

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-269-89-1	DATE RECEIVED 4-10-89
1. FROM (Agency or establishment) General Services Administration		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Administrative Services		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION Information Collection Management Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Maury Grundy	5. TELEPHONE EXT. 202-535-7942	DATE 12/12/89	ARCHIVIST OF THE UNITED STATES 
6. CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 38 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

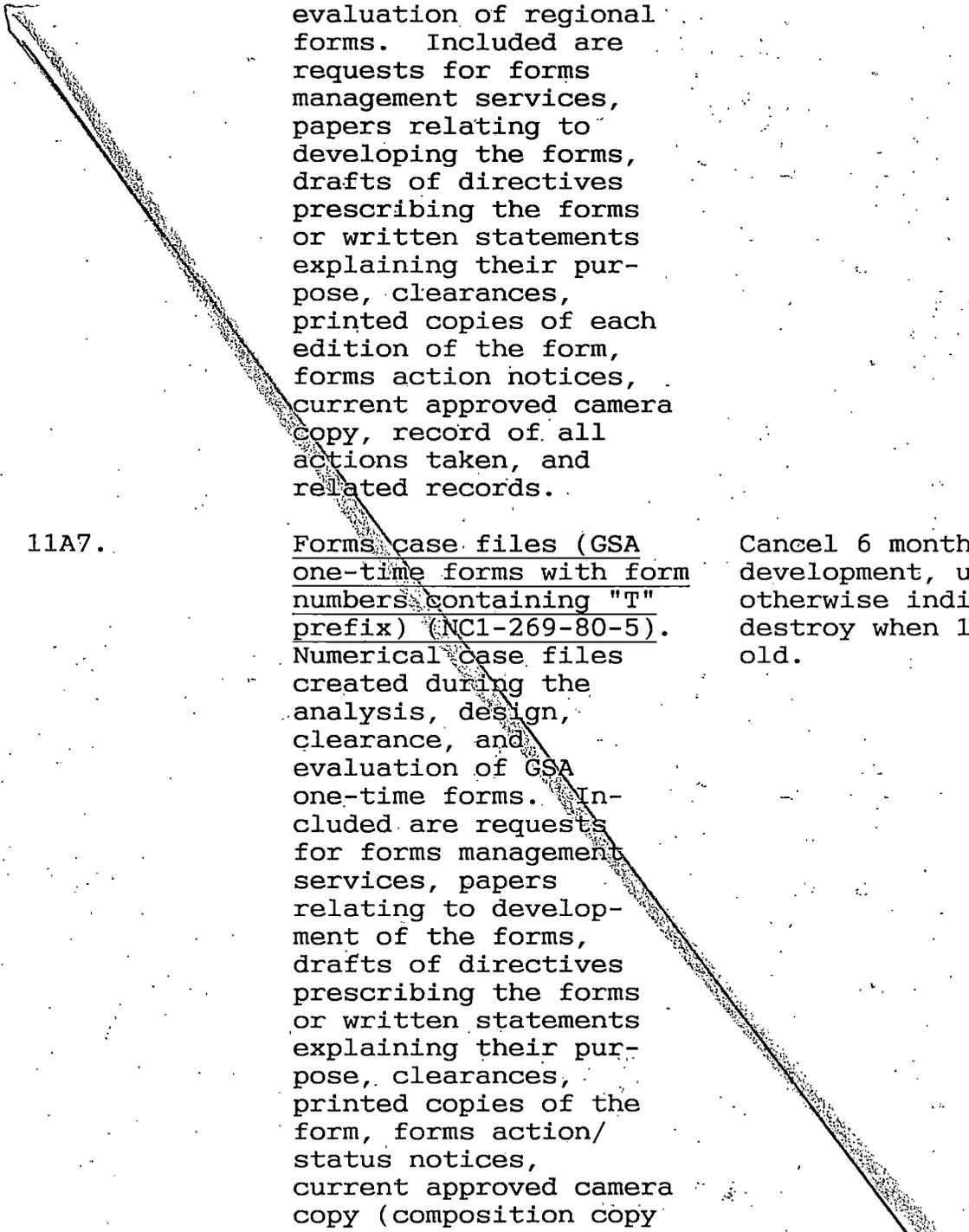
B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE	7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
4/13/89	Mary Cunningham 	Chief, Info. Collection Mgmt. Branch		<u>Information Management Program Records</u> Record descriptions and requested disposition authorizations are contained in the attached proposed chapter to the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).	NN-168-87 NC1-269-76-1 NC1-269-80-5 N1-269-86-2	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
11A1.	<u>Form registers (NC1-269-80-5)</u> . Registers used to record and control the numbers and other identifying data assigned to each form.	Destroy when no longer needed.
11A2-11A4.	<u>Reserved.</u>	
11A5.	<u>Forms case files (GSA agencywide forms, GSA forms numbered in the 6,000 thru 12,000 series, and GSA-issued standard and optional forms) (GRS 16/3a)</u> . Numerical case files created in analyzing, designing, evaluating and clearing GSA forms. Included are requests for management services, papers relating to the development of forms, drafts of directives prescribing forms or written statements explaining their purpose, clearances, printed copies of each edition, forms status notices, camera copy, record of all actions taken, and related records.	Place in inactive file on cancelation of the form. Cut off the inactive file at the end of the year and retire to FRC; destroy when 5 years old.
11A6.	<u>Forms case files (regional forms) (NC1-269-80-5)</u> . Numerical case files created during the analysis, design, clearance, and	Place in inactive file on cancelation of the form. Cut off the inactive file at the end of the year; destroy when 3 years old.

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	evaluation of regional forms. Included are requests for forms management services, papers relating to developing the forms, drafts of directives prescribing the forms or written statements explaining their purpose, clearances, printed copies of each edition of the form, forms action notices, current approved camera copy, record of all actions taken, and related records.	
11A7.	<u>Forms case files (GSA one-time forms with form numbers containing "T" prefix) (NC1-269-80-5).</u> Numerical case files created during the analysis, design, clearance, and evaluation of GSA one-time forms. Included are requests for forms management services, papers relating to development of the forms, drafts of directives prescribing the forms or written statements explaining their purpose, clearances, printed copies of the form, forms action/status notices, current approved camera copy (composition copy	Cancel 6 months after development, unless otherwise indicated; destroy when 1 year old.

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	or GPO proof), record of all actions taken, and related records.	
11A8-11A9.	<u>Reserved.</u>	
11A10.	<u>Forms classification files (NC1-269-80-5).</u> Central Office prescribed GSA, Standard, and Optional forms, and regional numbered forms (grouped by function) used in evaluating, simplifying, combining, or eliminating existing forms. Also used to preclude the creation of new forms that duplicate existing forms and other forms management actions.	Destroy individual forms when canceled or discontinued.
11A11-11A14.	<u>Reserved.</u>	
11A15.	WITHDRAWN BY CHGE	
11A16-11A19.	<u>Reserved.</u>	
11A20.	<u>Forms management activities (NC1-269-80-5).</u> Documents created in reporting accomplishments under the forms management program, such as reports of savings realized in printing, handling, storing, and using forms, forms consolidated or eliminated, or similar forms management activities.	Cut off annually; destroy when 2 years old.
11A21-11A24.	<u>Reserved.</u>	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
11A25.	<u>Forms management training files</u> (- - -). Documents used in preparing and conducting training in forms management, including forms and format standards. Included are requests for training arrangements, notifications, and number of people trained.	Cut off annually; destroy when 1 year old.
11A26-11A29.	<u>Reserved.</u>	
11A30.	<u>Forms management training materials</u> (NC1-269-80-5). Documents relating to the preparation and use of training materials for forms management. Included are outlines, texts, handouts, training aids, and related records.	Destroy when superseded or obsolete.
11A31-11A34.	<u>Reserved.</u>	
11A35.	<u>Forms tracking and control records</u> (GRS 23/8). Logs, registers, and other records in hard copy or electronic form used to control and manage all prescribed GSA-wide, GSA Central and Regional Office, Standard, and Optional Forms.	

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and documentation
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a. Forms Catalog System. Data elements maintained to control and manage all prescribed GSA Central Office, GSA-wide, Standard, and Optional Forms. Included are form title, status, form number, edition date, originator, distribution and functional codes, prescribing directive, stock number and size, unit of issue, reports approval number, type (common use or controlled), stock, existing stock disposition and replenishment instructions, and date of issue.

Delete data elements as they are made obsolete. Move canceled forms to canceled form file; delete after 2 years.

Destroy hard copy when no longer needed.

b. Logs, registers, and other records used to control and manage forms.

Destroy when no longer needed.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
11B1.	WITHDRAWN BY CHGE (See 11C35).	
11B2-11B4.	<u>Reserved.</u>	
11B5.	<u>Directives management training files</u> (- - -). Documents relating to conduct of training sessions in directives writing and format standards and related directives management subjects. Included are requests for, notifications of, and arrangements for training; number of people trained; and similar records.	Cut off annually; destroy when 1 year old.
11B6-11B9.	<u>Reserved.</u>	
11B10.	<u>Directives management training materials</u> (NC1-269-80-5). Documents relating to the preparation and use of training materials on writing and format standards and other directives management subjects. Included are outlines, texts, handouts, training aids, and related records.	Destroy when superseded or obsolete.
11B11-11B14.	<u>Reserved.</u>	
11B15.	<u>Federal Register liaison materials</u> (NC1-269-80-5). Documents accumulated as a	Cut off annually; destroy when 3 years old.

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result of GSA liaison with the Office of the Federal Register. Included are copies of GSA materials for inclusion in the U.S. Government Organization Manual; requests for additions to, deletions from, or copies of the Code of Federal Regulations, Federal Register, Weekly Compilation of Presidential Documents, Public Papers of the Presidents, or similar Federal Register publications; and related records.

11B16-11B19. Reserved.

11B20. Directive master binders. Master binders or record sets of external and internal directives maintained by the Central Office Directives and Correspondence Management Branch and regional Information Management Branches. Included are Federal Information Resources Management Regulations, Federal Procurement Regulations superseded by Federal Acquisition Regulations; General Services Administration Procurement Regulations superseded

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by General Services Administration Acquisition Regulations; Federal Property Management Regulations; GSA bulletins, orders, notices, handbooks, manuals, and miscellaneous external directives. A copy of each regional directive is included in the GSA master binder.

NOTE: Master binders maintained by clearance offices and directives maintained by other offices should be filed under Technical and reference materials in ch. 9B.

a. Central Office Directives and Correspondence Management Branch (- - -).

Permanent. Offer to NARA when no longer needed for reference in 5-year blocks when 20 years old.

~~b. Information Management Branch, GSA regions (NC1-269-80-5).~~

Destroy when superseded or obsolete.

11B21-11B24.

Reserved.

11B25.

Directive case files. Documents reflecting the preparation, review, clearance, and publication of directives maintained in master binders and directives which are not included in master binders, such as GSA materials submitted for the Federal Register, the CFR, FPMR bulletins,

NOTE: Working papers maintained by the originating office should be filed under Unofficial directives case files in ch. 9C.

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and the U.S. Government Manual. Included are directive proposal briefs; permissions for use of copyrighted material; clearance sheets; memorandums reconciling comments; comments of other Federal agencies, industrial firms, and professional groups; published directives; printing requisitions, and related records.

~~a. Central Office Directives and Correspondence Management Branch (NO1-269-80-5). One copy of each directive with background materials (exclusive of requisitions).~~

Permanent. Cut off annually when superseded or canceled and retire to FRC. Offer to NARA 10 years after supersession or cancellation.

b. Offices originating directives not maintained in GSA master binders (- - -).

Permanent. Cut off annually when superseded or canceled and retire to FRC. Offer to NARA 10 years after supersession or cancellation.

c. Information Management Branch, GSA regions (- - -). One copy of each directive issued in the region, with background materials.

Cut off annually when superseded or canceled; hold 2 years and destroy, except copyright authorizations, which are to be destroyed after 56 years.

11B26-11B29.

Reserved.

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11B30.

Directives tracking and control records. Logs, registers, and other records in hard copy or electronic form used to manage and track GSA directives and regulations.

NOTE: Tracking and control records maintained by clearance officers are filed under 9B15d.

a. Directives Catalog System (). Data elements maintained to manage and track all GSA directives and regulations. Included are identification number, document status, title, distribution, subject/title key, canceling document(s), signature date, effective date, expiration date, originating office, number of pages in the document, date of last activity, reports and forms established by the document, an indication of any restrictions, date of last reprint, date of last revision, date sent to print, references to related parts of the Code of Federal Regulations, and any remarks.

and documentation
Delete data elements or destroy hard copy when no longer needed.

~~b. Logs, registers, and other records used to control and manage all GSA regional directives (GRS 23/8).~~

Destroy when no longer needed.

This appendix describes records accumulated in the creation, use, maintenance, and disposition of GSA records. These records are accumulated by offices with agencywide responsibility for the records management program and regional counterparts. It does not apply to related records accumulated by individual offices in managing their records. They are described in chapter 9B15 of this handbook.

The term "records management", as used in this appendix, is defined to include records documentation, maintenance, and disposition management, vital records management, FOIA and Privacy Act management, and micrographics management. Records management program records are created pursuant to the provisions of orders and handbooks in the 1800 and 2400 subject classification series.

This appendix also applies to those offices responsible for controlling the identification, transmission, maintenance, and disposition of emergency operating and rights and interests records.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
11C1.	<u>Records officer designations (NC1-269-80-5).</u> Documents reflecting names and information about individuals designated to perform records management duties on a GSA wide or regional basis.	Destroy when superseded or obsolete.
11C2.	<u>Records liaison officer designations (- - -).</u> Documents reflecting names and information about individuals designated by services or staff offices to perform records management duties within their service or staff office.	Destroy when superseded or obsolete.
11C3.	<u>Records management general files (GRS 16/7).</u> Correspondence, reports, authorizations, and other records that relate to the management of GSA records, including such matters as forms, correspondence, reports, mail, and files management; the use of microforms, ADP systems, and word processing; vital records programs; and all other aspects of records management not covered elsewhere in this appendix.	Destroy when 6 years old. Earlier disposal is authorized if records are superseded, obsolete, or no longer needed for reference.
11C4.	<u>Reserved.</u>	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
11C5.	<u>File plans</u> (NC1-269-80-5). Documents retained by records management officials that reflect record categories, subdivisions, and other information about the records accumulated at individual file stations. Included are GSA Form 2039, Records Maintenance Plan, record inventories, and related records.	Destroy on receipt of a revised plan or on discontinuance of the plan or the requirement.
11C6-11C9.	<u>Reserved.</u>	
11C10.	<u>Disposition campaigns</u> (NC1-269-80-5). Documents accumulated in planning, conducting, and providing special reports on records disposition drives or campaigns. Included are copies of orders or notices announcing and publicizing the campaigns, reports reflecting disposition accomplishments, and related papers, but not record volume and activity reports described elsewhere in this appendix.	Cut off annually following completion of the drive or campaign.
	a. Information Collection Management Branch.	Hold 5 years or until completion of a subsequent campaign, whichever is sooner, and destroy.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	b. Information Management Branch, GSA regions.	Destroy when 2 years old.
11C11-11C13.	<u>Reserved.</u>	
11C14.	WITHDRAWN BY CHGE (See 11C15c).	
11C15.	<u>Records disposition.</u> Descriptive inventories, disposal authorizations, schedules, reports and correspondence relating to the disposition of GSA records.	
	a. Records retirement (NC1-269-80-5). Documents created in retiring records the National Archives or to Federal records centers. Included are SF 135, Records Transmittal and Receipt; SF 258, Request to Transfer, Approval, and Receipt of Records to National Archives of the United States; accession agreements; copies of approved disposal requests; and related records.	Destroy 2 years after all records listed therein have been destroyed or when no longer needed.
	b. Disposition authorizations (GRS 16/2a). Documents created by the Information Collection Management Branch in requesting authority from NARA and GAO for the disposal of records. Included are SF 115, Request for Disposition	Destroy when related records are destroyed, or transferred to the National Archives, or when no longer needed for administrative or reference purposes.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	Authority; clearances, including GAO clearances; and related records.	
	c. Disposition requests (GRS 16/2b). Routine correspondence and memoranda relating to requests for changes to, or exemptions from, official records maintenance and disposition instructions.	Destroy when no longer needed for reference.
11C16-11C19.	<u>Reserved.</u>	
11C20.	WITHDRAWN BY CHGE (See 11C15a).	
11C21-11C24.	<u>Reserved.</u>	
11C25.	<u>Records donation and transfer (NC1-269-80-5).</u> Documents created in reviewing, clearing, approving, and arranging for the donation of GSA records to organizations, institutions, etc., and the transfer of records internally or between GSA and other Federal agencies. Included are requests or proposals for the donation or transfer of GSA records, clearance actions, approvals, and related records.	
	a. Information Collection Management Branch.	Destroy 2 years after records are donated or transferred.

<u>RECORD SYMBOL</u>	<u>DISPOSITION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	b. Information Management Branch, GSA regions.	Destroy 1 year after records are donated or transferred.
11C26-11C29.	<u>Reserved.</u>	
11C30.	<u>Records holdings files.</u> Statistical reports of GSA's records holdings, including feeder reports (GSA Form 2151, Records Maintenance and Disposition Report) from all offices and data on the volume of records on hand, retired, or destroyed.	
	a. Information Collection Management Branch (GRS 16/4a).	Destroy when 3 years old.
	b. Information Management Branch, GSA regions (GRS 16/4b).	Destroy when 1 year old.
11C31-11C34.	<u>Reserved.</u>	
11C35.	<u>Information management program surveys (NC1-269-80-5).</u> Documents accumulated in auditing or surveying the supervision and execution of GSA's internal information management programs in the Central Office and regional services and staff offices. Included are survey audit reports, replies and related records.	Destroy after the next comparable survey or after 3 years, whichever is sooner.

NOTE: Information management programs include forms, directives, records, FOIA/Privacy, reports, and correspondence.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
11C36.	<u>Information management project files (NC1-269-80-5)</u> . Documents accumulated in planning, conducting, assisting in, reporting on, and taking other action in connection with information management projects and studies that do not result in the preparation of a directive or other instruction. Included are requests, coordinating actions, reports with recommendations, and related records.	Cut off annually following completion of the project or study; destroy when 3 years old.
11C37-11C39.	<u>Reserved.</u>	
11C40.	<u>File equipment and supplies (NC1-269-80-5)</u> . Documents created in the records management review of requests for file equipment and nonstandard supplies for the purpose of recommending approval or disapproval of supply action. Included are requests for equipment or supplies; approvals, disapprovals, and clearance actions; and other papers about specific items, equipment or supplies.	Cut off annually; destroy when 2 years old.
11C41-11C44.	<u>Reserved.</u>	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
11C45.	<p><u>Records management training files (NC1-269-80-5).</u> Documents relating to providing and conducting training in correspondence, mail, files, or other areas of records management. Included are requests for training and documents concerning arrangements, notifications, and number of people trained.</p>	<p>Cut off annually; destroy when 1 year old.</p>
11C46-11C49.	<p><u>Reserved.</u></p>	
11C50.	<p><u>Records management training materials (NC1-269-80-5).</u> Documents relating to the preparation, clearance, and issuance of materials for use in correspondence, mail, files, or other records management training. Included are outlines, texts, handouts, training aids, and related records.</p>	<p>Destroy when superseded or obsolete.</p>
11C51-11C59.	<p><u>Reserved.</u></p>	
11C60.	<p><u>Vital records controls (NC1-269-80-5).</u> Documents, accumulated by records officers and those services and staff offices having GSA-wide responsibility, to control the identification, transmission,</p>	<p>Destroy when superseded or obsolete.</p>

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<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	maintenance, and disposition of emergency operating records and rights and interests records. Included are inventories not incorporated in handbooks and similar records.	
11C61-11C79.	<u>Reserved.</u>	
11C80.	<u>Information management studies.</u> Documents accumulated in planning, administering, conducting, assisting in, reporting on, and taking other action in connection with internal information management studies for developing, recommending, and assisting in the installation of improvements to information operations, systems, procedures, and methods. Included are requests, coordinating actions, reports with recommendations, and related records.	
	a. Office responsible for conducting and clearing the study (GRS 16/9).	Cut off annually; destroy when 5 years old.
	b. Other offices (NC1-269-80-5).	Hold 2 years and destroy.

Appendix 11-C

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
11C81-11C84.	<u>Reserved.</u>	
11C85.	<u>Micrographics project files (N1-269-86-2).</u> Documents accumulated in planning, conducting, and reporting on micrographics projects and studies. Included are requests, coordinating actions, reports with recommendations, and related records.	Cut off annually following completion of the project or study; destroy when the related system no longer exists.
11C86-11C89.	<u>Reserved.</u>	
11C90.	<u>Micrographics equipment (N1-269-80-5).</u> Documents created in the management review of requests for micrographics equipment for the purpose of recommending approval or disapproval of supply action. Included are requests for equipment; approvals, disapprovals, and clearance actions; and other papers about specific items of equipment or supply.	Cut off annually; destroy when 2 years old.
11C91.	<u>Microform Inspection Records.</u> Correspondence, reports, and related records documenting the inspection of microform records, as required by 36 CFR 1230.	

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<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	a. Microform Inspection Log (GRS 16/10a). Log documenting the inspection of microform records, 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.
	b. Microform Inspection Reports (GRS 16/10a). Reports made to NARA on the results of microform inspection and related correspondence.	Destroy when 3 years old.
11C92-11C94.	<u>Reserved.</u>	
11C95.	<u>Information processing project records (NC1-269-80-5).</u> Documents created in planning, administering, conducting, assisting in, reporting on, and taking other actions in connection with information processing for developing, recommending, and assisting in the installation of information processing projects, systems, standards, procedures, and methods. Included are requests, coordinating actions, reports, standards, recommendations, and related records.	Cut off annually; destroy when 5 years old.

Appendix 11-C

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
11C96-11C99.	<u>Reserved.</u>	
11C100.	<u>IRM triennial review files (GRS 16/11).</u> Reports required by GSA (KG) concerning reviews of information resources management (IRM) practices. Included are associated correspondence, studies, directives, feeder reports, and monitoring surveys and reports.	Cut off annually; destroy when 7 years old.

This appendix describes records created in the establishment, coordination, and execution of procedures and techniques for managing reports. Reports management is concerned with maintaining GSA reporting requirements and reports required of GSA at the minimum level consistent with mission needs, periodically reviewing reporting requirements to determine the continuing need for the data being reported, and eliminating unnecessary reports and reported data. Reports management program records are created pursuant to the provisions of FPMR 101-11.2; FPMR 101-11.11, the GSA Administrative Manual, 1-29 thru 37 (OAD P 5410.1); GSA Inventory of Internal Reporting Requirements (OAD P 1872.8A); and the HB, GSA Reports Management Program (OOS P 1872.2).

This appendix applies to records accumulated by offices with agencywide responsibility for management and oversight of reports management programs, including regional counterparts. It does not apply to related records accumulated by individual offices in managing their reports. They are described in ch. 9B15a of this handbook.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
11D1.	<u>Reports management case files (GRS 16/6).</u> Case files maintained for each GSA report created or proposed, including public use reports. Included are clearance forms (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.	Withdraw and place in an inactive file on discontinuance of the report. Destroy 2 years after the report is discontinued.
11D2-11D3.	<u>Reserved.</u>	
11D4.	<u>Federal Information Locator System files (N1-269-86-2).</u> Documents used to identify duplicate reporting requirements. Included are reference materials, OMB guidelines, the FILS User's Handbook, billings, the GSA/DOD interagency agreement, FILS checklists, and related records.	Destroy when no longer needed.
11D5.	<u>Reports tracking and control records (GRS 23/8).</u> Logs, registers, and other records in hard copy or electronic form used to control or manage reports.	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	<p>a. Automated Reports Catalog System. This system includes data elements needed to control and manage all reports issued under the reports management system, such as reports control numbers, titles, expiration dates, directive numbers, originator, subject, form identification number, frequency, status, user, and costs.</p>	Delete data elements as they are superseded. Move cancelled reports to cancelled report file; delete after 2 years.
	<p>b. Logs, registers, and other records used to control or manage reports.</p>	Destroy when no longer needed.
11D6-11D7.	<u>Reserved.</u>	
11D8.	<p><u>Reports management general files</u> (- - -). Documents created in administering the Reports Management Program. Included are annual reviews, evaluations, inventories, and related records.</p>	Cut off annually; destroy when 6 years old.
11D9.	<p><u>Information collection budget files (GRS 16/12).</u> Reports required by the Office of Management and Budget under the Paperwork Reduction Act about the number of hours the public spends fulfilling GSA reporting requirements. Included are associated feeder</p>	Cut off annually; destroy when 7 years old.

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reports, report ex-
hibits, correspon-
dence, directives,
and statistical com-
pilations.

This appendix describes records created in establishing and implementing procedures, standards, and systems for the preparation, coordination, and format of correspondence. The correspondence management program establishes standards for the economic and efficient management of correspondence within GSA. This appendix applies to records accumulated by offices with agencywide responsibility for management and oversight of correspondence management programs, including regional counterparts. It does not apply to related records accumulated by individual offices in managing their correspondence. They are described in chapter 9 of this handbook.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
11E1.	<p><u>Correspondence management training files</u> (- - -). Documents relating to conduct of training sessions in correspondence preparation and format standards and related correspondence management subjects. Included are requests for, notifications of, and arrangement for training; number of people trained; and similar records.</p>	<p>Cut off annually; destroy when 1 year old.</p>
11E2-11E4.	<p><u>Reserved.</u></p>	
11E5.	<p><u>Correspondence management training materials</u> (- - -). Documents related to the preparation and use of training materials on format standards and other correspondence management subjects. Included are outlines, texts, handouts, training aids and related records.</p>	<p>Destroy when superseded or obsolete.</p>
11E6-11E9.	<p><u>Reserved.</u></p>	
11E10.	<p><u>Correspondence letterhead case files</u> (- - -). Case files created in authorizing and maintaining GSA letterheads. Included are justifications for authorizing and establishing new letterheads, a brief</p>	<p>Place in inactive file after request is denied or letterhead is discontinued. Hold 2 years and destroy.</p>

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record of reprints,
and related camera
copies.