

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC 1-137-77-1	
DATE RECEIVED 22 FEB 1977	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>4-14-77</i> Date	<i>James P. O'Hull</i> 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
Federal Supply Service

3. MINOR SUBDIVISION
Office of Standards and Quality Control

4. NAME OF PERSON WITH WHOM TO CONFER
Joan E. Wright

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 15 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 <i>2-17-77</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Michael G. Barbour</i> Michael G. Barbour	E. TITLE Chief, Records Management Branch (BRAR)
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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>Standardization and Quality Control Program Files</u></p> <p>Files descriptions and requested disposition authorizations are contained in the attached proposed chapters to the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).</p> <p>Appendixes 60-A and 60-B. Propose changes to the schedules that were approved on July 21, 1970.</p>	<p>NN-171-6</p>	<p><i>73 items</i></p>

115-107
Sent to agency, NCW, NXIF, NNB, all FRC's
4/14/77

* GENERAL SERVICES ADMINISTRATION

OAD P.1820.2 CHGE

↑
*** (Date)

This appendix provides descriptions of, and maintenance and disposition instructions for, program files relating to the GSA standardization function. Involved in this function are the development of plans, policies, procedures, and interagency agreements for the Federal Specifications and Standards Programs; provision of technical advice and assistance to executive agencies on the development and use of specifications and standards; conduct of management surveys and studies dealing with the standardization program; development of training materials and conduct of training; development and maintenance of the civilian agency portion of the Federal Catalog System; and related functions. Standardization program files are created as a result of the responsibilities and functions outlined in the GSA Organization Manual (OFA P 5440.1) and pursuant to the provision of orders and handbooks in the 1000 subject classification series.

Appendix 60-A. Standardization Program Files

(Do NOT Type text below this line)

* Distribution Center PAGE 1 and 2 NUMBER in box **PAR

*Used on first page of order ONLY.

**CHAP if a handbook page.

**Insert DATE and ORDER NO. aligned at top on all odd pages other than page 1.

* GENERAL SERVICES ADMINISTRATION

OAD P 1820.2.CHGE

*** 60A1. Standardization project files. Documents relating to the development, coordination, approval, maintenance, revision, and cancellation of Federal and interim Federal specifications and standards. Included are project initiation or discontinuance documents; conference reports; draft standardization documents and comments; drawings, if applicable; notices, agenda, and minutes of meetings; study project reports; coordinating actions; specification comments sheets; standard pack and "Section 5" papers and related documents (maintained in the Packaging Branch); copies of the published standardization documents; and related records.

Place in inactive file when obsolete; i.e., when dropped from the Federal Catalog System or no longer referred to in another standardization document, or canceled, hold 5 years, and destroy.

NOTE: Clearly enter date when canceled or obsolete on the file folder tab prior to placing in the inactive file.

60A2 - 60A4. Reserved.

60A5. Standardization document files. This file consists of a copy of each Federal standardization document maintained for reference and historical purposes.

Place standardization document in inactive file when canceled or superseded, retain for 60 years, and destroy. Early retirement is authorized.

60A6 - 60A9. Reserved.

60A10. Standardization index files. These files consist of an alphabetical and numerical index to specifications and standards, cumulative supplements thereto, and related records.

Destroy when no longer needed.

60A11 - 60A14. Reserved.

60A15. Standardization committee files. Documents relating to participation in committees and boards concerned with broad Federal standardization policies, procedures, and related matters, but not papers relating to participation in groups or committees involving specific standardization projects referred to in par. 60A1.

*Amended by
D. H. Lewis, NCO
60A17. H*

a. Files of the Committee chairperson:
PERMANENT. Agenda, minutes, reports and related correspondence of committees and boards of which GSA is chairperson. Transfer to FARC when obsolete. Offer to NARS ~~Appendix 60-A~~ 15 years after termination of committee or board.

(Files are presently arranged alphabetically by name of Commission or Board. Average accumulation is about 6 inches/year)

*Used on first page of order ONLY.

***Insert DATE and ORDER NO. aligned at top on all odd pages other than page 1.

(Use reverse for 3 LEFT PAGE)

GSA FORM 1638 (REV.)

QAD P. 1820.2 CHGE

(Date)

~~Files of the committee chairman: Permanent.
Retire when no longer needed for reference.
Offer to NARS after 10 years.~~

h. Files of committee members: Destroy when superseded or obsolete.

60A16 - 60A19. Reserved.

60A20. Standardization plan files. Documents created in the development of standardization plans reflecting pertinent supply and engineering considerations, methods, and time schedules for accomplishing standardization. Included are standardization plans, supporting papers, and related records.

Cut off annually following supersession or expiration of the plan, hold 2 years, and destroy.

60A21 - 60A24. Reserved.

60A25. Standardization agreement files. Documents accumulated in entering into agreements involving standardization and supply support, exclusive of documents relating to agreements incorporated in GSA directives or concerned with specific projects or cases referred to elsewhere in this appendix.

a. Agreements national in scope and application: Cut off annually when superseded or canceled, hold 1 year, and retire. Destroy after 50 additional years.

b. Other agreements: Cut off annually when superseded or canceled, hold 1 year, and retire. Destroy after 6 additional years.

60A26 - 60A29. Reserved.

60A30. Standardization surveys and studies. Documents created in making special surveys or studies dealing with organizational structure, systems for programming and planning, operating practices and work processes, and other managerial methods and controls applicable to standardization. Included are survey and study reports with findings, recommendations, and related records.

Cut off annually following completion of action on the survey or study, hold 5 years, and destroy.

60A31 - 60A34. Reserved.

Appendix 60-A

(Date)

Page 4

60A35. Specification control registers. These files consist of a register (log) used for recording receipt, control, and disposition of requests for specification development.

Destroy 2 years after last entry on register page.

60A36 - 60A39. Reserved.

60A40. Specification review board files. Documents created in reviewing, analyzing, and approving or disapproving Federal specification projects. Included are minutes of meetings and related records.

Cut off annually, hold 2 years, and destroy.

60A41 - 60A44. Reserved.

60A45. Sample control files. Documents relating to the procurement, receipt, and disposition of samples used in the development of Federal specifications. Included are requisitioning documents, equipment control records, property transfer authorizations, and related records.

Cut off annually following transfer to stock, return to supplier, or other satisfactory accounting for sample; hold 2 years; and destroy.

60A46 - 60A49. Reserved.

60A50. Specification reference system files. Documents created in the computerized maintenance and management of specifications data, such as specification supersessions or cancellations; reference to and from primary, military, and industry standardization documents; references to laws and regulations; and related data. Included are input worksheets and cards, routine and special reports, listings, and related records.

- a. Input worksheets and cards: Destroy when their purpose has been served.
- b. Error listings: Destroy on correction of errors.
- c. Cumulative listings: Destroy on receipt of next listing.
- d. Special inquiries and other listings: Destroy when no longer needed for reference purposes.

60A51 - 60A54. Reserved.

OAD P. 1820.2, CHGE

(Date)

60A55. Standardization project reports. Documents created in the recording, controlling, and reporting on active and planned projects undertaken in the development and maintenance of Federal standardization documents. Included are worksheets, narrative data records, punched cards, project reports, and related records.

a. Project reports: Destroy on receipt of next report.

b. Other reports: Cut off annually, hold 2 years, and destroy ~~Q~~ except that punched cards involved may be destroyed when their purpose has been served.

60A56 - 60A59. Reserved.

60A60. Qualified Product List files. Documents relating to the preparation, review, issue, revision, and cancellation of Qualified Product Lists (QPL's) which certify that a particular product or item has been tested, examined, or otherwise qualified for compliance with the requirements of a particular specification. Included are notifications of intent to establish, reissue, or expand a QPL; correspondence with manufacturers; certifications as to authorized distributors; qualification test reports; notifications of test results; copies of the QPL's; and related records.

Place in an inactive file on cancellation or obsolescence of the QPL or the related specification, hold 5 years, and destroy. Earlier disposal is authorized.

NOTE: Clearly enter date of cancellation or obsolescence of the QPL on the file folder tab prior to placing in the inactive file.

60A61 - 60A64. Reserved.

60A65. QPL record set. This file consists of a copy of each QPL maintained for reference and historical purposes.

Place in inactive file on cancellation or obsolescence of the QPL or the related specification, hold 5 years, and destroy.

60A66 - 60A69. Reserved.

Appendix 60-A

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Page 6

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60A70. Cost comparison files. Documents used for gathering data to show cost comparisons before and after procurement under Federal specifications.

Cut off annually, hold 2 years, and destroy.

60A71 - 60A74. Reserved.

60A75. Standardization training files. Documents relating to the conduct of training sessions and seminars involving all phases of the standardization management function. Included are requests for, notifications of, and arrangements for, training; communications concerning individuals and groups trained; training and seminar reports; correspondence; and related records.

Cut off annually, hold 2 years, and destroy.

60A76 - 60A79. Reserved.

60A80. Standardization training materials. Documents relating to the preparation, clearance, and issuance of training materials pertaining to all facets of the standardization management function. Included are instructor's manuals, visual aids, instruction outlines, handouts, training aids, tests, and related records.

Destroy when superseded or obsolete.

60A81 - 60A84. Reserved.

60A85. Stock item purchase description cards. This file consists of stock item purchase description cards containing basic information on, and full description of, each stock item in the GSA Stock Catalog.

Destroy when revised, superseded, or canceled.

60A86 - 60A89. Reserved.

60A90. Purchase description case files. Documents created in the development, maintenance, and cancellation of purchase descriptions used in the procurement of Federal Supply Schedule program items. Included are requests for specification/purchase description action, copies of invitations for bid for Federal Supply Schedule items, deviation authorization records, new or revised purchase descriptions, and related records.

Place in inactive file on cancellation of the purchase description or removal of the item from the cataloging system. Cut off annually, hold 2 years, and destroy.

NOTE: Place pertinent papers in the applicable Federal standardization project file when the purchase description is replaced by a specification.

60A91 - 60A94. Reserved.

60A95. Item identification card files. Interim and approved item identification cards containing basic information on, and full description of, each item in the GSA section of the Federal Supply Catalog.

Destroy when revised, superseded, or canceled.

60A96 - 60A99. Reserved.

60A100. Shelf-life development files. Documents relating to the identification of shelf-life items to be included in the GSA Stock Catalog, to the review of recommendations for changes or deletions of existing shelf-life codes, and to effecting changes when indicated. Included are requests for cataloging action, quality control surveillance records, laboratory test results, shelf-life data card worksheets, and related records.

Cut off annually, hold 3 years, and destroy.
Earlier disposal is authorized.

60A101 - 60A104. Reserved.

60A105. Cataloging action files. Documents relating to the addition, revision, or deletion of numerical and descriptive identification data and user information on items reflected in the Federal Catalog System. Included are item identification and cataloging action requests and worksheets, reference drawings, illustrations, collaboration action records, transmittal forms, and related records.

Place in inactive file on completion of action on the particular transaction, cut off the inactive file annually, hold 2 years, and destroy.

60A106 - 60A109. Reserved.

60A110. Simplification study plans. Documents relating to the development of item simplification study plans. Included are recommendations for specific studies, consolidated simplification plans, and related records.

Cut off annually, hold 2 years, and destroy.

60A111 - 60A114. Reserved.

60A115. Item simplification studies. Documents relating to item simplification studies designed to eliminate unneeded items and develop standards for commodities in the supply system. Included are project initiation records, approval and disapproval documents, simplification summaries, studies and recommendations, coordination papers, reports, and related records.

Cut off annually following completion of the study, hold 2 years, and destroy.

60A116 - 60A119. Reserved.

60A120. Item simplification report files. Documents relating to the development and submission of reports pertaining to the item simplification program. Included are simplification program production and production analysis reports and related records.

Cut off annually, hold 2 years, and destroy.

60A121 - 60A124. Reserved.

60A125. Nonstandard items authorization files. Documents relating to the approval or disapproval of requests for authorization (waiver) to purchase nonstandard items. Included are justifications, recommendations, approvals or disapprovals, and related records.

Cut off annually, hold 1 year, and destroy.

60A126 - 60A129. Reserved.

60A130. New item application files. Documents created in reviewing and making recommendations regarding applications for inclusion of new commodity items in the Federal Supply System. Included are new item application summaries and related records.

Cut off annually, hold 2 years, and destroy.

* GENERAL SERVICES ADMINISTRATION

OAD P 1820.2 CHGE

** This appendix provides descriptions of, and maintenance and disposition instructions for, program files relating to the quality control function. Included in this function are development of plans, policies, and procedures needed for effective control of the quality of materials and services procured by FSS; development of training materials and conduct of training; accomplishment of routine and special inspections, laboratory tests, administration of Quality Approved Manufacture Program, monitoring contractor inspection systems, field contract administration, investigation of quality complaints, plant facility surveys, and surveillance activities at supply distribution facilities; and related quality control functions. Quality control program files are created as a result of the responsibilities and functions outlined in the GSA Organization Manual (OFA P 5440.1) and pursuant to provisions of orders and handbooks relative to these functions, primarily those in the 1000 subject classification series.

Appendix 60-B. Quality Control Program Files

* Order number: _____ Center PAGE 1 and 2 _____ in box _____ PAR _____

* Used on first page of order Order # _____

* CHAT is a handbook page.

* This form (GSA Form 1638-10) obtained at top on all odd pages, other than page 1.

(Use reverse for LEFT PAGE)

* GENERAL SERVICES ADMINISTRATION

OAD P. 1820.2 CHGE

*** 60B1. Quality control contract files. Documents created in controlling and ensuring the quality of materials procured under the Federal Supply Program and in the preaward evaluation and administration of contracts. Included are copies of contracts and Federal Supply Schedules, contract administration documents, purchase orders (filed separately when not associated with a contract) or printouts, documents reflecting acceptance and rejection (including laboratory test records), and related records.

a. Central Office: Destroy on completion of contract or when no longer required for reference purposes, whichever is sooner.

b. Regional Quality Control Division: Place in inactive file on termination of contract or on completion of the contract by delivery and acceptance of all material, property, or services. Cut off the inactive file semi-annually, hold 6 months, and retire. Destroy after 5 additional years.

c. Quality control representative/inspector: Destroy on termination of contract or on completion of contract by delivery and acceptance of all material, property, or services.

60B2 - 60B4. Reserved.

60B5. Contract administration reports. GSA Form 1679, Contract Administration, and related documents accumulated in the Central Office in monitoring quality control activities pertaining to contracts.

Cut off annually, hold 1 year, and destroy.

60B6 - 60B9. Reserved.

60B10. Vendor performance file. Documents created in the inspection of vendor plant facilities and maintenance of vendor performance data. Included are preaward plant facility surveys, surveillance reports, reports under the Quality Approved Manufacturer Program, copies of contract administration forms, inspection notices and records, and related records.

a. Files relating to GSA vendors: Cut off annually, hold 2 years, and retire. Destroy after 3 additional years.

b. Files relating to non-GSA vendors: Cut off annually, hold 1 year, and destroy.

60B11 - 60B14. Reserved.

(Do Not Appendix 60-B to this list)

* Distribution Center PAGE | 3 | NUMBER in box ** PAR

* Used on first page of order ONLY. ** CHAF in handbook page.

** Insert DATE and ORDER NO. aligned at top on all odd pages other than page 1.

(Use reverse for LEFT PAGE)

GSA FORM 1638 (REV. 7-77)

OAD P 1820.2 CHGE

(Date)

60B15. Quality approved manufacturer files. Documents created in qualifying suppliers under quality approved (Q.A.) manufacturer agreements, and in ensuring that suppliers maintain their qualification. Included are Q.A. evaluation records, Q.A. agreements, surveillance evaluations, cancellation and suspension letters, and related records.

- a. Regional Quality Control Division: Place in inactive file when agreement is superseded, obsolete, or terminated. Cut off annually, hold 2 years, and retire. Destroy after 4 additional years.
- b. Other offices: Destroy when superseded, obsolete, or terminated.

60B16 - 60B19. Reserved.

60B20. Quality complaint files. Documents created in investigating, reporting on, and settling or otherwise closing out complaints regarding the quality of materials. Included are investigation reports and related records.

- a. Central Office: Cut off annually, hold 1 year, and destroy.
- b. Regional Quality Control Divisions: ⁽¹⁾ Records relating to vendors in other regions and to stock items: Cut off annually, hold 1 year, and destroy ⁽²⁾ Records relating to vendors within the regional area of jurisdiction: Include in the applicable vendor performance file on settlement of the complaint or closeout of the file.
- c. Quality control representatives/inspectors: Destroy on settlement of the complaint or after 1 year, as applicable. Do not establish a file when division files are readily available.

60B21 - 60B24. Reserved.

60B25. Weekly itinerary files. These files consist of the quality control representative's weekly itinerary of scheduled visits to contractor's plants.

Cut off weekly and destroy when their purpose has been served.

60B26 - 60B29. Reserved.

Appendix 60-B

* GENERAL SERVICES ADMINISTRATION

OAD-P-1820.2 CHGE

*** 60B30. Standardization change recommendation files. Documents created as a result of recommendations for changes in specifications, drawings, standards, and other contractual documents. Included are recommendations for changes, review and investigation records, requests for specification or purchase description action, and related records.

* SUBJECT Cut off annually following completion of action on the recommended change, hold 1 year, and destroy.

60B31 - 60B34. Reserved.

60B35. Inspection interchange agreements. These files consist of documents relating to letters or other forms of written agreement between GSA and other Government agencies for the interchange of inspection services and testing facilities.

Cut off annually following expiration, cancellation, or supersession of the agreement; hold 2 years; and destroy.

60B36 - 60B39. Reserved.

60B40. Supply Distribution facility control inspection files. Documents created by quality control inspectors in conducting surveillance and similar inspections at supply distribution facilities. Included are laboratory test records, quality control surveillance records, and related records.

Cut off annually, hold 1 year, and destroy.

60B41 - 60B44. Reserved.

60B45. Quality control surveys and studies. Documents created in making special surveys and studies dealing with organizational structure, systems for programing and planning, operating practices and work processes, and other managerial methods and controls applicable to the quality control function. Included are survey and study reports with findings, recommendations, and supporting records; and related records.

Cut off annually following completion of the survey or study, hold 3 years, and destroy.

60B46 - 60B49. Reserved.

Appendix 60-B

(Do not sign past this line)

* Distribution _____ Center PAGE 5 NUMBER in box _____ PAR _____

* Used on first page of order ONLY.

* CHAP if a handbook page.

** Insert DATE and ORDER NO. aligned at top on all odd pages other than page 1.

(Use reverse for LEFT PAGE)

GSA FORM 1638 (REV. 7-)

OAD P 1820.2 CHGE

(Date)

60B50. Quality control training files. Documents relating to the conduct of training sessions and seminars involving all phases of the quality control management function. Included are requests for, notifications of, and arrangements for, training; communications concerning individuals and groups trained; training and seminar reports; correspondence, and related records.

Cut off annually, hold 2 years, and destroy.

60B51 - 60B54. Reserved.

60B55. Quality control training materials. Documents relating to the preparation, clearance, and issue of training materials pertaining to all facets of the quality control management function. Included are instructors' manuals, visual aids, instruction outlines, handouts, training aids, tests, and related records.

a. Office preparing Government-wide training material:
Destroy when no longer needed.

b. Other offices: Destroy when superseded or obsolete.

60B56 - 60B59. Reserved.

60B60. Quality control planning and scheduling reports. Documents created in reporting and analyzing quality control representative and inspector work schedules, man-hours, line items handled, and dollar value of work accomplished. Included are input worksheets, punched cards, periodic listings, and related records.

a. Weekly planning and scheduling reports: Cut off first of each month reports monthly, hold 3 months, and destroy. Destroy all other reports on receipt of succeeding report.

b. Work accomplishment reports: Destroy weekly report on receipt of monthly report; cut off monthly report monthly, hold 3 months, and destroy.

c. Weekly unmatched finals and cancellations reports: Destroy on receipt of monthly work accomplishment report.

d. Quarterly contract cost evaluation reports: Cut off annually, hold 1 year, and destroy.

Appendix 60-B

(GSA)

* GENERAL SERVICES ADMINISTRATION

OAD P 1820.2 CHGE.)

- *** (Date) [↑] e. ZIP codes and contract evaluation reports: Destroy on receipt of succeeding report. * (Order No.) * (Date)
- f. Punched cards, errors listings, and other records: Destroy when their purpose has been served.

* 60B61 - 60B64. Reserved.

60B65. Laboratory test record files. These files consist of laboratory test records and related documents.

Cut off annually, hold 3 years, and retire.
Destroy after 3 additional years.

60B66 - 69B69. Reserved.

60B70. Calibration record files. Records relating to the calibration of laboratory test and measurement equipment. Included are equipment calibration schedules, correspondence or other documents arranging for calibration, calibration certificates or test reports, individual calibration records, and related records.

- a. Calibration schedules: Destroy when revised, canceled, or obsolete.
- b. Individual calibration records: Destroy when related equipment is disposed of. (Must accompany equipment, if transferred.)
- c. Other records: Cut off annually, hold 2 years, and destroy.

60B71 - 60B74. Reserved.

60B75. Laboratory equipment acquisition files. Documents relating to authorization for, procurement of, and control of, laboratory equipment. Included are requests and justifications, approval or disapproval documents, copies of purchase orders, records of sums approved for equipment, GSA equipment control records, and related records.

- a. Acquisition records: Cut off annually, hold 2 years, and destroy.
- b. Control records: Withdraw and place in inactive file after all items shown on record are returned, brought forward to a new record, transferred, disposed of, or otherwise removed from inventory. Cut off inactive file annually, hold 3 years, and destroy.

(See Appendix 60-B for info)

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*** Insert DATE and ORDER NO. aligned at top on all odd pages other than page 1.

(Use reverse for LEFT PAGE)

GSA Form 1638 (Rev. 1-68)

QAD P 1820.2 CHGE

(Date)

60B76 - 60B79. Reserved.

60B80. Laboratory sample registers. These files consist of a register with appropriate entries for recording receipt and control of samples submitted to the laboratory for test.

Cut off completed register sheets annually, hold 3 years, and retire. Destroy after 3 additional years.

60B81 - 60B84. Reserved.

60B85. Laboratory equipment inventory files. These files consist of the annual physical inventory report of laboratory equipment and related records.

Cut off annually, hold 2 years, and destroy.

60B86 - 60B89. Reserved.

60B90. Supplier's Performance Record. These files consist of all GSA forms relating to a supplier's performance record.

Withdraw and destroy when the supplier is no longer considered a likely contractor.

60B91 - 60B94. Reserved.

60B95. Laboratory research and development files. Documents relating to research studies and projects for the development of simplified test methods, evaluation of new articles for Government use, establishment of quality requirements, and similar matters. Included are project initiation documents, studies with findings and recommendations, and related records.

a. Laboratory: Cut off annually following completion of the project, hold 3 years, and retire. Destroy after 3 additional years.

b. Other offices: Cut off annually, hold 2 years, and destroy.