

Red No P 15 Feb 80

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NC1-269-80-3	
DATE RECEIVED	
February 20, 1980	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
2-29-80	<i>James P. O'Neil</i> Date Acting Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)  
General Services Administration

2 MAJOR SUBDIVISION  
Administrative Services

3 MINOR SUBDIVISION  
Printing and Publications Division

4 NAME OF PERSON WITH WHOM TO CONFER  
Raymond Hershberger

5 TEL EXT  
566-0673

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 10 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

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

C DATE 2/13/80	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Michael G. Barbour</i> Michael G. Barbour	E TITLE Chief, Records Management Branch (HRAR)
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p><u>Printing and Publications Management and Operation Program Records</u></p> <p>Files descriptions and requested disposition authorizations are contained in the attached proposed chapter 17 to the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).</p>	<p>NN 168-89 NN173-42 NC1-137-77-2</p>	<p>23 items</p>

115-107  
*Copy to agency all FRC's 4*

CHAPTER 17. PRINTING AND PUBLICATIONS MANAGEMENT AND  
OPERATION PROGRAM RECORDS

1. General. This chapter provides documentation, maintenance, and disposition instructions for printing and publications program records. These instructions are contained in:

- a. Appendix 17-A. Printing Program Records
- b. Appendix 17-B. Publication Supply Program Records
- c. Appendix 17-C. Graphics Services Program Records

2. Reserved.

The files described in this appendix are accumulated in developing and recommending plans and procedures for the operation of printing and duplicating programs, establishing or disestablishing GSA printing plants and duplicating facilities, and coordinating all phases of printing and duplicating with the Congress of the United States, Joint Committee on Printing (JCP) and the Government Printing Office (GPO). These records are also accumulated in providing printing, duplicating, and distribution services for GSA and other Federal agencies. Printing and duplicating records are accumulated by Central Office and regional office elements responsible for printing and publications management and operations. In addition, they are accumulated by centralized field printing and duplicating plants.

17A1. Feasibility study schedules. Documents prepared to show buildings recommended and scheduled for study to determine the need for establishing field printing or duplicating plants. Included are records reflecting proposed dates for studies, correspondence relating to study scheduling and other agency participation, and related records.

Cut off at end of fiscal year, destroy when 1 year old.

17A2. General supply and services. Documents relating to the procurement of supplies and the lease, rental, and maintenance of equipment. Included are justifications and authorizations; duplicate copies of requisitions, purchase orders, and invoices; meter cards; rental, lease, or maintenance agreements; and related records.

Place in an inactive file upon delivery and acceptance of supplies; on completion of specific maintenance or repair work; or on termination of lease, rental, or maintenance agreement. Cut off inactive file at the end of fiscal year, destroy when 2 years old.

17A3 - 17A4. Reserved.

17A5. JCP authorizations. Documents relating to JCP authorizations for the establishment, transfer, and disestablishment of GSA printing plants and the purchase, transfer, and disposal of printing plant equipment. Included are requests for authorizations, JCP authorizations, listings of JCP authorizations, and related records.

Cut off annually following discontinuance of plant or disposal of equipment, destroy when 2 years old. Retain listings of JCP authorizations until discontinuance of function, then destroy.

17A6 - 17A9. Reserved.

17A10. Plant establishment. Documents accumulated in determining the need to establish, relocate, or disestablish a GSA field printing plant or duplicating facility, but not JCP authorizations that are described elsewhere in this appendix. Included are requests for establishment, feasibility studies, recommendations, justifications, final determinations, and other records.

a. Records relating to plants established: Place in inactive file following discontinuance. Cut off inactive file at the end of each fiscal year.

OAD P 1820.2 CHGE

- (1) Central Office: Hold 3 years and retire to FRC.  
Destroy when 8 years old.
  - (2) Regional offices: Hold 1 year and retire to FRC.  
Destroy when 3 years old.
- b. Records relating to plants not established: Cut off at the end of fiscal year following disapproval.
- (1) Central Office: Hold 3 years and retire to FRC.  
Destroy when 8 years old.
  - (2) Regional offices: Destroy when 3 years old.

17A11 - 17A14. Reserved.

17A15. Plant operation planning. Documents accumulated from studies and plans designed to improve plant layout, printing and duplicating services, procurement, equipment, costing, and administrative operations. Included are studies, project plans, recommendations, and related records.

Cut off at end of fiscal year following completion of project or study, destroy when 3 years old.

17A16 - 17A19. Reserved.

17A20. Plant inspections. Documents accumulated from inspecting GSA printing plants and duplicating facilities for the purpose of recommending or directing actions to increase efficiency and reduce cost of operations. Included are inspection reports, recommendations, and related records.

Cut off annually following completion of next comparable inspection, hold 1 year, and destroy.

17A21 - 17A24. Reserved.

17A25. Printing plant folders. Documents accumulated in offices responsible for printing plant and duplicating facility operations that relate to specific plants or facilities and cannot logically be filed with other files described elsewhere in this chapter. These records are usually arranged by printing plant or duplicating facility number.

Cut off at the end of fiscal year, destroy when 3 years old.

17A26 - 17A29. Reserved.

17A30. Requisitioning officer designations. GSA Form 19, Designation of Authorized Representatives, submitted by GSA offices or other Government agencies designating employees authorized to approve requisitions for printing services and reflecting the extent of the designee's authority.

Cut off annually following supersession or cancellation of designation, destroy when 6 months old.

17A31 - 17A34. Reserved.

17A35. Printing or duplicating plant jobs. Documents relating to each printing job produced at GSA printing or duplicating plants or produced for GSA by Government printing plants in the area. Included are requisitions, production and cost records, estimates, related processing data, similar records, and a sample of each printing job produced.

Cut off at end of fiscal year following completion of job, hold 1 year, and destroy.

17A36 - 17A39. Reserved.

17A40. Commercial procurement of printing. Documents accumulated by GSA printing and duplicating plants in procuring printing services from commercial sources through GPO, but not GPO waivers and documents directly related to waivers. Included are requisitions, estimates, and bids; production and cost records; copies of contracts and related documents; processing data; and a sample of each printing job procured.

Cut off at end of fiscal year following completion of job, hold 3 years, and destroy.

17A41. Procurement of operating supplies. Procurement of operating supplies such as paper, ink, chemicals, film, lithographic plates to meet urgent requirements within the limits of the delegation of authority. Included are purchase orders, records of telephone bids, purchase registers, invoices, delivery receipts, and related records.

Cut off at end of fiscal year, destroy 3 years after final payment.

17A42 - 17A44. Reserved.

17A45. GPO waivers. Documents accumulated in obtaining approval from GPO to procure printing services from commercial sources. Included are requests for waivers, GPO approvals, records relating to operations under waivers, requests for extensions, indexes to waivers granted, and related records.

- a. Indexes to waivers granted: Retain until discontinuance of the function, then destroy.
- b. Other records: Cut off at end of fiscal year following expiration of the waiver, hold 2 years, and destroy.

17A46 - 17A49. Reserved.

17A50. Local reproduction. Documents accumulated in performing photocopying services by GSA offices. They are accumulated at the facility other than GSA printing and duplicating plants. Included are requisitions, delivery receipts, performance data, and related records.

Cut off monthly, destroy when 1 year old.

17A51 - 17A54. Reserved.

17A55. Printing and duplicating reports. Documents reporting information on procurement, production, equipment, management, operations, and costs at printing and duplicating plants. Included are reports to the JCP on printing jobs produced and procured; plant inventories; equipment procured, stored, or disposed of; and customer agency dollar volume. Also included are narrative and summary reports other than those required by JCP and related records.

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

17A56 - 17A59. Reserved.

17A60. Accountable forms control. Documents showing receipt or issue of blank forms which are subject to special control by reason of monetary value, such as transportation requests and bills of lading. Included are lists, receipts, registers, and similar control records.

Cut off at end of fiscal year, destroy when 2 years old.

17A61 - 17A64. Reserved.

17A65. Reproduction equipment control. Documents maintained by accountable officers to identify items of printing plant or duplicating facility operating equipment on hand or on loan. Included are equipment control cards, listings, registers, and similar records.

Cut off at end of fiscal year following relief from accountability, hold 1 year, and destroy.

17A66. Presidential photograph records. Documents accumulated in the distribution (total number copies issued to each major recipient) of official photographs of the Presidents of the United States. Included are correspondence, distribution lists and changes thereto, and related records.

- a. Central Office: Cut off annually following the swearing in of the succeeding President, hold 1 year, and destroy.
- b. Regional offices: Cut off annually following the swearing in of the succeeding President, hold 2 years, and destroy.

17A67 - 17A69. Reserved.

17A70. Publication requests. Documents accumulated in filling requests for publications, including forms. Included are requisitions and transmittal forms, justification data, and related records.

Cut off at end of fiscal year, hold 1 year, and destroy, except that requests for one or two copies of publications will be returned with requested material.

The records described in this appendix are accumulated in developing procedures, standards, and guides for preparing, printing and duplicating, storing, packing, shipping, and distributing publications; the operation of a centralized printed materials depot; and the appraisal of technological advances in systems, processes, methods, and equipment related to printing, graphics, addressing, and distribution. Publication supply program records are accumulated by Central Office and regional office elements responsible for printing and publications management and operations.

The records described in this appendix are accumulated in providing graphic or visual art service and support for GSA activities. This service and support normally consist of designing, preparing, and producing or procuring graphic materials and visual aids for use in publications, briefings, presentations, and training programs. Graphic services program records are accumulated by those elements that are responsible for providing graphic services.

17C1. Graphics job controls. Documents created in controlling graphics projects. Included are registers, lists, cards, or similar job control records that show job identification number, employee or company doing the job, performance data, date of completion, and related data used in controlling the job.

Cut off at end of fiscal year, destroy when 2 years old.

17C2 - 17C4. Reserved.

17C5. Graphics jobs. Documents on the receipt, design, conduct, and completion of each graphics job produced in-house or procured from commercial sources. Included are requests for services, job orders, specifications, design layouts, sketches, processing data, lists reflecting names of commercial bidders and prices quoted, and related records.

Cut off at end of fiscal year following completion of the job, hold 2 years, and destroy.

17C6 - 17C9. Reserved.

17C10. Graphics reference records. Brochures, catalogs, charts, covers, displays, publications, transparencies, and similar documents maintained in graphics offices for reference purposes.

Destroy items when superseded or obsolete.