

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See instructions on reverse)

Read vco 9duy70

LEAVE BLANK	
JOB NO	NC 1 137 78 S
DATE RECEIVED	AUG 11 1978
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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>12-11-79</i> Date Acting	<i>James E. O'Keefe</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

4. NAME OF PERSON WITH WHOM TO CONFER
 Ray 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 21 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 8-8-78	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>General Supply Control Program Files</u></p> <p>Files descriptions and requested disposition authorizations are contained in the attached proposed chapter 62 to the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).</p> <p>Copy of GAO letter 7/14/78 concurring with our proposed changes.</p> <p><i>Disposition statements amended to meet vco standards. Deline 10/26/79</i></p>	<p>NN-171-104</p> <p>NN-171-152</p>	<p><i>25 items</i></p>

11: copy to (HRAR agency) closed out 12-14-79

This appendix provides descriptions of and maintenance and disposition instructions for general supply control (SC) program files. The supply control function is concerned with policies and procedures for and direction and conduct of the purchase of stock items; registering, reviewing, screening, processing, adjusting, monitoring, and reporting on agency orders; and the computerized maintenance of inventory, cataloging, and location data. General SC program files consist of files that: (1) Relate to SC matters in general, (2) are not described in other appendixes to this chapter, or (3) document functions generically common to and performed by several SC elements. Files relating to SC policies, procedures, guides, and standards are an exception to the above and are not covered in this appendix. Generally, policies, procedures, guides, and standards, to be such, must be official and widely disseminated through published instructions. When retained by the originating office, all documents that provide the basis for, result in the preparation of, or otherwise directly or indirectly relate to a published instruction are normally identified and filed as supporting or background records. Such records, when retained by the originating office are covered in ch. 9, par. 9C2, Instructions, since they are accumulated by nearly all offices. General SC program files are created in accordance with responsibilities set forth in the GSA Organization Manual (OFA P 5440.1) and pursuant to the provisions of orders and handbooks in the 2900 subject classification series. |

62A1. Supply control general subjects. Documents which relate generally to SC functions and which are not described elsewhere in this chapter or in ch. 9.

a. Central Office: Cut off annually, ~~hold 3 years, and destroy.~~ DESTROY WHEN 3 YEARS OLD

b. Other offices: Cut off annually, ~~hold 2 years, and destroy.~~ DESTROY WHEN 2 YEARS OLD

62A2 - 62A4. Reserved.

62A5. Agency assistance files. Documents accumulated in examining, analyzing, and providing technical assistance to or maintaining liaison and coordination with other Federal agencies on SC matters.

Cut off in 2-year blocks, ~~hold 2 years, and retire. Destroy after 3 additional years.~~

Transfer to FRC when 2 years old. DESTROY when 5 years old.

62A6 - 62A9. Reserved.

62A10. SC agreement files. Documents created in the development, coordination, and negotiation of reimbursable, support, or other agreements regarding SC matters with other Federal agencies. Included are coordinating actions, copies of the agreements, and related records.

a. Files at Central Office documenting national agreements: Cut off annually following expiration or termination of the agreement, ~~hold 3 years, and destroy.~~ DESTROY WHEN 3 YEARS OLD

b. Files relating to other agreements in all offices: Cut off annually following expiration or termination of the agreement, ~~hold 2 years, and destroy.~~ DESTROY WHEN 2 YEARS OLD

Note.--Files related to agreements that are incorporated in directives should be withdrawn and included in par. 9C2, Instructions.

62A11 - 62A14. Reserved.

62A15. SC study files. Documents accumulated in conducting, participating in, coordinating, issuing reports of, and implementing recommendations of studies pertaining to any facet of supply control, but not studies that are an inherent part of other files specifically described elsewhere in this chapter. Included are coordinating actions, study reports, and related records.

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

DESTROY WHEN 3 YEARS OLD

Note.--Files for studies which provide the basis for or result in the preparation of a directive or other instruction should be withdrawn and forwarded for inclusion in the directive case file or filed in par. 9C2, Instructions, whichever is applicable.

62A16 - 62A19. Reserved.

62A20. SC ADP project files. Documents created in coordinating and assisting in projects or studies concerned with the application of automated data processing (ADP) to SC operations. Included are requests, studies, evaluations, comments, and related records.

Cut off annually following completion of action on the project, ~~hold 2 years, and destroy.~~

DESTROY WHEN 2 YEARS OLD

Note.--Files relating to ADP projects that result in the preparation of a directive should be withdrawn and included in the related par. 9C2, Instructions.

62A21 - 62A24. Reserved.

62A25. Staff visit files. Documents created as a result of staff visits or inspections made to evaluate SC programs and operations, but not staff visits made in connection with specific projects, problems, or actions.

a. Central Office: Withdraw and place in inactive file on completion of the next comparable visit or after 3 years, whichever occurs first. Cut off the inactive file annually, ~~hold 2 years, and retire. Destroy after 3 additional years.~~

Transfer to FRC when 2 years old. DESTROY when 5 years old.

b. Other offices: Destroy on completion of the next comparable visit or after 3 years, whichever occurs first.

62A26 - 62A29. Reserved.

62A30. Interregional visit files. Documents accumulated in proposing, approving, arranging, participating in, and when applicable, reporting on interregional visits by customer service representatives, particularly in those instances where an agency in one region regularly orders merchandise from a neighboring region. Included are visit requests, approvals, and arrangement documents; visit reports; and related records.

~~Cut off annually, hold 2 years, and destroy.~~

DESTROY WHEN 2 YEARS OLD

62A31 - 62A34. Reserved.

62A35. SC training materials. Documents created in preparing, coordinating, and issuing training materials on the processing and control of requisitions, inquiries, and adjustments, and other supply control matters. Included are coordinating actions; record copies of course outlines, texts, tests, and handouts; audiovisual and other training aids; and related records.

a. Organization at Central Office responsible for preparation and issue: Cut off when superseded or obsolete, ~~hold 2 years, and destroy.~~

DESTROY WHEN 2 YEARS OLD

b. Other offices: Coordinating actions and similar records: Cut off annually, ~~hold 2 years, and destroy.~~

DESTROY WHEN 2 YEARS OLD

c. Published materials: Destroy when superseded or obsolete.

62A36 - 62A39. Reserved.

62A40. SC training files. Documents relating to the provisions of, conduct of, and reporting on training on commodity management, inventory management, or other SC matters. Included are training requests, training notifications, reports on training, and related records.

~~Cut off annually, hold 2 years, and destroy.~~ DESTROY WHEN 2 YEARS OLD

62A41 - 62A44. Reserved.

62A45. Emergency supply rosters. Documents relating to rosters of supply personnel to be called when off duty or to be contacted in emergencies.

a. Rosters and notices: Destroy when superseded or obsolete.

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h. Other records: Cut off annually, ~~hold 1~~
~~year, and destroy~~

DESTROY WHEN 1 YEAR OLD

62A46 - 62A49. Reserved.

62A50. Order/shipment exercise files. Documents created in tests or exercises of supply requisition and distribution procedures to ensure prompt and accurate response to emergency needs of other agencies, particularly the Forest Service and the Agricultural Research Service of the U.S. Department of Agriculture. Included are exercise plans, notifications, telegrams, exercise reports and critiques, and related records.

Cut off annually following completion of exercise, including reporting of corrective action, ~~hold 2 years, and retire. Destroy~~
~~after 5 additional years.~~

Transfer to FRC when
2 years old. DESTROY
when 7 years old.

This appendix together with appendix 62-A provides descriptions of and maintenance and disposition instructions for program files documenting the inventory management function. The inventory management function is concerned with regulating the maintenance of common-use stocks in proper stocking patterns and on a ready-for-issue basis to ensure that supplies and equipment needed by Government agencies and other authorized entities are readily available. This function also involves the initiation of action to dispose of stocks not appropriate for issue. These files are created as a result of the responsibilities set forth in the GSA Organization Manual (OFA P 5440.1) and pursuant to the provisions of orders and handbooks in the 2900 subject classification series. |

62C1. Inventory management project files. Documents accumulated as a result of projects undertaken to develop and install improved methods for maintaining inventory levels, replenishing stock, or performing other inventory management operations. Included are project initiation documents, studies, coordinating actions, and related records.

a. Central Office: Place in an inactive file on completion of project. Cut off annually, ~~hold 2 years, and retire. Destroy after 7 additional years.~~ Transfer to FRC when 2 years old. DESTROY when 9 years old.

b. Other offices: Place in an inactive file on completion of project. Cut off the inactive file annually, ~~hold 2 years, and retire. Destroy after 3 additional years.~~ Transfer to FRC when 2 years old. DESTROY when 5 years old.

Note.--Files for projects that result in or provide the basis for a directive should be withdrawn and included in par. 11B25, the Directive case file, or par. 9C2, Instructions, as appropriate.

62C2 - 62C4. Reserved.

62C5. Contract requirement forecast files. Documents prepared from data contained on the National Asset File to develop, control, and provide procurement activities with inventory management system-wide contract requirements. Included are contract requirement forecasts, stockage reports, similar reports, and related records.

~~Cut off annually, hold 2 years, and retire. Destroy after 5 additional years.~~ Transfer to FRC when 2 years old. DESTROY when 7 years old.

62C6 - 62C9. Reserved.

62C10. Contract procurement summary files. Documents providing summarized contract information for use by procurement sources in preparing delivery orders for stock replenishment actions. Included are copies of contract summaries, copies of invitations for bid, and related records.

~~Cut off annually, hold 2 years, and retire. Destroy after 5 additional years.~~ Transfer to FRC when 2 years old. DESTROY when 7 years old.

62C11 - 62C14. Reserved.

OAD P 1820.2 CHGE

62C15. Purchase order case files. Case files accumulated in purchasing store stock items for supply distribution facility replenishment and for direct delivery to consumers. Included are stock replenishment analyses; orders for supplies or services; purchase orders; notices of shipment, inspection, and receipt; receiving reports; expedite request replies; allocation requests; item discrepancy reports; discrepancy in shipment reports; and related records.

Place in inactive file on completion by delivery and acceptance of all orders and services or on cancellation of order. Cut off the inactive file at the end of the fiscal year concerned, ~~hold 1 year, and retire. Destroy after 5 additional years.~~

Transfer to FRC when 1 years old. DESTROY when 6 years old.

62C16 - 62C19. Reserved.

62C20. Stock replenishment record card files. Documents used to provide a record for all replenishment actions for a store stock item. These files, arranged by stock number, are maintained by item managers.

Withdraw and place in an inactive file on removal of the item from the supply system. Cut off the inactive file annually, ~~hold 5 years, and destroy.~~

DESTROY WHEN 5 YEARS OLD

Note.--When a removed item is reintroduced into the supply system, withdraw its card from the inactive file and return to the active file.

62C21 - 62C24. Reserved.

62C25. Interwarehouse transfer files. Documents accumulated in directing, controlling, and following up on the interwarehouse transfer of store stock items. Included are stock replenishment analyses, shipping orders, receipt notifications, supply status notices, single line item release and receipt documents, and related records.

DESTROY WHEN 3 YEARS OLD

Cut off annually, ~~hold 3 years, and destroy.~~

62C26 - 62C29. Reserved.

62C30. Excess declaration files. Documents accumulated in identifying, providing instructions on, reporting, and coordinating the shipment of, individual store stock items which are excess or unsuitable for issue. Included are manifests, supply status notices, shipping orders, reports of excess, and related records.

Withdraw and place in inactive file on disposition of the item. Cut off annually, ~~hold 2 years, and retire. Destroy after 4 additional years.~~

Transfer to FRC when 2 years old. DESTROY when 6 years old.

62C31 - 62C34. Reserved.

62C35. Government bill of lading (GBL) files. Documents accumulated when a GBL is required with a purchase order for stock replenishment or direct delivery. A GBL is required when stock is purchased free on board (FOB), point of origin. Included in these files are GSA traffic data forms, copies of GBL's, and related records.

~~Cut off annually, hold 1 year, and retire. Destroy after 3 additional years.~~

Transfer to FRC when 1 years old. DESTROY when 4 years old.

62C36 - 62C39. Reserved.

62C40. Commodity reference files. Reference files containing copies of directives, correspondence, and related records pertaining to classes of items.

Destroy when superseded or obsolete.

62C41 - 62C44. Reserved.

62C45. Inventory management machine listings and microfiche. Descriptions of and maintenance and disposition instructions for these files are as follows:

a. Stock status register (monthly).

(1) Destroy listing if recorded on microfilm.

(2) Listings not microfilmed and microfilms:

~~Cut off annually, hold 3 years, and destroy.~~ DESTROY WHEN 3 YEARS OLD

b. Receiving report and leadtime analysis listing.

~~Cut off annually, hold 1 year, and destroy.~~ DESTROY WHEN 1 YEARS OLD

c. Stock adjustment listing.

~~Cut off annually following production of the yearly consolidated report, hold 2 years, and destroy.~~

DESTROY WHEN 2 YEARS OLD

- d. Long Supply Report (LSR). DESTROY WHEN 6 months YEARS OLD
Cut off after 6 months, ~~hold 6 months, and destroy~~
- e. Catalog conversion listing (monthly).
Cut off monthly, ~~hold 1 year, and destroy~~. DESTROY WHEN 1 YEAR OLD
- f. Profit-or-loss report listing.
Cut off annually, ~~hold 1 year, and destroy~~. DESTROY WHEN 1 YEAR OLD
- g. Demand analysis microfiche.
Cut off annually, ~~hold 3 years, and destroy~~. DESTROY WHEN 3 YEARS OLD
- h. National assets file.
Cut off annually, ~~hold 3 years, and destroy~~. DESTROY WHEN 3 YEARS OLD
- i. Other inventory management listings. Listings reflecting inventory level, cataloging, pricing, inventory simulation, back order summary, administrative hold, and other management data developed from various supply transactions.

Destroy when no longer needed.

62C46. Inventory management program files. Documents accumulated in the administration of inventory management programs which cannot be filed with specific files described elsewhere in this chapter or in ch. 9; e.g., credit returns, mobilization reserves, GSA reserves, shelf-life items, prepositioned inventories, and related matters. Included are correspondence, forms, vouchers, lists, inventories, reports, and related records.

Cut off annually, ~~hold 2 years, and retire~~. Transfer to FRC when 2 years old. DESTROY when 5 years old.
~~Destroy after 3 additional years.~~

62C47 - 62C49. Reserved.

62C50. Inventory adjustment files. Copies of documents accumulated in support of stock adjustments (increases and decreases). Included are copies of physical inventory requests and report forms, master file inquiries, stock adjustment increase and decrease forms, and related records.

Cut off annually, ~~hold 2 years, and destroy~~.
DESTROY WHEN 2 YEARS OLD

This appendix together with appendix 62-A provides descriptions of and maintenance and disposition instructions for program files related to the order processing and control function. The order processing and control function involves the development of policies and procedures for and the accomplishment of actions required in registering, reviewing, screening, monitoring, handling inquiries about, adjusting, reporting the status of, and otherwise processing regular and emergency orders for stocked and non-stocked items from agencies and authorized entities. These files are created as a result of responsibilities set forth in the GSA Organization Manual (OFA P 5440.1) and pursuant to the provisions of various orders and handbooks in the 2900 subject classification series.

Appendix 62-D. Order Processing and Control Program Files

62D1. FEDSTRIP activity address code files. Correspondence related to requests for assignment, deletion, or changes to FEDSTRIP activity address codes. Included are documents related to special agreements or arrangements with agencies concerning the handling of address data.

a. Correspondence related to specific codes:
Cut off at termination of code, ~~hold 2 years, and destroy.~~ DESTROY WHEN 2 YEARS OLD

b. Correspondence related to agency agreements:
Cut off at termination of agreement or arrangement, ~~hold 2 years, and destroy.~~ DESTROY WHEN 2 YEARS OLD

62D2. FEDSTRIP fund and distribution codes. Correspondence related to agency requests for fund or distribution codes or both, and correspondence from GSA related to the assignments of codes.

a. Correspondence related to requests for codes: Cut off at termination of code assignment, ~~hold 2 years, and destroy.~~ DESTROY WHEN 2 YEARS OLD

b. Code lists: ^{COFF} when superseded or obsolete, ~~hold for 2 years, and destroy.~~ DESTROY WHEN 2 YEARS OLD

62D3. Assignment of address codes to contractors. Letters of authorization from agencies to assign activity address codes to contractors under provisions of FPR 1-5.9, Use of GSA Supply Sources by Contractors Performing Cost-Reimbursement Type Contracts, and requests from contractors for assignment of codes.

Cut off when superseded or obsolete, ~~hold 2 years, and retire. Destroy after 5 additional years.~~ Transfer to FRC when 2 years old. DESTROY when 5 years old.

62D4. National customer address file directory. Microfiche file of all Department of Defense and FEDSTRIP activity address codes on the Federal Supply Service computer file.

Withdraw and place in inactive file.
Destroy when superseded or obsolete.

62D5. Withdrawn by CHGE.

62D6. Purged national customer address file directory. Microfiche file of records purged from the national customer address file.

Destroy when revised or superseded.

OAD P 1820.2 CHGE

62D7. Reserved.

62D8. Operational tables. Operating tables produced at the Central Requisition Router (CRR).

Cut off when superseded, ~~hold 1 year and destroy.~~

DESTROY WHEN 1 YEAR OLD

62D9. CRR reports. Computer reports produced by the CRR.

Cut off annually, ~~hold 1 year, and destroy.~~

DESTROY WHEN 1 YEAR OLD

62D10. Withdrawn by CHGE.

62D11 - 62D14. Reserved.

62D15. Order number controls. Cards or other register documents used to record and control the assignment of numbers to agency orders.

Destroy 3 years after card or register book is completed.

62D16 - 62D19. Reserved.

62D20. Withdrawn by CHGE.

62D21 - 62D24. Reserved.

62D25. Order case files. Documents reflecting receipt of, status of, supply action on, shipment of, cancellation of, and related action pertinent to each order or requisition. Included are single line item requisition documents, telegraphic messages, copies of code sheets, discrepancy reports, claim actions, inquiries to and printouts of the Requisition Status History File (RSHF), agency and vendor communications, manifests and bin summary documents, direct delivery orders, shipping orders, shipment confirmation data or notices of shipment, bills of lading (B/L), and related records.

Place in inactive file on completion of action on or cancellation of the order. Cut off the inactive file annually, ~~hold 1 year, and retire. Destroy after 2 additional years.~~

Transfer to FRC when 1 years old. DESTROY when 4 years old.

Note.--This file category should be subdivided as required; e.g., manifest and B/L files, purchase order files, or quality complaint files.

Appendix 62-D

62D26 - 62D29. Reserved.

62D30. Multiline item requisitions. Copies of multiline item requisitions, including telegraphic messages and other communications, which were converted to single line item orders and which were not included in the order file. Included are standard forms relating to requisitioning and issuing, military standard requisitioning system documents, order conversion notifications, or similar records.

Destroy 6 months after verification of conversion to single line item orders.

62D31 - 62D34. Reserved.

62D35. Requisition status change files. Documents not appropriate for inclusion in the order files which are prepared to update action records in the Requisition Status History File (RSHF). Included are GSA code sheet forms, GSA date change forms, and other related records.

Destroy after verification of the update action.

62D36 - 62D38. Reserved.

62D39. Stock and parcel post adjustment files. Copies of stock adjustment and parcel post adjustment increases and decreases and related records.

Cut off annually, ~~hold 2 years, and destroy~~ DESTROY WHEN 3 YEARS OLD

62D40. Identification files. These files are created in screening agency orders for proper item identification data. Descriptions of and disposition instructions for these files are as follows:

a. Commodity identification media files. Source data maintained for use in identifying commodities reflected in orders to be shipped by vendors direct to ordering agencies and orders for nonstock items. Included are Federal Supply Catalog item identification cards; GSA-integrated management lists; DOD, GSA, and commercial stock catalogs; and similar documents.

Destroy when superseded or obsolete.

b. Nonmaster item file order listings. Listings that show ordered items that do not match stock numbers contained in the computerized master item file.

Destroy ~~after~~ ^{when} 6 months *old.*

62D41 - 62D44. Reserved.

62D45. Back order validation files. Descriptions of and disposition instructions for these files are as follows:

a. Back order validation schedules. Schedules, including related records, for validation of back orders. Such schedules are normally established at the Central Office.

Destroy on expiration of the time period covered by the schedule.

b. Back order validation reports. Documents accumulated in reporting the results of back order validation actions. Included are reports and related records.

~~DESTROY WHEN 1 YEARS OLD~~

Cut off annually, ~~hold 1 year, and destroy.~~

62D46 - 62D49. Reserved.

62D50. Special project files. These files relate to orders requiring project-type control. Descriptions of and disposition instructions for these files are as follows:

a. Special project designations. Documents accumulated in receiving designations of military requisitions to be project controlled and in informing regional offices of the designations and terminations thereof.

~~DESTROY WHEN 3 YEARS OLD~~

Cut off annually, ~~hold 3 years, and destroy.~~

b. Project-controlled reports. Documents reporting data on all project-controlled military requisitions for which supply and shipment action has been delayed. Included are summary reports, other reports, and related records.

Destroy when no longer needed.

62D51 - 62D54. Reserved.

62D55. Order processing and control cards. These files consist primarily of hard copy data filed in order processing and control activities, exclusive of punched cards that are forwarded to data processing without filing, or punched cards described elsewhere in this appendix. Descriptions of and disposition instructions for these files are as follows:

a. Mark-for-data files. Documents created to enter marking, address, exception, shipping, and item identification supplemental data into the computer for processing. Included are mark-for-data coding sheets and related records.

Destroy on verification that data were entered.

b. Shipment card suspense files. Purchase or shipment data cards, including export shipment summary cards that are held in suspense until shipment is made. Cards are then used to update the computer file and are destroyed or sent to data processing when the data device is inoperative.

Cards listed on the exception edit listing:
Destroy on correction and reentry of corrected data.

62D56 - 62D59. Reserved.

62D60. Order processing and control listings. Listings that show order processing and control data and which are not described elsewhere in this appendix. Descriptions of and disposition instructions for these files are as follows:

a. Edit listings. Printouts produced as a result of computer edit or validity routines run to detect errors, exceptions, and incompatibilities, and to ensure correctness, completeness, and readability of each order, receipt, or transaction entered into the computer. They are also used for manual cancellations of exceptions.

Destroy on verification of corrective action.

b. High priority lists. Lists reflecting volume of high priority orders received and used to determine whether to run a high priority cycle.

Destroy when no longer needed.

c. Monitor listings. Lists reflecting requisitions on which processing action has not matched the time schedule prescribed by the computer program.

Destroy on receipt of the next listing.

d. RSHF and RHF purge listings. Documents created when completed or terminal actions are purged from the RSHF or RHF.

Microfilms of purge listings: Cut off annually, ~~hold 4 years, and destroy.~~

DESTROY WHEN 4 YEARS OLD

e. Stock availability listings. ADP-prepared listings showing quantity of stock available for issue, less stock in hold status and amounts required to satisfy replenishable future orders.

Destroy on receipt of the next comparable listings.

f. Stock status registers. Listings showing all transactions pertaining to a stock item that occurred during the processing cycle.

(1) Daily listings: Destroy on receipt of the monthly listing.

(2) Monthly listings (microfilm): Cut off annually, ~~hold 3 years, and destroy~~ DESTROY WHEN 3 YEARS OLD.

g. Registration listings. Listings of agency requisitions registered and cross-referenced to the related GSA purchase order number.

(1) Daily listings: Destroy on receipt of the weekly listing.

(2) Weekly listings: Destroy on receipt of the monthly listing.

(3) Monthly listings: Cut off annually, ~~hold 2 years, and destroy~~ DESTROY WHEN 2 YEARS OLD

h. Status listings. Management listings consisting of the Daily Activity Summary, the Daily Initial Buying or Distribution Requirements Divisions and Supply Distribution Division listings, and listings of cases in suspense. DESTROY WHEN 2 months YEARS OLD

~~Hold 2 months and destroy.~~

i. Direct delivery transaction listings. Daily and monthly listings used in conjunction with the last transactions for the month to provide an audit trail for direct delivery orders.

Cut off annually, ~~hold 2 years, and destroy~~ DESTROY WHEN 2 YEARS OLD

j. Analysis of Direct Delivery Orders in Process by Line Item and for AID listings. The Analysis of Direct Delivery Orders in Process by Line Item shows the processing status of each line item still in process at the end of the month for all activities. The Analysis of Direct Delivery Orders in Process for the Agency for International Development (AID) shows the status of items still in process and the terminal action for items processed within the last 31 days.

(1) Weekly listings for AID: Destroy on receipt of the monthly listing.

(2) Monthly listings: Cut off annually, ~~hold 1 year, and destroy.~~

DESTROY WHEN 1 YEARS OLD

k. Semiannual Nonmaster Item File Demand listing. Listings that show the number of calls and demand quantity for each item included within the file.

Destroy on receipt of the next listing.

62D61. Quarterly purge listings of direct delivery orders. ADP-prepared listings created when terminal action records for direct delivery orders are purged from the system.

DESTROY WHEN 2 YEARS OLD

Cut off annually, ~~hold 2 years, and destroy.~~

62D62 - 62D64. Reserved.

62D65. Cycle program instructions. All GSA forms used to instruct key-punch operators of inclusions, exclusions, and other modifications required in cycle programs.

Destroy ~~after~~ ^{when} 30 days ^{old.}

62D66 - 62D69. Reserved.

62D70. Transportation files. Documents accumulated in matching of astray or over freight to existing or future shortages.

a. Records relating to identifiable shipments: File in applicable order case files or cross reference to order case files. Cut off annually following completion of action on the case, ~~hold 1 year, and retire. Destroy after 2 additional years.~~

Transfer to FRC when 1 years old. DESTROY when 4 years old.

b. Other records: Cut off annually, ~~hold 3 years, and destroy.~~

DESTROY WHEN 3 YEARS OLD

This appendix together with appendix 62-A provides descriptions of and maintenance and disposition instructions for commodity data control program files. Commodity data control is concerned with reviewing, coordinating, preparing, interchanging, analyzing, and otherwise controlling commodity management data entered into, stored in, and extracted from the computerized Master Reference Management Data System. This function also is concerned with preparation and issue of GSA supply catalogs and schedules of blind-made products. Commodity data control program files are created as a result of the responsibilities set forth in the GSA Organization Manual (OFA P 5440.1).

62E1. Withdrawn by CHGE.

62E2 - 62E4. Reserved.

62E5. Item management coding card files. Cards reflecting mandatory data elements and criteria for the identification of items referred to GSA for supply support to the military service.

Withdraw from the active file on removal of the item from the supply system. Cut off the inactive file annually, ~~hold 5 years, and destroy.~~ **DESTROY WHEN 5 YEARS OLD**

Note.--When a removed item is reintroduced into the supply system, withdraw the related card from the inactive file and return to the active file.

62E6 - 62E9. Reserved.

62E10. Provisioning request files. Documents accumulated in receiving requests for provisioning support, determining whether or not to provide the support, and informing the requesting agency of the decision. Included are cards, printouts, and related records.

Withdraw and place in an inactive file on removal of the item from the supply system. Cut off the inactive file annually, ~~hold 2 years, and destroy.~~ **DESTROY WHEN 2 YEARS OLD**

62E11 - 62E14. Reserved.

62E15. Commercial technical manual publications. Documents reflecting acceptance, recommendations for corrections, or rejection of commercial provisioning technical documentation such as technical manuals, parts lists, and similar data.

Place in inactive file upon delivery of the last item ordered, cut off annually, ~~hold 2 years, and destroy.~~ **DESTROY WHEN 2 YEARS OLD**

62E16 - 62E19. Reserved.

OAD P 1820.2 CHGE

62E20. Provisioning case file. Case files established for each National Stock Number (NSN) item that requires provisioning for determination and identification of initial requirements, cataloging, and formalization of items to be procured through the provisioning process. Included are statements of provisioning policy for GSA contracts, invitations for bid, correspondence pertaining to provisioning, and related records.

Withdraw and place in inactive file on deletion of the NSN item from the supply system. Cut off the inactive file annually, ~~hold 2 years, and destroy.~~

DESTROY WHEN 2 YEARS OLD

62E21 - 62E24. Reserved.

62E25. Commercial technical manual register. Register used by data control to record identification symbols assigned to accepted commercial technical manuals.

Destroy when no longer needed.