

Red vcd 11/20/80/14

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

LEAVE BLANK	
JOB NO	NC1-137-80-2
DATE RECEIVED	July 14, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
July 17, 80 <i>Archie</i>	<i>Robert W. Kae</i> 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 8 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 7/9/80	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
1.	<p><u>General Supply Control Program Files</u></p> <p>Files descriptions and requested disposition authorization to cover paper records that may be converted to microform contained in the HB, GSA Records Maintenance and Disposition System, appendix 62-D, (OAD P 1820.2).</p> <p>This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.</p> <p>a. Paper records described under Appendix 62-D, OAD P 1820.2 (NC1-137-78-3).</p> <p>DESTROY when ascertained that reproduced copies or recordings have been made in accordance with GSA regulations and are adequate substitutes for the paper records.</p> <p>b. Microforms of records described under Appendix 62-D, OAD P 1820.2 (NC1-137-78-3).</p> <p>DESTROY in accordance with disposal standards authorized for paper records in NC1-137-78-3 (Appendix 62-D).</p>	<p>NN-171-104</p> <p>NN-171-152</p> <p>NC1-137-78-3</p>	

*Amended per
Telcon w.
Ray Hershberger
HRAR, 16/2/80
Ronald... no*

copy to agency

42 items

February 29, 1980

NCI-137-78-3
OAD P 1820.2 CHGE 36

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, destroy when 2 years old.
- b. Correspondence related to agency agreements: Cut off at termination of agreement, or arrangement, 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, destroy when 2 years old.
- b. Code lists: Cut off when superseded or obsolete, 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, 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.

Destroy when superseded or obsolete.

62D5. Withdrawn by GHGE.

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

Destroy when revised or superseded.

February 29, 1980

62D7. Reserved.

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

Cut off when superseded, destroy when 1 year old.

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

Cut off annually, 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 the 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, transfer to FRC when 1 year 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.

February 29, 1980

OAD P 1820.2 CHGE 36

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, 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 when 6 months old.

62D41 - 62D44. Reserved.

Appendix 62-D

February 29, 1980

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.

Cut off annually, destroy when 1 year old.

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.

Cut off annually, destroy when 3 years old.

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:

February 29, 1980

OAD P 1820.2 CHGE 36

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, destroy when 4 years old.

February 29, 1980

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, 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, 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 old.

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, 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

February 29, 1980

OAD P 1820.2 CHGE 36

(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, destroy when 1 year 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.

Cut off annually, destroy when 2 years old.

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 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, transfer to FRC when 1 year old. Destroy when 4 years old.
- b. Other records: Cut off annually, destroy when 3 years old.