific and medical	21	12
Surveillance	21	11
Training	21	9
Finding Aids		
Audiovisual	21	29
General (including electronic)	23	9
Information services		
Mainframe computer	20	
Flexitime Attendance Records (see Payroll)		
Followup Files (see Suspense Files)		

General Records Schedules Subject Index
June 1988

	<u>Schedule</u>	<u>Item</u>
Forms	16	3
Freedom of Information Act Files		
Administrative	14	15
Appeals	14	12
Control	14	13
Reports	14	14
Requests	14	11
Freight	9	1,2
Freight and Passenger Transportation Files	9	1,3
Gasoline Sales Tickets	6	7
General Accounting Office		
Notices of exception	6	2
Site audit	6	1
Support documentation	6	7,8,9
Government Losses in Shipment Act	9	2
Graphic Arts (see Audiovisual)	21	5-8
Guard		
Assignment	18	
Facility checks	18	18
Service control	18	
Logs and registers	18	20
Health Benefits Claims, Former Spouse	1	
Health Programs, Civilian		
Dispensary logs	1	20
Employee medical folder	1	21
Health record card	1	19
Individual cases	1	21
Reports	1	22
Household Effects, Shipment of	9	1
Housing		
Applications	15	7
Assignment	15	5
Correspondence	15	1
Furnishings inventory		6
Lease		
Maintenance and repair		
Reports		
Requests (EEO)	1	26e
Tenant	15	5a
Vacancy	15	

General Records Schedules Subject Index
June 1988

	<u>Schedule</u>	<u>Item</u>
Identification Credentials	11	4
Incentive Award Case Files	1	12
Indexes (see Finding Aids)		
Information Collection Budget	16	12
Information Resources Management		
Information collection budget	16	12
Systems studies	16	9
Triennial reviews	16	11
Informational Services		
Acknowledgement files		2
Bibliographies		6
Correspondence	14	1,2,5
Freedom of information	14	11-15
Information retrieval system	20	10
Press service files	14	3
Privacy Act files		21-25
Project case files	14	4
Publications	14	6
Requests		
Injury and Illness, Occupational	1	31,35
Inspections		
Microform logs	16	10
Safety and Security		
Government-owned facilities	18	9
Privately-owned facilities	18	10
Inspectors General	25	1-2
Interview	1	8
Inventory, equipment and supplies	3	9
Investigation	18	11
	22	1
Invitations		
Bid	3	5
Committee meetings	16	8b(2)
Invoices, Stores Accounting	8	2
Job Descriptions	1	7
Key Control, Security	18	16

General Records Schedules Subject Index
June 1988

	<u>Schedule</u>	<u>Item</u>
Labor Management Relations	1	28
Leave	2	8,9,10
Ledgers		
Allotment	7	3
Cost report	8	7
Electronic files to produce	20	6
General accounts	8	1
Plant accounting	8	5
Subsidiary	7	4
Levy and Garnishment	2	19
Losses in Shipment Act, Government	9	2
Mail		
Administration	12	5g
Certified	12	5a
Control	12	5
Delayed delivery report	12	5a
Express	12	5a
Insured	12	5a
Loss report	12	8
Messenger service	12	1,4c,5f,5h
Overnight	12	5a
Penalty mail reports	12	6
Postal irregularities	12	7
Private mail companies	12	5
Receipt and routing	12	5a
Receipts	12	4a,5f
Registered mail	12	5a,6b
Stamps	12	6ca6e
Statistical reports	12	6b,6d
Mailing List	13	4
Maintenance	11	1,5
Management (see Administrative Management)		
Mandatory Review for Declassification		
Administrative files		35
Appeals		32
Control		
Reports		
Requests	14	
Maps (see Cartographic)		
Measurement Data, Electronic	20	2d

General Records Schedules Subject Index
June 1988

	<u>Schedule</u>	<u>Item</u>
Medical Records	1	19-21
Merit Promotion Case Files	1	32
Messenger Service	12	1a
Microform Inspection	16	10
Motion Picture (also see Audiovisual)	21	9-13
Production files	21	28
Motor Vehicle		
Accidents	10	5
Correspondence	10	1,7
Cost and expense data	10	3
Maintenance	10	2b
Operation	10	2a
Operators	10	7
Releases	10	6
Reports	10	4
National Defense Executive Reserve Cases	18	
Nondisclosure Agreements (classified or classifiable information)	18	25
Nonerasable Media (see Machine-Readable)		
Notices	16	1
	23	7c
Notification of Personnel Action	1	14
	2	11
Observational Data, Electronic	20	2d
Occupational Injury and Illness	1	31,35
Official Personnel Folders	1	1,10
Overseas Employment	1	3
Parking Permits	11	
Passes	11	4a
Pay		
Allotments	2	4
Applications for leave	2	8
Bonds		
Authorization	2	4
Purchase	2	7

General Records Schedules Subject Index
June 1988

	<u>Schedule</u>	<u>Item</u>
Pay (continued)		
Receipt and transmittal	2	6
Registration	2	5
Budget authorization	2	12
Correspondence	2	2
Individual earnings and service cards	2	1
Insurance deductions	2	20
Leave record	2	9,10
Personnel action, notification of	2	11
Time and attendance reports	2	3
Payroll		
Change slips	2	15
Correspondence	2	2
Fiscal schedules	2	16
Flexitime attendance	2	3b
Levy and garnishment	2	21
Payrolls (memorandum copy)	2	
Registers	2	14
Reports		
Administrative	2	17
Retirement	2	19
Taxes	2	18c
Taxes	2	18
Wage survey	2	22
Performance Rating	1	
Personal Injury	1	31
Personnel (Civilian)		
Adverse action	1	30b
Affirmative Action Plans	1	25h
Application record card	1	33d
Applications for employment	1	15,33h,k
Appointments	1	4
Awards	1	12,13
Certificates of eligibles	1	5,33m
Certification request control index	1	33n
Correspondence	1	3,4,17a,17c, 18a,33b
Counseling	1	26
"Delegated agreements"	1	33
Discrimination cases	1	25
Displaced employee program	1	33o,p
Dispensary logs	1	20
Driver tests	10	7
Employee interviews	1	8
Employee medical folder	1	21
Employee record card	1	6
Equal Employment Opportunity	1	9.23a,25

General Records Schedules Subject Index
June 1988

	<u>Schedule</u>	<u>Item</u>
Personnel (continued)		
Evaluations	1	7c(1)(b), 3a
Examination Announcement cases	1	33e
Examinations	1	33j
Financial disclosure reports	1	24
Grievance	1	30a
Health benefits claims of former spouse	1	35
Health record cases	1	21
Health records, individual	1	19a, 21
Health unit control files	1	20
Incentive Awards		
Cases	1	12a
Reports	1	13
Informational files	1	18
Injury and illness	1	
Interviews	1	8
Labor-management relations	1	28
Leave	2	8, 9, 10
Letters of reference	1	10
Motor vehicle operation	10	
Notification of Personnel Action	1	
Official Personnel Folder	1	1, 40
Performance ratings	1	8, 23
Personnel security case files	18	22
Position classification		
Appeals	1	7d
Standards	1	7a(1)
Survey	1	7c(1)
Position descriptions	1	7b
Position identification strips	1	11
Reduction-In-Force (RIF) records	1	17b(1), 30b
Registers of eligibles	1	33f
Reports		
Audits of delegated examining operations	1	33q
Statistical	1	
Time and attendance	2	3
Retention registers	1	
Retirement	2	19
Security clearance	18	23
Security violation	18	24
Service record card	1	2
Standards of conduct	1	27
Temporary records	1	10
Test material stock control	1	33c
Time and attendance	2	3
Training	1	
Vacancy announcements	1	

General Records Schedules Subject Index
June 1988

	<u>Schedule</u>	<u>Item</u>
Personnel Security		
Case files	18	22
Correspondence	18	21
Status	18	23
Violations	18	24,25
Photographs (also see Audiovisual)	21	1-8
Plant Accounting		
Account cards	8	5
Correspondence	8	1
Ledgers	8	5
Police Records	18	14
Position Descriptions	1	7
Postal Irregularities	12	7
Postal Records	12	4
Press Service	14	3
Printing		
Correspondence	13	1
Mailing lists	13	4
Management	13	6
Planning	13	2b
Projects	13	2a
Reports to Congress	13	5
Registers	13	3
Privacy Act		
Administrative	14	26
Amendment cases	14	22
Control records	14	
Disclosure	14	23
Reports	14	25
Requests	14	21
Procurement		
Bids and proposals	3	5
Bond and surety	3	3
Contract appeals	3	15
Contracts	3	3
Contractors' payrolls	3	11
Correspondence	3	2
Federal procurement data system	3	3d
Inventories	3	9
Purchase orders	3	3
Real property acquisition	3	1
Requisitions	3	3,6,7,8

General Records Schedules Subject Index
June 1988

	<u>Schedule</u>	<u>Item</u>
Procurement (continued)		
Small and disadvantaged business utilization	3	17
Supply management	3	4
Survey, reports of	3	9c
Tax exemption certificates	3	12
Telephone statements	3	10
Production Files (Audiovisual)	21	28
Promotion-Merit	1	3,32
Proposals (also see Bids)	3	5,13
Property Disposal		
Correspondence	4	1
Excess personal property reports	4	2
Real property disposal	4	4
Surplus property	4	3
Publications, Electronic	20	6
Purchase Orders	3	3
Recordings		
Sound (audio)	21	46-61
Video	21	28-45
Records Disposition Files	16	2
Records Holdings Files	16	4
Records Management Files	16	7
Reduction-In-Force (RIF) Records (see Personnel)		
Reports		
Accident, motor vehicle	10	5
Budget	5	3
Building space and maintenance	11	2b
Communications	12	2b,4a
Control	16	6
Cost accounting	8	6
Electronic files to produce	20	6
Freedom of Information		11
Health programs, civilian	1	
Housing		
Joint Committee on Printing	13	5a
Losses in Shipment Act, Government	9	2
Motor vehicle	10	4
Pay	2	3

General Records Schedules Subject Index
June 1988

	<u>Schedule</u>	<u>Item</u>
Reports (continued)		
Payroll	2	17,a8c,19
Privacy Act		
Property disposal	4	2
Space and maintenance	11	2
Statistical		
Communications	12	2c
Mail	12	5b,5d
Personnel	1	16,22,25f
Surplus property	4	2
U.S. Savings Bonds	2	7
Requisitions		
Bindings	13	2
Control registers		3
Duplication		2
Housing maintenance and repair		2b
Nonpersonal	3	7
Printing	13	
Procurement	3	3
Public Printer		6
Stamps	12	5a
Supplies and equipment	3	8
Retirement	2	
Safety and Security Inspections	18	9
Schedules of Daily Activities	23	5
Scripts	21	28
Security and Protective Services		
Correspondence	18	8
Guard assignment and strength	18	13
Guard force facility checks	18	18
Guard log and registers	18	20
Guard service control	18	
Investigations	18	11
Key accountability	18	16
Lost or stolen property	18	15
Police files	18	
Property pass files	18	
Survey and inspection	18	9,10
Visitor control files	18	
Selective Placement	1	
Shortage and Demurrage Reports	9	

General Records Schedules Subject Index
June 1988

	<u>Schedule</u>	<u>Item</u>
Site Audit Records (see also GRS 2,9)	6	1
Small and disadvantaged business utilization (See Procurement)		
Software	20	1d,10
Sound Recordings (also see Audiovisual)	21	46-61
Space and Maintenance		
Allocation and utilization	11	2
Building plans	11	2
Correspondence	11	1,2b
Credentials	11	4
Directory service listings	11	3
Maintenance	11	5
Reports	11	2b
Specifications	4	4
Spreadsheets	23	4
Statement of Employment and Financial Interest	1	24b
Statistical Files		
Extracted data	20	5
Summarized data	20	4
Still Pictures (also see Audiovisual)	21	
Stores Accounting		
Correspondence	8	1
Invoices	8	2
Returns and reports	8	3
Work papers	8	4
Suggestions-Employee	1	12a(1)
Supply		
Inventory	3	9
Requirements	3	4
Requisitions	3	6,7,8
Surety Bond Files	6	6
Surplus Property		
Correspondence	4	1
Personal property	4	3
Real property	4	4
Reports	4	2

General Records Schedules Subject Index
June 1988

	<u>Schedule</u>	<u>Item</u>
Suspense Files	23	6
Tax Exemption Certificates	3	12
Tax Files	2	18
Telecommunications	12	2,3
Telegrams	6	9
Telephone Statements and Toll Slips	3 6	10 8
Time and Attendance Reports	2	3
Title Papers	3	1
Training Records	1	29
Tracking Files (See Control Records)		
Transit Certificates	9	1
Transitory Files	23	7
Transportation		
Accountability	9	4
Bills of Lading	9	1
Correspondence	9	4
Freight records	9	1
Lost or damaged shipment	9	2
Travel		
Accountability	9	4
Authorization	9	1
Correspondence	9	4
Orders	9	3
Reimbursement	9	3
Requests	9	1
Vouchers	9	1
U.S. Postal Service Records	12	4
U.S. Savings Bonds		
Payroll savings	2	4
Receipt and transmittal	2	6
Registration	2	5
Reports	2	7
Vacancy announcements	1	32

General Records Schedules Subject Index
June 1988

	<u>Schedule</u>	<u>Item</u>
Video Recordings (see also Audiovisual)	21	14-21
Visitors' Passes	11	4
Vouchers		
Communications	12	2b
General	6	1
Passenger transportation	9	1
Wage survey	2	
Waiver of Claims	6	11
Whitten Amendment Review	1	7c
Word Processing Files	23	2
Work Papers		
Budget	5	3
Stores accounting	8	4

GENERAL RECORDS SCHEDULES

FORMS INDEXSTANDARD FORMS INDEX

<u>SF NUMBER</u>	<u>TITLE</u>	<u>GRS CITATION</u>
1	Printing and Binding Requisition	3(6);13(2)
1A	Binding Instructions	3(6);13(2)
1B	List of Books to be Bound	3(6);13(2)
1C	Printing and Binding Requisition for Specialty Items	3(6);13(2)
2	U.S. Government Lease for Real Property	3(3)
2A	General Provisions, Certification and Instructions - U.S. Government Lease for Real Property	3(3)
2B	U.S. Government Lease for Real Property (Short Form)	3(3)
7	Service Record	1(2)
7A	Service Record-Continuation	1(2)
7B	Employee Record	1(6)
7D	Position Identification Strip	1(11)
14	Telegraphic Message	12(3)
15	Claim for 10-Point Veteran Preference	1(1)
18	Request for Quotations	
19	Invitation, Bid and Award	3(3,5)
19A	Labor Standards Provisions	3(3)
19B	Representations and Certifications (Construction and Architect - Engineer Contract)	3(3)
20	Invitation for Bids (Construction Contract)	3(3)
21	Bid Form (Construction Contract)	3(3,5)
23	Construction Contract	3(3)

General Records Schedules Forms Index
June 1988

<u>SF NUMBER</u>	<u>TITLE</u>	<u>GRS CITATION</u>
24	Bid Bond	3(3)
25	Performance Bond	3(3)
25A	Payment Bond	3(3)
25B	Continuation Sheet (For Standard Forms 24, 25, and 25A)	3(3)
26	Award/Contract	3(3,5)
28	Affidavit of Individual Surety	
30	Amendment of Solicitation/Modification of Contract	3(3,5)
33	Solicitation, Offer and Award	3(3,5)
34	Annual Bid Bond	3(3,5)
35	Annual Performance Bond	3(3,5)
36	Continuation Sheet	3(3,5)
	Report of Procurement by Civilian Executive Agencies	
37A	Report on Procurement by Executive Agencies	3(4)
39	Request for Referral Eligibles	1(5,33)
39A	Request and Justification for Selective Factors and Quality Ranking Factors	1(5,33)
44	Purchase Order-Invoice-Voucher	3(3);6(1)
44a-d	Purchase Order-Invoice-Voucher	3(3);6(1)
46	U.S. Government Motor Vehicle Operator's Identification Card	11(4)
47	Physical Fitness Inquiry for Motor Vehicle Operators	10(7)
49	Certification of Insured Employees' Retired Status (FEGLI)	1(1)
50	Notification of Personnel Action	1(1,4);2(11)
50A	Notice of Short-Term Employment	1(1,4)2(11)

<u>SF NUMBER</u>	<u>TITLE</u>	<u>GRS CITATION</u>
50B	Notification of Personnel Action	1(1,14);2(11)
51	Request for Insurance (FEGLI)	1(1)
	Request for Personnel Action	1(1)
54	Designation of Beneficiary (FEGLI)	1(1)
55	Notice of Conversion Privilege	1(1)
56	Agency Certification of Insurance Status (FEGLI)	1(1)
59	Request for Approval of Non-Competitive Action	1(1,331)
61	Appointment Affidavits	1(1)
61B	Declaration of Appointee	1(1)
62	Agency Request to Pass Over a Preference Eligible or Object to an Eligible	1(5)
66	Official Personnel Folder	1(1)
66A	Official Personnel Folder Tab Insert	1(1)
69	Incentive Awards Program Annual Report	1(3)
71	Application for Leave	2(8)
72	Report of Action After Agency Full Field Investigation	18(22)
73	Report of Action After CSC or FBI Section 8(d) Full Field Investigation	18(22)
74	Notice of Transmittal of Investigative Reports for Security Determination	18(22)
79	Notice of Security Investigation	18(22)
81	Request for Space	11(2)
82	Agency Report of Motor Vehicle Data	10(4)
	Clearance Request and Notice of Action	16(8)
	Data for Nonsensitive or Noncritical-Sensitive Position	18(22)
85A	National Agency Check Data for Nonsensitive or Noncritical-Sensitive Position	18(22)

General Records Schedules Forms Index
June 1988

<u>SF NUMBER</u>	<u>TITLE</u>	<u>GRS CITATION</u>
	Security Investigation Data for Sensitive Position	18(22)
	Operator's Report of Motor Vehicle Accident	10(5)
91A	Investigation Report of Motor Vehicle Accident	10(5)
	Statement of Witness	10(5)
97A	The United States Government Certificate of Release of a Motor Vehicle	4(3);10(6)
98	Notice of Intention to Make a Service Contract and Response to Notice	3(11)
98A	Notice of Intention to Make a Service Contract and Response to Notice (Attachment A)	3(11)
99	Notice of Award of Contract	3(3)
108	Statement of Receipts	7(4)
113A	Monthly Report of Federal Civilian Employment	1(16)
113B	Payroll Report of Federal Civilian Employment	2(17)
113E	Semi-Annual Report of Federal Participation in Enrollee Programs	1(16)
114	Sale of Government Property--Bid and Award	4(3)
114A	Sale of Government Property--Item Bid Page--Sealed Bid	
114B	Sale of Government Property--Item Bid Page--Sealed Bid	4(3)
114C	Sale of Government Property-General Sale Terms and Conditions	4(3)
114C-1	Sale of Government Property-Special Sealed Bid Conditions	4(3)
114C-2	Sale of Government Property-Special Sealed Bid-Term Conditions	
114C-3	Sale of Government Property-Special Spot Bid Conditions	
114C-4	Sale of Government Property-Special Auction Conditions	4(3)

General Records Schedules Forms Index
June 1988

<u>SF NUMBER</u>	<u>TITLE</u>	<u>GRS CITATION</u>
114D	Sale of Government Property-Amendment of Invitation for Bids/Modification of Contract	4(3)
114E	Sale of Government Property--Negotiated Sales Contract	
114F	Sale of Government Property--Item Bid Page--Spot Bid or Auction	
115	Request for Records Disposition Authority	16(2)
115A	Request for Records Disposition Authority--Continuation Sheet	16(2)
119	Contractor's Statement of Contingent or Other Fees	3(3,5,16)
120	Report of Excess Personal Property	4(2)
120A	Continuation Sheet (Report of Excess Personal Property)	
121	Annual Report of Utilization and Disposal of Excess and Surplus Personal Property	4(2)
122	Transfer Order--Excess Personal Property	4(2)
123	Transfer Order--Surplus Personal Property	4(2)
123A	Transfer Order--Surplus Personal Property--Continuation Sheet	4(2)
126	Report of Personal Property for Sale	4(2)
126A	Report of Personal Property for Sale--Continuation Sheet	4(2)
127	Request for Official Personnel Folder (Separated Employee)	1(17)
	Apportionment and Reapportionment Schedule	
	Report on Budget Execution	
135	Records Transmittal and Receipt	16(2)
135A	Records Transmittal and Receipt --Continuation Sheet	16(2)
138	Identification Card	11(4)

General Records Schedules Forms Index
June 1988

<u>SF NUMBER</u>	<u>TITLE</u>	<u>GRS CITATION</u>
	Statement of Prior Federal Civilian and Military Service	1(1)
	Order for Telephone Service	3(3);12(2)
	Order for Telephone Service-- Continuation Sheet	3(3);12(2)
145B	Agency Request for Telephone Service	3(3);12(2)
147	Order for Supplies or Services	3(3);6(1)
148	Order for Supplies or Services Schedule - Continuation	3(3);6(1)
150	Deposit Bond-Individual Invitation, Sale of Government Personal Property	4(3)
151	Deposit Bond-Annual Sale of Government Personal Property	
152	Request for Clearance, Procurement or Cancellation of Standard and Optional Forms	16(3)
171	Personal Qualificatons Statement	1(1,15,32)
171A	Continuation Sheet for Standard Form 171 "Personal Qualifications Statement"	1(1,15,32)
172	Amendment to Personal Qualifications Statement	1(1,15,32)
	Job Qualifications Statement	1(1,15,32)
	Statement of Physical Ability for Light Duty Work	1(1)
180	Request Pertaining to Military Records	14(21)
182	Request, Authorization, Agreement and Certification of Training	1(1)
189	Classified Information Non-disclosure Agreement	18(25)
203	Annual Audiovisual Report	16(4)
211	Request for and Designation of Cashier	6(6)
215	Deposit Ticket	6(1)
224	Statement of Transactions	6(1)

<u>SF NUMBER</u>	<u>TITLE</u>	<u>GRS CITATION</u>
225	Report on Obligations	5(3)
230	US Government Payroll Savings Plan- Consolidated Quarterly Report	2(7)
248	Annual Report on Federal Advisory Committee	16(8)
248A	Annual Report on Federal Advisory Committee-- Continuation Sheet	16(8)
249	Membership List on Federal Advisory Committee	16(8)
249A	Membership List on Federal Advisory Committee-- Continuation Sheet	16(8)
250	Annual Report on Federal Advisory Committees, Summary Sheet	16(8)
252	Architect-Engineer Fixed-Price Contract	3(3)
254	Architect-Engineer and Related Services Questionnaire	3(3)
255	Architect-Engineer and Related Services Questionnaire for Specific Project	3(3)
258	Request to Transfer - Approval and Receipt of Records to National Archives of the U.S.	16(2)
269	Financial Status Report	3(3)
270	Request for Advance or Reimbursement	3(3)
271	Outlay Report and Request for Reimbursement for Construction Programs	
272	Federal Cash Transactions Report	3(3)
272A	Federal Cash Transactions Report (Continuation)	
273	Reinsurance Agreement for a Miller Act Performance Bond	
274	Reinsurance Agreement for a Miller Act Payment Bond	3(3)
275	Reinsurance Agreement in Favor of the United States	
278	Financial Disclosure Report	1(24)

General Records Schedules Forms Index
June 1988

<u>SF NUMBER</u>	<u>TITLE</u>	<u>GRS CITATION</u>
278A	Information Sheet-Financial Disclosure Report	1(24)
279	FPDS - Individual Contract Action Report (over \$10,000)	3(3)
308	Request for Determination and Response to Request	3(3)
311	Agency Information Security Program Data	18(1)
344	Multiuse Standard Requisitioning/Issue System Document	3(8)
360	Request for Clearance of an Interagency Reporting Requirement	16(3)
361	Discrepancy in Shipment Report	9(2)
362	U.S. Government Freight Loss/Damage Claim	
363	(DISCON) Discrepancy in Shipment Confirmation	
364	Report of Discrepancy	9(2)
	Annual Report of Disposal of Foreign Excess Property	4(3)
1012	Travel Voucher	6(1)
1012A	Travel Voucher (Memorandum)	9(1)
1013A	Payroll for Personal Services	2(13)
1013C	Payroll for Personal Services	2(13)
1034	Public Voucher for Purchases and Services Other Than Personal	6(1)
1034A	Public Voucher for Purchases and Services Other Than Personal (Memorandum)	6(1)
1035	Public Voucher for Purchases and Services Other Than Personal (Continuation Sheet)	6(1)
1035A	Public Voucher for Purchases and Services Other Than Personal (Memorandum) (Continuation Sheet)	6(1)
1036	Statement and Certificate of Award	6(1);3(3)

<u>SF NUMBER</u>	<u>TITLE</u>	<u>GRS CITATION</u>
1038	Advance of Funds Application and Account	9(3)
1047	Public Voucher for Refunds	6(1)
1048	Memorandum - Public Voucher for Refunds	6(1)
1049	Public Voucher for Refunds	6(1)
1050	Public Voucher for Refunds (Memorandum)	6(1)
1069	Voucher for Allowances at Foreign Posts of Duty	6(1)
1075	Pay Receipt for Cash Payment - Not Transferable	2(13)
1080	Voucher for Transfers Between Appropriations and/or Funds	6(1)
1081	Voucher and Schedule of Withdrawals and Credits	6(1)
1093	Schedule of Withholdings Under the Davis-Bacon Act (40 U.S.C. 276a) and/or The Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)	3(3);3(11)
1094	U.S. Tax Exemption Certificate	3(12)
1094A	U.S. Tax Exemption Certificate (Documentation on Certificate Numbers)	3(12)
1096	Schedule of Voucher Deductions	6(1);2(16)
1097	Voucher and Schedule to Effect Correction of Errors	6(1)
1098	Schedule of Canceled Checks	6(1)
1103A	U.S. Government Bill of Lading-Memorandum copy	9(1)
1104	U.S. Government Bill of Lading-Shipping Order	9(1)
1109A	U.S. Government Bill of Lading-Continuation Sheet (Memo)	9(1)
1113	Public Voucher for Transportation Charges	6(1)
1113A	Public Voucher for Transportation Charges (Memorandum)	6(1);9(1)
1126	Payroll Change Slip	1(1);2(15)

General Records Schedules Forms Index
June 1988

<u>SF NUMBER</u>	<u>TITLE</u>	<u>GRS CITATION</u>
1128	Payroll for Personal Services - Payroll Certification and Summary	6(1)
1128A	Payroll for Personal Service - Payroll Certification and Summary - Memorandum	2(13)
1129	Reimbursement Voucher	6(1)
1129A	Reimbursement Voucher (Memorandum)	6(1)
1131A	U.S. Government Transit Bill of Lading - Memorandum Copy	9(1)
1132	U.S. Government Transit Bill of Lading - Shipping Order	9(1)
1143	Advertising Order	6(1)
1145	Voucher for Payment Under Federal Tort Claims Act	6(1)
1145A	Voucher for Payment Under Federal Tort Claims Act - Memorandum	6(1)
1150	Record of Leave Data	2(10)
1151	Nonexpenditure Transfer Authorization	6(1)
1152	Designation of Beneficiary - Unpaid Compensation of Deceased Civilian Employee	1(1)
1154	Public Voucher for Unpaid Compensation Due a Deceased Civilian Employee	6(1)
1154A	Public Voucher for Unpaid Compensation Due a Deceased Civilian Employee - Memo	6(1)
1156	Public Voucher for Fees and Mileage of Witnesses	6(1)
1156A	Public Voucher for Fees and Mileage of Witnesses - Memorandum	6(1) & 9(3)
1157	Claim for Witness Attendance Fees, Travel, and Miscellaneous Expenses	
1164	Claim for Reimbursement for Expenditures on Official Business	9(3)
1165	Receipt for Cash - Subvoucher	6(1)
1166	Voucher and Schedule of Payments	6(1)

<u>SF NUMBER</u>	<u>TITLE</u>	<u>GRS CITATION</u>
1166A	Voucher and Schedule of Payments - Memo	6(1)
1167	Voucher and Schedule of Payments (Continuation Sheet)	6(1)
1167A	Voucher and Schedule of Payments (Continuation Sheet) (Memorandum)	6(1)
1169A	U.S. Government Transportation Request - Memorandum	9(1)
1170	Redemption of Unused Tickets	9(1)
1172	Certification in Lieu of Lost U.S. Government Transportation Request	9(1)
1176	Public Voucher for Unpaid Pay and Allowances Due a Deceased Member of the Armed Forces	6(1)
1176A	Public Voucher for Unpaid Pay and Allowances Due a Deceased Member of the Armed Forces - Memorandum	6(1)
1177	U.S. Savings Bond Issue File Action Request	2(6)
1182	Subscriber List for Issuance of United States Savings Bonds	2(5)
1183	Subscriber List for Issuance of United States Savings Bonds	2(5)
1185	Schedule of Undeliverable Checks for Credit to Government Accounts	6(1)
1186	Transmittal for Transportation Schedules and Related Basic Documents	9(1)
1187	Request for Payroll Deductions for Labor Organization Dues	2(4)
1188	Revocation of Voluntary Authorization for Allotment of Compensation for Payment of Labor Organization Dues	2(4)
1189	Request by Employee for Payment of Salaries or Wages by Credit to Account at a Financial Organization	2(4)
1192	Authorization for Purchase and Request for Changea U.S. Series EE Savings Bond	2(4)

General Records Schedules Forms Index
June 1988

<u>SF NUMBER</u>	<u>TITLE</u>	<u>GRS CITATION</u>
1198	Request by Employee for Allotment of Pay for Credit to Savings Accounts with a Financial Organization	2(4)
1203A	U.S. Government Bill of Lading, Privately Owned Personal Property- Memorandum Copy	9(1)
1204	U.S. Government Bill of Lading, Privately Owned Personal Property- Shipping Order	9(1)
1205	U.S. Government Freight Waybill - Privately Owned Personal Property	9(1)
1206	U.S. Government Freight Waybill- Privately Owned Personal Property	9(1)
1218	Statement of Accountability (Account Current) U.S. Dollar Account	6(1)
1219	Statement of Accountability	6(1)
1220	Statement of Transactions According to Appropriations, Funds, and Receipt Accounts	6(1,5)
1221	Statement of Transactions According to Appropriations, Funds, and Receipt Accounts (Foreign Service Account)	6(1,5)
1303	Request for Federal Cataloging/Supply Support Action	3(2,4)
2800	Application for Death Benefits - Civil Service Retirement System	1(1)
2801	Application for Retirement - Civil Service Retirement System	1(1)
2801A	Superior Officer's Statement in Connection with Disability Retirement	1(1)
2801B	Physician's Statement for Employee Disability Retirement Purposes	1(1)
2801C	Transmittal of Medical and Related Documents for Employee Disability Retirement	1(1)
2801D	Request for Medical Records (To Hospital or Institution) in Connection with Disability Retirement	1(1)
2802	Application for Refund of Retirement Deductions	1(1)

General Records Schedules Forms Index
June 1988

<u>SF NUMBER</u>	<u>TITLE</u>	<u>GRS CITATION</u>
2803	Application to Make Deposit or Redeposit	1(1)
2804	Application to Make Voluntary Contribution	1(1)
2805	Request for Recovery of Debt Due the United States (Civil Service Retirement System)	2(21)
2807	Register of Separations and Transfers - Civil Service Retirement System	2(19)
2807	Register of Adjustments - Civil Service Retirement System	2(19)
2807-2	Annual Summary Retirement Fund Transactions	2(19)
2808	Designation of Beneficiary - Civil Service Retirement System	1(1a)
2809	Health Benefits Registration Form- Federal Employees Health Benefits Program	1(1a)
2810	Notice of Change in Health Benefits Enrollment	1(1)
2811	Transmittal and Summary Report to Carrier - Federal Employees Health Benefits Program	2(17)
2812	Report of Withholdings and Contributions for Health Benefits, Group Life Insurance, and Civil Service Retirement	2(17)
2812A	Report of Withholdings and Contributions, Continuation	2(17)
2815	Employee Service Statement	1(1a)
2816	Election of Coverage and Benefits	1(1a)
	Debit Voucher	6(1)
	Designation of Beneficiary	1(1)

OPTIONAL FORMS INDEX

<u>OF NUMBER</u>	<u>TITLE</u>	<u>GRS CITATION</u>
7	Property Pass	11(4)
8	Position Description	1(7)
12	Request for Door Title Cards and Holders	11(5)
13	Form Design Guide Sheet (8" x 10 1/2")	16(3)
13A	Form Design Guide Sheet (16" x 10 1/2")	16(3)
13B	Form Design Guide Sheet For 33 - 1/3/ Reduction of 8" x 10 1/2"	16(3)
13C	ADP Form Design Spacing Guide	16(3)
16	Sales Slip (Sale of Government Personal Property)	
17	Notice to Bidder	
20	Notice of Surety	
26	Data Bearing Upon Scope of Employment of Motor Vehicle Operator	10(5)
30	Motor Vehicle Service and Inspection Work Orders	10(2)
37	Nomination for Interagency Training	1(29)
40A	Motor Vehicle Service Authorization	10(2)
49	Inquiry for United States Government Use Only	1(15)
50	Inquiry for United States Government Use Only	1(15)
	Inquiry for United States Government Use Only	1(15)
	U.S. Government Identification (Card)	11(4)
	Contract Pricing Proposal	3(3)
	Contract Pricing Proposal (Research and Development)	3(3)

<u>OF NUMBER</u>	<u>TITLE</u>	<u>GRS CITATION</u>
61	Subcontracting Program - Quarterly Report of Participating Large Company on Subcontract Commitments (To Small Business Concerns and Minority Business Enterprises and Labor Surplus Area Concerns)	
62	Safe or Cabinet Security Record	18(7)
63	Security Container Information	18(7)
68	Record of Travel Expenses	9(3)
101	Summary Worksheet for Estimating Reporting Costs	16(6)
108	Daily Vehicle Usage Report	10(2)
111	Combination Safe Card	18(7)
112	Classified Material Receipt	18(5)
113	Register--Distribution of Classified Material	18(5)
114	Register--Destruction of Classified Materials (Non-Record Copies)	18(5)
115	Top Secret Cover Sheet	18(5)
116	Record of Top Secret Material	18(5)
117	Notice of Security Violation	18(24)
118	Record of Violation	18(18,24)
119	Record of Material Removed for Overnight Custody	18(4,5)
122	Report of Closing Hours Security Check	18(18)
123	Top Secret Document Inventory Record	18(5)
131	Stock Control Card	3(9)
136	Application for Retirement--Foreign Service Retirement System	1(1)
	Designation of Beneficiary	1(1)
	Application for Refund of Retirement Contributions (Foreign Service Retirement System)	1(1)

General Records Schedules Forms Index
June 1988

<u>OF NUMBER</u>	<u>TITLE</u>	<u>GRS CITATION</u>
140	Election to Receive Extra Service Credit Towards Retirement (or Revocation Thereof)	1(1)
141	Application for Service Credit	1(1)
144	Temporary Duty (TDY) Official Travel Authorization	9(1)
151	Incoming Telegram	12(3)
151(H)	Incoming Telegram (Hectograph)	12(3)
152(H)	Outgoing Telegram (Hectograph)	12(3)
152A(H)	Outgoing Telegram (Hectograph, Continuation Sheet)	12(3)
	Outgoing Telegram	12(3)
153A	Outgoing Telegram (Continuation Sheet)	12(3)
158	General Receipt	6(1)
160	Request for Records (Freedom of Information Act)	14(11)
163	Employee Suggestion Form	1(12)
164	Meritorious Service Increase Certificate	1(12)
187	Telegram Repeat Request	12(3)
189	Travel Reimbursement Voucher	6(1)
189A	Travel Reimbursement Voucher (Memo)	6(1);9(1)
189B	Travel Reimbursement Voucher (Continuation Sheet)	6(1)
189C	Travel Reimbursement Voucher (Memo Continuation Sheet)	6(1);9(1)
190	Foreign Service Emergency Locator Information	1(6)
191	Outgoing Telegram	12(3)
191A	Outgoing Telegram (Continuation)	12(3)
	Notice of Shipment of Effects Residence-to-Residence Method	9(1)

<u>OF NUMBER</u>	<u>TITLE</u>	<u>GRS CITATION</u>
	Monthly Record of Vehicle Operation Cost	10(2)
	Leave Record	2(3)
202A	Leave Summary	2(3)
	Privacy Act Information Request	14(21)
	Statement of Operating Cash Advance and Replenishment Voucher	6(1)
206	Purchase Order, Receiving Report and Voucher	3(3)
206A	Purchase Order, Receiving Report and Voucher (Continuation Sheet)	3(3)
208	Statement of Collections	6(1)
1014	General Ledger	
1014A	General Ledger	7(2)
1015	Allotment Ledger	7(3)
1016	Distribution Ledger	
1016B	Distribution Ledger	7(4)
1017C	Register of Allotment Ledger Transactions	
1017G	Journal Voucher	
1101	Miscellaneous Obligation Record	
1114	Bill for Collection	6(1)
1114A	Official Receipt	6(1)
1114B	Collection Voucher	6(1);4(3)
1120	Transportation Request Accountability Record	9(4)
1121	Bill of Lading Accountability Record	9(1)
1127	Individual Pay Card	2(1)
1130	Time and Attendance Report	2(3,9)
1130A	Time and Attendance Report (For Use Abroad)	2(3,9)

General Records Schedules Forms Index
June 1988

<u>OF NUMBER</u>	<u>TITLE</u>	<u>GRS CITATION</u>
1135	Time and Attendance Report	2(3)
1136	Time and Attendance Report	2(3)
1137	Leave Record	2(9)

General Records Schedules Conversion Table
June 1988

GRS CONVERSION TABLE

<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
CIVILIAN PERSONNEL RECORDS			
Official Personnel Folder	1/1a 1/1b	1/1a 1/1b(1) 1/1b(2)	Deleted - see note
Service Record Card	1/2a 1/2b	1/2a 1/2b	
Personnel Correspondence	1/3	1/3	
Offers of Employment	1/4a 1/4b(1) 1/4b(2) 1/4b(3)	1/4a 1/4b(1) 1/4b(2) 1/4b(3)	
Certificates of Eligibles	1/5	1/5	
Employee Record Card	1/6	1/6	
Position Classification Files	1/7a(1) 1/7a(2)(a) 1/7a(2)(b) 1/7b 1/7c(1) 1/7c(2) 1/7d	1/7b(2) 1/7c(1) 1/7c(2) 1/7d	Deleted - nonrecord
Interview Records	1/8	1/8	
Performance Rating Board Case Files	1/9	1/9	
Temporary Individual Employee Records	1/10	1/10	
Position Identification Strips	1/11	1/11	
Employee Awards Files	1/12a(1) 1/12a(2) 1/12b 1/12c 1/12d	1/12a(1) 1/12a(2) 1/12b 1/12c 1/12d 1/12e	Deleted - see note
Incentive Awards Reports	1/13	1/13	

General Records Schedules Conversion Table
June 1988

<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Notifications of Personnel Action	1/14a 1/14b	1/14a 1/14b	
Employment Applications	1/15	1/15	
Statistical Reports	1/16	1/16	
Correspondence and Forms	1/17a 1/17b(1) 1/17b(2) 1/17c	1/17a 1/17b(1) 1/17b(2) 1/17c	
Supervisors' Personnel Files	1/18a 1/18b	1/18a 1/18b	
Individual Health Records	1/19	1/19	
Health Unit Control Files	1/20a 1/20b	1/20a 1/20b	
Employee Medical Folder	1/21a(1) 1/21a(2) 1/21b 1/21c	1/21	Formerly Individual Employee Health Case Files
Statistical Summaries	1/22	1/22	
		1/23a(1) 1/23a(2)	
	1/23a(2) 1/23a(3)(a) 1/23a(3)(b) 1/23a(4) 1/23a(5) 1/23b(1) 1/23b(2)(a)	1/23a(2) 1/23a(3) 1/23a(4) 1/23a(5) 1/23b(1) 1/23b(2)	New item
	1/23b(2)(b) 1/23b(3) 1/23b(4)	1/23b(2) 1/23b(3) 1/23b(4) 1/23c	New item; previously disposition pending New item; previously disposition pending Deleted - see note
Motor Vehicle Operation Files		1/24	Deleted - unnecessary cross-reference
Financial Disclosure Reports	1/24a(1) 1/24a(2) 1/24b	1/25a(1) 1/25a(2) 1/25b	

General Records Schedules Conversion Table
June 1988

<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>	
Equal Employment Opportunity Records	1/25a	1/26a		
	1/25b	1/26b		
	1/25c	1/26c		
	1/25d(1)	1/26d(1)		
	1/25d(2)	1/26d(2)		
	1/25f	1/26f		
	1/25g	1/26g		
	1/25h(1)	1/26h(1)		
	1/25h(2)	1/26h(2)		
	1/25h(3)	1/26h(3)		
	1/25h(4)	1/26h(4)		
	Personnel Counseling Records	1/26a	1/27a	
		1/26b	1/27b	
	Standards of Conduct Files	1/27	1/28	
Labor Management Relations Records	1/28a(1)	1/29a(1)		
	1/28a(2)	1/29a(2)		
	1/28b	1/29b		
Training Records		1/30a(1)	Deleted - see note	
		1/30a(2)	Deleted - see note	
	1/29a(1)	1/30b(1)		
	1/29a(2)	1/30b(2)		
	1/29b	1/30c		
		1/30d	Deleted - see note	
Grievance, Disciplinary and Adverse Action Files	1/30a	1/31a		
	1/30b	1/31b		
Personal Injury Files	1/31	1/32		
Merit Promotion Cases	1/32	1/33		
Examining and Certification Files	1/33a		New item	
	1/33b	1/34a		
	1/33c	1/34b		
	1/33d	1/34c		
	1/33e	1/34d		
	1/33f	1/34e		
	1/33g	1/34f		
	1/33h	1/34g		
	1/33i	1/34h		
	1/33j	1/34i		
	1/33k(1)	1/34j(1)		
	1/33k(2)	1/34j(2)		
	1/33l	1/34k		
	1/33m	1/34l		
1/33n	1/34m			

General Records Schedules Conversion Table
June 1988

<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
	1/33o 1/33p 1/33q	1/34n 1/34o 1/34p	
Occupational Injury and Illness Files	1/34		New item
Denied Health Benefits Claims	1/35a 1/35b(1) 1/35b(2)		New items
PAYROLLING AND PAY ADMINISTRATION RECORDS			
Individual Accounts	2/1	2/1	
Payroll Correspondence	2/2	2/2	
Time and Attendance Reports	2/3a(1) 2/3a(2) 2/3b	2/3a(1) 2/3a(2) 2/3b	
Individual Authorized Allotments	2/4a(1) 2/4a(2) 2/4b(1) 2/4b(2)	2/4a(1) 2/4a(2) 2/4b(1) 2/4b(2)	
Bond Registration Files	2/5	2/5	
Bond Receipt and Transmittal	2/6	2/6	
Bond Purchase Files	2/7	2/7	
Leave Application Files	2/8b	2/8a	
Leave Record Cards	2/9a 2/9b	2/9a 2/9b	
Leave Data Files	2/10a 2/10b	2/10a 2/10b	
Notification of Personnel Action	2/11	2/11a 2/11b	Deleted - unnecessary cross-reference
Budget Authorization Files	2/12	2/12	
Payroll Files	2/13a 2/13b(1) 2/13b(2)	2/13a 2/13b(1) 2/13b(2)	

General Records Schedules Conversion Table
June 1988

<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Payroll Control	2/14	2/14	
Payroll Change Files	2/15a 2/15b 2/15c	2/25a 2/15b 2/15c	
Fiscal Schedules	2/16a 2/16b	2/16a 2/16b	
Administrative Payroll Reports	2/17a 2/17b	2/17a 2/17b	
Tax Files	2/18a 2/18b 2/18c	2/18a 2/18b 2/18c	
Income Tax Return Files		2/19	Deleted - unnecessary cross-reference
Tax Report Files		2/20	Deleted - unnecessary cross-reference
Retirement Files	2/19a 2/19b	2/21a 2/21b	
Insurance Deduction Files	2/20	2/22	
Levy and Garnishment Files	2/21	2/23	
Wage Survey Files	2/22	2/24	
PROCUREMENT, SUPPLY, AND GRANT RECORDS			
Unique Procurement Files		3/1	Deleted - see note following item 3
Real Property Files	3/1a 3/1b	3/2a 3/2b 3/2c	Deleted - see note
General Correspondence	3/2	3/3	
Routine Procurement Files	3/3a(1) 3/3a(2)	3/4a(1) 3/4a(2)	
		3/4c	New item
Supply Management Files	3/4b	3/5a 3/5b	

General Records Schedules Conversion Table
June 1988

<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Bids and Proposals	3/5a 3/5b(1) 3/5b(2) 3/5c(1) 3/5c(2) 3/5d	3/6a 3/6b(1) 3/6b(2) 3/6c(1) 3/6c(2) 3/6d	
Public Printer Files	3/6a 3/6b	3/7b	
Nonpersonal Requisitions	3/7	3/8	
Inventory Requisitions	3/8a 3/8b	3/9b	
Inventory Files	3/9b	3/10a 3/10a 3/10c	
Telephone Records	3/10	3/11	
Contractors' Payrolls	3/11	3/12	
Tax Exemption Files	3/12	3/13	
Unsuccessful Grant Applications	3/13	3/14a 3/14b	Deleted - see note
Grant Case Files		3/15	Deleted - see note
Grant Control Files		3/16	Deleted - unnecessary - covered by GRS 23
Grant Subject Files		3/17a 3/17b	Deleted - see note
		3/18	Deleted - see note
Contracts Appeals Cases	3/15a 3/15b	3/19 3/19	
Contractor's Statement of Contingent or Other Fees	3/16	3/20	
Small and Disadvantaged Business Utilization Files	3/17		New item
PROPERTY DISPOSAL RECORDS			
Surplus Property Precedential Cases		4/1	Deleted - see note

General Records Schedules Conversion Table
June 1988

<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Property Disposal Cases			Deleted - see note
Excess Real Property Reports		4/3	Deleted - see note
Property Disposal Correspondence	4/1		
Excess Personal Property Reports	4/2	4/5	
Surplus Property Cases	4/3a 4/3b	4/6a 4/6b	
Real Property Files	4/4	4/7	
BUDGET PREPARATION, PRESENTATION, AND APPORTIONMENT RECORDS			
Budget Policy Files		5/1	Deleted - see note
Budgets Estimates and Justifications		5/2a 5/2b	Deleted - see note
Budget Correspondence	5/1		
Budget Background Records	5/2	5/4	
Budget Reports	5/3a 5/3b		
Budget Apportionment Files	5/4	5/6	
ACCOUNTABLE OFFICERS' ACCOUNTS RECORDS			
Accountable Officers' Files	6/1a 6/1b	6/1a(1) 6/1a(2) 6/1b	Deleted - see note
GAO Exceptions Files	6/2	6/2	
Certificates Settlement Files	6/3a 6/3b	6/3a 6/3b	
General Fund Files	6/4	6/4	
Accounting Administrative Files	6/5a 6/5b	6/5a 6/5b	

General Records Schedules Conversion Table
June 1988

<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Federal Personnel Surety Bond Files	6/6a(1) 6/6a(2) 6/6b	6/6a(1) 6/6a(2) 6/6b	
Gasoline Sales Tickets	6/7	6/7	
Telephone Toll Tickets	6/8	6/8	
Telegrams	6/9	6/9	
Administrative Claims Files	6/10a 6/10b(1) 6/10b(2)(a) 6/10b(2)(b) 6/10b(3) 6/10c		New item New item New item New item New item New item
Waiver of Claims	6/11a 6/11b		New item New item
EXPENDITURE ACCOUNTING RECORDS			
Expenditure Accounting Subject Files	7/1	7/1	
General Accounting Ledgers	7/2	7/2	
Appropriation Allotment Files	7/3	7/3	
Expenditure Accounting Posting and Control Files		7/4a 7/4b	
STORES, PLANT, AND COST ACCOUNTING RECORDS			
Plant Accounting Files		8/1	Deleted - see note
Plant, Cost, and Stores General Correspondence	8/1	8/2	
Stores Invoice Files	8/2	8/3	
Stores Accounting Files	8/3		
Stores Accounting Work Files	8/4	8/5	
Plant Accounting Files	8/5	8/6	

General Records Schedules Conversion Table
June 1988

<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Cost Accounting Reports	8/6a 8/6b	8/7a 8/7b	
Cost Report Data Files	8/7a 8/7b(1) 8/7b(2) 8/7b(3)	8/8a 8/8b(1) 8/8b(2) 8/8b(3)	
TRAVEL AND TRANSPORTATION RECORDS			
Freight and Passenger Transportation Files	9/1a(1)-(4) 9/1a(2) 9/1a(3) 9/1a(4) 9/1b 9/1c 9/1d	9/1a 9/1b 9/1c 9/1d 9/3a 9/3b 9/3c	New items
Lost or Damaged Shipments	9/2	9/2	
Passenger Reimbursement	9/3a 9/3b	9/4a	
General Travel and Trans- portation Files	9/4a		
MOTOR VEHICLE MAINTENANCE AND OPERATIONS RECORDS			
Motor Vehicle Correspondence	10/1	10/1	
Motor Vehicle Operating and Maintenance Files	10/2a 10/2b	10/2a 10/2b	
Motor Vehicle Cost Files	10/3		
Motor Vehicle Report Files	10/4		
Motor Vehicle Accident Files	10/5		
Motor Vehicle Release Files	10/6		
Motor Vehicle Operation File	10/7		
SPACE AND MAINTENANCE RECORDS			
Space and Maintenance Correspondence	11/1	11/1	

General Records Schedules Conversion Table
June 1988

<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Agency Space Files	11/2a 11/2b(1) 11/2b(2)	11/2a 11/2b(1) 11/2b(2)	
Directory Service Files	11/3	11/3	
Credentials Files	11/4a 11/4b	11/4a 11/4b	
Building and Equipment Service Files	11/5	11/5	
COMMUNICATIONS RECORDS			
Messenger Service Files	12/1	12/1	
Communication General Files	12/2a 12/2b 12/2c 12/2d(1) 12/2d(2) 12/2e	12/2a 12/2b 12/2c 12/2d(1) 12/2d(2) 12/2e	
Telecommunications Operations Files	12/3a 12/3b	12/3a 12/3b 12/3c	Deleted - see note
Telephone Use Records	12/4	12/4	Formerly, Telephone Summarieso Now RESERVED (see introduction to schedule)o
Post Office and Private Mail Company Records	12/5a 12/5b 12/5c	12/5a 12/5b 12/5c	Formerly, Postal Records
Mail and Delivery Service Control Files	12/6a 12/6b 12/6c 12/6d 12/6e 12/6f 12/6g 12/6h	12/6a 12/6b 12/6c 12/6d 12/6e 12/6f 12/6g 12/6h	
Penalty Mail Reports	12/7	12/7	
Postal Irregularities Files	12/8	12/8	

General Records Schedules Conversion Table
June 1988

<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
PRINTING, BINDING, DUPLICATION, AND DISTRIBUTION RECORDS			
Publications Files		13/1	Deleted - see note
Printing, Binding, Duplication, and Distributing Administrative Records	13/1	13/2	
Project Files	13/2a 13/2b	13/3a 13/3b	
Control Files	13/3	13/4	
Mailing Lists	13/4a 13/4b	13/5a 13/5b 13/5c	Deleted - obsolete
JCP Reports	13/5a 13/5b	13/6a 13/6b	
Internal Management Files	13/6	13/7	
INFORMATION SERVICES RECORDS			
Public Relations Files		14/1a 14/1b	Deleted - see introduction Deleted - see introduction
Information Subject Files		14/2	Deleted - see introduction
Information Requests Files	14/1		
Acknowledgement Files	14/2	14/4	
Press Service Files		14/5	
Information Project Files		14/6	
Commendation/Complaint Correspondence		14/7	
Indexes and Check Lists	14/6	14/8	
	14/7-10	14/9-15	Reserved
FOIA Requests	14/11a(1) 14/11a(2)(a)	14/16a(1) 14/16a(2)(a)	

General Records Schedules Conversion Table
June 1988

<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
	14/11a(2)(b)	14/16a(2)(b)	
	14/11a(3)(a)	14/16a(3)(a)	
	14/11a(3)(b)	14/16a(3)(b)	
	14/11b	14/16b	
FOIA Appeals	14/12a	14/17a	
	14/12b	14/17b	
FOIA Control Files	14/13a	14/18a	
	14/13b	14/18b	
FOIA Reports		14/19a	Deleted - see note
	14/14	14/19b	
FOIA Administrative Files	14/15	14/20	
	14/16-20	14/21-24	Reserved
Privacy Act Requests		14/25a(1)	
	14/21a(2)(a)	14/25a(1)(a)	
	14/21a(2)(b)	14/25a(2)(b)	
	14/21a(3)(a)	14/25a(3)(a)	
	14/21a(3)(b)	14/25a(3)(b)	
	14/21b	14/25b	
Privacy Act Amendment Cases	14/22a	14/26a	
	14/22b	14/26b	
	14/22c	14/26c	
Privacy Act Accounting	14/23	14/27	
Privacy Act Control Files	14/24a	14/28a	
	14/24b	14/28b	
Privacy Act Reports		14/29a	Deleted - see note
	14/25	14/29b	
Privacy Act Administrative Files	14/26	14/30	
	14/27-30		Reserved
Mandatory Review for	14/31a(1)		New items
	14/31a(2)(b)		
	14/31a(3)(a)		
	14/31a(3)(b)		
	14/31c		

General Records Schedules Conversion Table
June 1988

<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Mandatory Review Appeals	14/32a 14/32b		New item
Mandatory Review Control	14/33a 14/33b		New item
Mandatory Review Reports	14/34		New item
Mandatory Review Administrative Files	14/35		New item
HOUSING RECORDS			
Housing Correspondence	15/1	15/1	
Housing Maintenance and Repair	15/2a 15/2b	15/2a 15/2b	
Housing Management	15/3	15/3	
Housing Lease Files	15/4	15/4	
Housing Assignment and Vacancy Cards	15/5a 15/5b	15/5a 15/5b	
Housing Inventory	15/6	15/6	
Housing Applications	15/7a 15/7b	15/7a 15/7b	
ADMINISTRATIVE MANAGEMENT RECORDS			
Administrative Issuances			Formerly Formal Directives Procedural and Operating Manuals
		16/1a	Deleted - see note
		16/1b	Deleted - see note
	16/1a	16/1c	
	16/1b	16/1d	
Publications		16/2a 16/2b	Deleted - see note
Records Disposition Files	16/2a 16/2b	16/3a 16/3b 16/3c	Deleted - unnecessary cross-reference

General Records Schedules Conversion Table
June 1988

<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Forms Files	16/3a 16/3b	16/4a 16/4b	
Management Improvement Reports		16/5	Deleted - see note following item 1
Records Holdings Files	16/4a 16/4b	16/6a 16/6b	
Project Control Files	16/5	16/7	
Reports Control Files	16/6	16/8	
		16/9	Deleted - unnecessary cross-reference
Working Papers		16/10	Deleted - records have varying value
Records Management Files	16/7	16/11	
Committee and Conference	16/8a	16/12a(1) 16/12a(2)	Deleted - see note
	16/8b(1)	16/12b(1)(a) 16/12b(1)(b)	Deleted - see note
	16/8b(2)	16/12b(2) 16/12c(1)	Deleted - see note
		16/12c(2)	Deleted - see note
		16/12c(3)	Deleted - see note
		16/12c(4)	Deleted - see note
Organizational Files		16/13a-c	Deleted - must be scheduled
Feasibility Studies	16/9	16/14	
Microform Inspection	16/10a 16/10b		New item New item
IRM Triennial Review	16/11		New item
Information Collection Budget	16/12		New item
Federal Register Documents	16/13a 16/13b		New item New item

General Records Schedules Conversion Table
June 1988

<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
CARTOGRAPHIC, AERIAL PHOTOGRAPHIC, ARCHITECTURAL AND ENGINEERING RECORDS			
Manuscript and Annotated Maps		17/1	Deleted - must be scheduled
Cartographic Records Prepared During Intermediate Stages of Publication	17/1	17/2	
Published Maps		17/3	Deleted - must be scheduled
Map History Case Files		17/4	Deleted - must be scheduled
Maps on Microfilm		17/5a 17/5b	Deleted - must be scheduled Deleted - must be scheduled
Computer Related Maps		17/6a 17/6b	Deleted - must be scheduled
Globes, Terrain Models, and Raised Relief Maps		17/7a 17/7b	Deleted - must be scheduled Deleted - must be scheduled
Finding Aids		17/8	Deleted - see GRS 23
Survey Field Notes, Geodetic Controls, and Computations		17/9	Deleted - must be scheduled
		17/10-15	Reserved
Vertical and Oblique Aerial Film, Conventional Aircraft	17/2a 17/2b	17/16a 17/16b(1) 17/16b(2) 17/16c(1) 17/16c(2)	Deleted - must be scheduled Deleted - must be scheduled Deleted - must be scheduled
Infrared, Ultraviolet, Multispectral, Video, Imagery Radar, and Related Data Tapes, Converted to a Film Base	17/3	17/17a 17/17b(1) 17/17b(2)	Deleted - must be scheduled Deleted - must be scheduled
Finding Aids		17/18	Deleted - see GRS 23
Architectural Drawings of Temporary Structures and Buildings or of Buildings Not Critical to the Mission of the Agency	17/4	22/1b	

General Records Schedules Conversion Table
June 1988

<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
"As Built" Architectural or Engineering Drawings	17/5	22/2b	Title changed to "Intermediate and Pre-final Architectural Drawings."
Drawings of Electrical, Plumbing, Heating, or Air Conditioning Systems	17/6	22/2b	
Contract Negotiation Drawings	17/7	22/2b	
Space Assignment Plans		22/2b	
Architectural Models		22/1b	
Engineering Drawings of Routine Minor Parts	17/10	22/2b	
Drawings Reflecting Minor Modifications	17/11	22/2b	
Paint Plans and Samples	17/12		New item
SECURITY AND PROTECTIVE SERVICES RECORDS			
Security Policy Files		18/1	Deleted - see note
Classified Documents Administrative Correspondence	18/1	18/2	
Document Receipt Files	18/2	18/3	
Destruction Certificates	18/3	18/4	
Classified Document Inventory	18/4	18/5	
Top Secret Accounting and Control Files	18/5a 18/5b	18/6a 18/6b	
Access Request Files	18/6	18/7	
Classified Document Con- tainer Security Files	18/7	18/8	
Security and Protective Services Correspondence	18/8	18/9	

General Records Schedules Conversion Table
June 1988

<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Survey and Inspection Files (Government-owned facilities)	18/9	18/10	
Survey and Inspection Files (privately-owned facilities)	18/10	18/11	
Investigative Files	18/11	18/12	
Property Pass Files	18/12	18/13	
Guard Assignment Files	18/13a 18/13b	18/14a 18/14b	
Police Functions Files	18/14a 18/14b 18/14c	18/15a 18/15b 18/15c	
Personal Property Accountability Files	18/15a 18/15b	18/16a 18/16b	
Key Accountability Files	18/16a 18/16b	18/17a 18/17b	
Visitor Control Files	18/17a 18/17b	18/18a 18/18b	
Facilities Checks Files	18/18a 18/18b	18/19a 18/19b	
Guard Service Files	18/19a 18/19b 18/19c 18/19d	18/20a 18/20b 18/20c 18/20d	
Logs and Registers	18/20a 18/20b	18/21a 18/21b	
Security Clearance Administrative Files	18/21	18/22	
Personnel Security Clearance Files	18/22a 18/22b 18/22c	18/23a 18/23b 18/23c	
Personnel Security Clearance Status Files	18/23	18/24	
Security Violations Files	18/24a 18/24b	18/25a 18/25b	

General Records Schedules Conversion Table
June 1988

<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Nondisclosure Agreements	18/25	18/26	
Emergency Planning Correspondence	18/26	18/27	
Emergency Planning Cases	18/27	18/28a 18/28b	Deleted - see note
Emergency Directives Reference Files		18/29	Deleted - nonrecord
Emergency Planning Reports		18/30	Deleted - see note
Emergency Operations Tests	18/28	18/31	
National Defense Executive Reserve Cases	18/29a 18/29b		New item New item
GRS 19a RESEARCH AND DEVELOPMENT RECORDS			RESCINDED
ELECTRONIC RECORDS (FORMERLY MACHINE-READABLE RECORDS)			
Statistical Master Files		20/I 1-12	Deleted - must be scheduled
Scientific Master Files		20/I 13-17	Deleted - must be scheduled
Files/Records Created in Central ADP Facilities to Create Use, and Maintain Master Files	20/1a	20/II 2; III/ 4 & 5	
	20/1b	20/II 1, 11, 12, 13, & 14	
	20/1c	New item	
Input/Source Records	20/2a	20/II 3, 6 & 10	
	20/2b	20/II 4	
	20/2c	20/II 7	Deleted - must be scheduled
	20/2d	20/II 8 20/I 18 20/II 5 & 9	Deleted - must be scheduled
Master Files Relating to Administrative Functions	20/3	20/I 27-28	Formerly, Housekeeping File Note exclusions
		20/I 29	Deleted - nonrecord
Summarized Information	20/4	20/I 24	Note exclusions
		20/I 23	Deleted - must be scheduled
Extracted Information	20/5	20/I 26	Note exclusions
		20/I 25	Deleted - must be scheduled

General Records Schedules Conversion Table
June 1988

<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Print File	20/6	20/I 30-32	
Technical Reformat File	20/7	20/I 34	
Security Backup File	20/8a & b	20/I 3	
Finding Aids (or indexes)	20/9	20/I 21 20/I 22	Deleted - nonrecord
Special Purpose Programs	20/10	20/III 11 & 12 20/III 13	See exclusions Deleted - must be scheduled
Documentation	20/11	20/III 1-2; 6-10 20/III 3	See exclusions Deleted - must be scheduled
Federal Loan and/or Grant Files	20/4	20/I 19 20/I 20	Deleted - must be scheduled
AUDIOVISUAL RECORDS			
Still Photography			
Administrative Photographs	21/1	21/1	
Identification Photographs	21/2	21/2	
Administrative Filmstrips	21/3	21/3	
Photo Duplicates	21/4	21/4	
Official Portraits		21/5	Deleted - must be scheduled
Other Photographs		21/6	Deleted - must be scheduled
Other Color Negatives		21/7	Deleted - must be scheduled
Other Slides and Filmstrips		21/8	Deleted - must be scheduled
Graphic Arts			
Viewgraphs	21/5	21/9	
Routine Artwork	21/6	21/10	
Materials for Photo- mechanical Reproduction	21/7	21/11	

General Records Schedules Conversion Table
June 1988

<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Line copies of Graphs and Charts	21/8	21/12	
Posters		21/13	Deleted - must be scheduled
Unusual Artwork		21/14	Deleted - must be scheduled
Motion Pictures			
Acquired Training Films	21/9	21/15	
Acquired Entertainment Films	21/10	21/16	
Routine Surveillance Footage	21/11	21/17	
Routine Scientific, Medical, or Engineering Footage	21/12	21/18	
Duplicate Prints and Pre-prints	21/13	21/19	
Agency-sponsored Films		21/20-23	Deleted - must be scheduled
Films Produced Under Grant		21/24	Deleted - must be scheduled
Acquired Films re Agency Programs		21/15	Deleted - must be scheduled
Documentary Footage		21/26	Deleted - must be scheduled
Stock Footage, Outtakes, and Trims from Agency Films		21/27	Deleted - must be scheduled
Video Recordings			
Acquired Training Programs	21/14	21/28	
Acquired Entertainment Programs	21/15	21/29	
Rehearsal or Practice Tapes	21/16	21/30	
Internal Administrative and Training Programs	21/17	21/31	
Routine Surveillance Recordings	21/18	21/32	

General Records Schedules Conversion Table
June 1988

<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Routine Scientific, Medical, or Engineering Recordings	21/19	21/33	
Recordings of Routine Meetings and Awards	21/20	21/34	
Duplicate Dubbings and Pre-mix Elements	21/21	21/35	
Agency-sponsored Programs, Releases, and Productions		21/36-39	Deleted - must be scheduled
Internal Management News		21/40	Deleted - must be scheduled
Recordings of Testimony, and Public Meetings		21/41	Deleted - must be scheduled
Programs Submitted under Grant		21/42	Deleted - must be scheduled
Acquired Programs re Agency Programs		21/42	Deleted - must be scheduled
Media Appearance		21/44	Deleted - must be scheduled
Documentaries		21/45	Deleted - must be scheduled
Audio (Sound) Recordings			
Recordings made for Transcription	21/22	21/46	
Dictation Belts or Tapes	21/23	21/47	
Pre-mix Sound Elements	21/24	21/48	
Library Sound Recordings	21/25	21/49	
Daily or Spot News Recordings	21/26	21/50	
Duplicate Dubbings	21/27	21/51	
Agency-sponsored releases, Public Programs, and Announcements		21/52-54	Deleted - must be scheduled
Internal Management News		21/55	Deleted - must be scheduled
Recordings of Meetings, Speeches, and Testimony		21/56	Deleted - must be scheduled

General Records Schedules Conversion Table
June 1988

<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Oral History Collections		21/57	Deleted - must be scheduled
Recordings Submitted under Grant		21/58	Deleted - must be scheduled
Acquired Programs re Agency Programs		21/59	Deleted - must be scheduled
Media Appearances		21/60	Deleted - must be scheduled
Documentaries		21/61	Deleted - must be scheduled
Related Documentation			
Production Files	21/28	21/62	
Findings Aids	21/29	21/63	
DESIGN AND CONSTRUCTION DRAWINGS AND RELATED RECORDS			
Federal Structures Design Files		22/1a(1)	Deleted - must be scheduled
		22/1a(2)	Deleted - must be scheduled
	17/4	22/1b	
Federal Structures Construction Files	17/5-11	22/2a(1)-(6)	Deleted - permanent records
		22/2b	
Other Architectural and Engineering Drawings		22/3a	Deleted - must be scheduled
		22/3b	Deleted - must be scheduled
Measured Drawings		22/4	Deleted - must be scheduled
Findings Aids		22/5	Deleted - must be scheduled
Microform Files		22/6	Deleted - must be scheduled
INSPECTOR GENERAL RECORDS			
Policy and Procedures Files		25/1a-c	Deleted - must be scheduled
Report to Congress		25/2a-c	Deleted - must be scheduled
Investigative Case Files	22/1a	25/3a	
	22/1b	25/3b	
Audit Case Files	22/2	25/4	
Indexes to Case Files		25/5	Deleted - see GRS 23, item 9

General Records Schedules Conversion Table
June 1988

<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
RECORDS COMMON TO MOST OFFICES WITHIN AGENCIES			
Office Administrative Files	23/1	23/1	
Word Processing Files	23/2a 23/2b		New items
Administrative Data Bases	23/3	20/I 27 & 29	
Electronic Spreadsheets	23/4		New item
Schedules of Daily Activities	23/5a 23/5b	23/2a(1)&(2) 23/2b 23/2c	Deleted - see note
Suspense Files	23/6	23/3	
Transitory Files	23/7	20/I 21	
Tracking and Control Records	23/8	23/5	
Technical Reference Files		23/6	Deleted - nonrecord
Finding Aids		23/7a 23/7b	Deleted - must be scheduled