

Revised 9/21/81

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

Supply Depot Program Records

4. NAME OF PERSON WITH WHOM TO CONFER

Ray Hershberger

5. TEL EXT

566-0673

LEAVE BLANK

JOB NO

NCL-137-81-3

DATE RECEIVED

April 9, 1981

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

5-11-81
Date

[Signature]
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 25 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

4/7/81

D. SIGNATURE OF AGENCY REPRESENTATIVE

William Hiebert

E. TITLE

~~Acting~~ Chief, Records Management Branch

7. ITEM NO

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

Supply Depot Program Files

Changes to file descriptions and disposition schedules are contained in the enclosed ch. 65 to the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

NN-171-152

69 items

Closed Out: 5-13-81: K.T.I.
Copy to Agency

This appendix provides descriptions of, and maintenance and disposition instructions for, records that pertain either to supply depot activities in general or to several of the functional areas covered in other appendixes to this chapter. |

65A1. Supply depot general files. Documents relating to supply facility matters in general and which cannot logically be included in other specific files described elsewhere in this chapter.

Cut off annually, destroy when 2 years old.

65A2 - 65A4. Reserved.

65A5. Supply depot files. Documents relating to the alteration, expansion, or discontinuance of the supply facility. Included are copies of plans, justifications, cost estimates, and related records.

Cut off annually following completion of the alteration or expansion, destroy when 2 years old. Destroy the entire file on discontinuance of the storage facility.

65A6 - 65A9. Reserved.

65A10. Individual building reports. Documents created in preparing, submitting, and reviewing reports on location, shipping facilities, space, construction, protective equipment, installed equipment, and other data pertinent to individual buildings of storage facilities.

Destroy when the next report is prepared.

65A11 - 65A14. Reserved.

65A15. Master storage planning files. Documents accumulated in preparing and submitting data for use in plans that project requirements for, and improvements in, storage space, systems, techniques, operating equipment, aids, and similar storage resources or matters. Included are layouts, operating plans, stock placement plans, changes to the aforementioned documents, and related records.

Cut off annually, destroy when 3 years old.

65A16 - 65A19. Reserved.

65A20. Projected planning analyses. Documents reflecting the facility's projected workload and the resources required for accomplishment. Included are planning analyses for domestic and export operations and related records.

Cut off annually, destroy when 2 years old.

65A21 - 65A24. Reserved.

65A25. Housekeeping inspection files. Documents accumulated in inspecting, and recommending and reporting correction of deficiencies in, housekeeping activities and conditions at storage facilities.

Cut off annually, destroy when 1 year old.

65A26 - 65A29. Reserved.

65A30. Storage space utilization reports. Documents accumulated in reporting data on the utilization of storage space to ensure economical utilization and to provide a basis for establishing or revising facility space utilization standards.

Cut off annually, destroy when 1 year old.

65A31 - 65A34. Reserved.

65A35. Order/shipment exercise files. Documents created in tests or exercise of supply requisition and distribution procedures to ensure prompt and accurate response to emergency needs of other agencies, particularly the Forest Service and the Agriculture Research Service of the U.S. Department of Agriculture. Included are exercise plans, notifications, telegrams, simulated requisitions, exercise reports and critiques, and related records.

Cut off annually, following completion of the exercise, destroy when 2 years old.

65A36 - 65A39. Reserved.

65A40. Supply operation reporting files. Documents created in reporting information on supply transactions, work-in-process, workload, and other supply operations. Included are inbound tonnage registers, similar registers, copies of the supply operations reports, and related records.

Cut off annually, destroy when 2 years old.

65A41 - 65A44. Reserved.

65A45. Visitor and vehicle control files. Documents created in controlling the entry of vehicles, visitors, and contract employees at storage facilities where this function is not performed by PBS force account employees. Included are registers of identification badges issued, vehicle registers, package registers, and related records.

- a. Register books: Destroy 2 years after book is filled.
- b. Other records: Cut off annually following turn-in of badge, departure of vehicle, or other completion action, destroy when 2 years old.

65A46 - 65A49. Reserved.

65A50. Storage layout files. Layout plats, plans, and charts, including related papers, prepared and used to ensure maximum utilization of space and to complement stock locator systems.

Destroy when superseded or obsolete.

This appendix provides descriptions of, and maintenance and disposition instructions for, records accumulated in scheduling and controlling the selection and shipment of ordered merchandise and in the maintenance of stock locator and shelf-life control files. These records are accumulated as a result of responsibilities set forth in the GSA Organization Manual (OHR P 5440.1) and pursuant to the provisions of orders and handbooks in the 2901 subject classification series.

65B1. Production and control general files. Documents relating to production and control matters in general and which cannot logically be included in other specific files described elsewhere in this chapter.

Cut off annually, destroy when 2 years old.

65B2 - 65B4. Reserved.

65B5. Production scheduling files. Retained copies of documents created in receiving, preparing, and distributing schedules for the selection and shipment of ordered merchandise. Included are bulk and bin production schedules and route summaries, locally prepared schedules and work objectives, and related records.

Destroy 1 week after shipment is released.

65B6 - 65B9. Reserved.

65B10. Individual production records. Documents used to record the production accomplished by individual employees and by contract employees.

Destroy annually after formal rating period, or when of no further use. *Transfer to FRC is not authorized.*

*accumulated in
RSP files, + CO
5/11/81*

65B11 - 65B14. Reserved.

65B15. Inventory files. Documents accumulated in conducting and reporting on inventories accomplished to reconcile property accounting records with property on hand. Included are inventory schedules and notifications, inventory listings, property writeoff documents, board of survey reports, and directly related records.

Cut off annually, hold 1 year, and retire to FRC. Destroy when 4 years old.

65B16 - 65B19. Reserved.

65B20. Requisition status purge listings. Requisition Status History File (RSHF) printout/purge lists showing replies to inquiries for the previous cycle.

Destroy when purpose has been served.

65B21 - 65B24. Reserved.

65B25. Stock locator files. Documents created in maintaining a record of the precise storage location of each bulk- and bin-stock item received by the storage facility. Included are notices of stock location, stock location cards, and related records.

a. Locator cards: Destroy when stock item is discontinued or when card is superseded.

- b. Notices: Forward to the statistical sampling activity when data is posted to the locator card.

65B26 - 65B29. Reserved.

65B30. Stock location and shelf-life audits. Reports and related papers pertaining to periodic audits made to ensure that locator files are in agreement with stock locations and that shelf-life controls are effective.

Destroy on correction of deficiency or after 30 days if no deficiencies are involved.

65B31 - 65B34. Reserved.

65B35. Shelf-life control files. GSA Form 3105, Shelf-Life Control, or similar documents used as a tickler file to let the quality control inspector know when the inspection is due.

Destroy when data is brought forward to a new card, when related stock is exhausted, or when stock is no longer classified as a shelf-life item.

65B36 - 65B39. Reserved.

65B40. Shelf-life transmittal listings. Listings reflecting, and used to account for, shelf-life inspection control cards forwarded for verification of stock location.

Destroy on return of, or other satisfactory accounting for, the control cards.

65B41 - 65B44. Reserved.

65B45. Shelf-life surveillance reports. Retained copies of shelf-life surveillance inspection reports forwarded to regional offices.

Cut off annually, destroy when 1 year old.

65B46 - 65B49. Reserved.

65B50. Shipping document registers. Registers used to record and control numbers assigned to shipping documents.

Destroy 4 years after register book or sheet is filled.

65B51 - 65B54. Reserved.

65B55. Traffic files. Documents, normally accumulated by the storage facility traffic specialist, relating to transportation matters not specifically described elsewhere in this chapter.

Cut off annually, destroy when 1 year old. ✓

65B56 - 65B59. Reserved.

65B60. Government bill of lading files. Memorandum copies of Government bills of lading (GBL), commercial bills of lading converted to GBL's, transportation control movement directives, and related records retained by the supply distribution facility.

Cut off annually, hold 1 year, and retire to FRC. Destroy when 3 years old. (use GRS 9/1d for international shipments) ✓

65B61 - 65B64. Reserved.

65B65. GBL summary listings. Machine listings showing routes, carriers, items, carrier pickup schedules, weights, and other information for each cycle of shipments by the storage facility.

Cut off in 6-month blocks, destroy when 1 year old. ✓

65B66 - 65B69. Reserved.

65B70. Seal record files. Documents used to record numbers and other pertinent data about seals affixed to outbound trucks and loaded or partially loaded trucks parked overnight.

Destroy 4 years after book or control sheet is filled. ✓

65B71 - 65B74. Reserved.

65D75. Receipt control files. Records established by locator clerks to house tabulating cards or other documents for receipts, merchandise returns, and interwarehouse transfers which are pending for processing to the computer file.

Cut off annually, destroy when 2 years old. ✓

*Amended by
R. D. Davis, NCO
Per Wilson W.
Roy Henderson
5/11/81*

*GRS 9/19
3/20*

This appendix provides descriptions of, and maintenance and disposition instructions for, records created in arranging for receiving incoming stock, checking and verifying its quantity and condition, and storing it. These records are created as a result of responsibilities set forth in the GSA Organization Manual (OHR P 5440.1) and pursuant to the provisions of orders and handbooks in the 2901 subject classification series.

65C1. Receiving and storage general files. Documents related to stock receiving and storing operations in general and which cannot logically be included in other specific files described elsewhere in this chapter.

Cut off annually, destroy when 2 years old.

65C2 - 65C4. Reserved.

65C5. Receiving case files. Case files used to control due-in actions and to document the receipt of merchandise by the supply facility. Included within these files are copies of purchase and transfer orders, receiving card sets, commercial and Government bills of lading, shipment notices, return sale authorizations, buy-back authorizations, vendor shipment notices, receiving and inspection reports, material return authorizations, printouts, and related records.

- a. Folders for due-in or pending shipments: Withdraw and file in the receiving case files on receipt and acceptance of the merchandise, except that receiving card sets will be forwarded for appropriate processing.
- b. Receiving case files for completed shipments: Cut off in 6-month blocks, hold 6 months and retire to FRC. Destroy when 4 years old.

65C6 - 65C9. Reserved.

65C10. Receiving registers. Registers used to record the receipt of all incoming stock.

Destroy 4 years after register book or sheet is filled.

65C11 - 65C14. Reserved.

65C15. Car record files. Documents used to record the time of arrival, unloading, and departure, and other information pertinent to each rail car handled. These records are used in verifying demurrage charges.

Cut off annually, hold 1 year, and retire to FRC. Destroy when 4 years old.

65C16 - 65C19. Reserved.

65C20. Stock labels and tags. Shelf-life item labels, do-not-issue labels, additional-stock-direction labels, and similar labels or tags.

Destroy on disposition of the related stock or on supersession or obsolescence of the label.

65C21 - 65C24. Reserved.

65C25. Notice of stock location. Machine prepared cards used to locate receipts and, thereafter, for statistical sampling accuracy of stock number, quantity, and warehouse location.

Cut off annually, destroy when 1 year old.

This appendix provides descriptions of, and maintenance and disposition instructions for, records created in bin and bulk issue, bin replenishment, packing (for domestic shipments only), staging, and outloading operations incident to processing agency orders for domestic and export shipment. These records are created as a result of responsibilities set forth in the GSA Organization Manual (OHR P 5440.1) and pursuant to the provisions of orders and handbooks in the 2901 subject classification series.

65D1. Selection and shipment general files. Documents relating to selection and shipment matters in general and which cannot logically be included in other specific files described elsewhere in this chapter.

Cut off annually, destroy when 2 years old.

65D2 - 65D4. Reserved.

65D5. Production schedule and route summary files. Papers used to schedule bulk and bin production. Included are production schedules, route summaries, and related records.

Destroy on receipt of computer verification of shipment confirmation.

65D6 - 65D9. Reserved.

65D10. Bin and bulk selection documents. Retained copies of documents used to provide stock selectors with information for the identification and selection of bin and bulk items. Included are shipping orders and similar papers used as selection documents. GSA Forms 1348-1, Single Line Item Release/Receipt Document, are not included.

Cut off in 6-month blocks, destroy when 1 year old.

65D11 - 65D14. Reserved.

65D15. Route folders. Folders used to hold stock selection or to pick schedules for routes and the various packing lists, labels, shipping notices, and other documents that accompany or are mailed for each shipment.

- a. Schedules: Destroy on shipment and reconciliation of each order reflected thereon.
- b. Other records: Include with the shipment or mail, as applicable.

65D16 - 65D24. Reserved.

65D25. Stock disposition files. Documents created in requesting disposition instructions on, transferring, and taking other action in connection with the transfer and disposal of excess, surplus, and damaged stock. Included are property transfer authorizations, excess reports, disposition instructions, and related records.

Cut off annually, hold 1 year, and retire to FRC. Destroy when 3 years old.

65D26 - 65D29. Reserved.

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65D30. Bin replenishment files. Documents accumulated in the selection and movement of stock (from the bulk area) for bin replenishment and maintenance of work performance statistics. Included are bin replenishment cards, replenishment control cards, replenishment listings, and related records.

Destroy on replenishment of the bin.

65D31 - 65D34. Reserved.

65D35. Bin Replenishment Quantity (BRQ) files. Documents accumulated in connection with the establishment and maintenance of the BRQ--the point or quantity level of issue at which action must be taken to replenish bin stock. Included are bin call and demand listings, the bin exception listing, and related papers used to permit comparison of the listing from consecutive quarterly periods.

Destroy when 1 year old.

This appendix provides descriptions of, and maintenance and disposition instructions for, records created in sequencing, controlling, accomplishing, and inspecting the packaging, packing, and marking of merchandise for export shipment. These records are created as a result of responsibilities set forth in the GSA Organization Manual (OHR P 5440.1) and pursuant to the provisions of orders and handbooks in the 2901 subject classification series.

65E1. Shipping operations packing general files. Documents related to export packing matters in general and which cannot logically be included in other specific files described elsewhere in this chapter.

Cut off annually, destroy when 2 years old.

65E2 - 65E4. Reserved.

65E5. Packing requirement files. Documents accumulated in developing, coordinating, and issuing standardized packing size and related requirements, exclusive of documents used to specify packing requirements for individual shipments. Included are drawings, specification-type documents, and related records.

Destroy when superseded, canceled, or obsolete.

65E6 - 65E9. Reserved.

65E10. Packing contract files. Documents accumulated in administering contracts with commercial firms to package and pack GSA-supplied material for export shipment, but not documents created in packing individual shipments under the terms of the contract. Included are copies of contracts and related records.

Cut off annually following completion of the contract by delivery and acceptance of all materials and services, or on contract termination; hold 1 year; and retire to FRC.

Destroy when 6 years old.

65E11 - 65E14. Reserved.

65E15. Shipping operations packing case files. Documents created in accomplishing or monitoring the receipt, storage, packing, packaging, and marking of individual shipments by GSA employees or commercial packing contractors. Included are copies of purchase orders, copies of work orders, inspection reports, shipment notices, and related records.

Cut off annually, hold 1 year, and retire to FRC.

Destroy when 3 years old.

65E16 - 65E19. Reserved.

65E20. Contract packing registers. Registers used to record and control individual orders placed with commercial packers.

Destroy 4 years after register book or sheet is filled.

65E21 - 65E24. Reserved.

OAD P 1820.2 CHGE

65E25. Export workload reports. Documents created in preparing and submitting export workload reports showing work due in and on hand at the export packing facility. Included are export workload, modification, summary, and similar reports and related records.

Cut off annually, destroy when 1 year old.

This appendix provides descriptions of, and maintenance and disposition instructions for, records created in the acquisition, operation, maintenance, and overhaul of materials handling equipment (MHE). These records are created as a result of responsibilities set forth in the GSA Organization Manual (OHR P 5440.1) and pursuant to the provisions of orders and handbooks in the 2901 subject classification series.

65F1. Operating equipment general files. Documents relating to the acquisition, operation, maintenance, repair, rebuilding, transfer, and disposal of MHE in general. Excluded are specific files described elsewhere in this chapter or files resulting in the preparation of an issuance or instruction on MHE. Included are depreciation documents, communications about operating equipment, and related records.

Cut off annually, destroy when 2 years old.

65F2 - 65F4. Reserved.

65F5. Operating equipment operator permit files. Documents accumulated in determining the proficiency of, and issuing and revoking permits issued to, operators of MHE. Included are checklists, registers of permits issued, and related records.

- a. Permits: Recall and destroy on revocation of permit, termination of employment, or transfer of operator to a position not requiring operation of MHE.
- b. Registers: Destroy register books or sheets when all permits reflected thereon have been turned in, revoked, or otherwise accounted for.
- c. Other records: Cut off annually, destroy when 2 years old.

65F6 - 65F9. Reserved.

65F10. Operating equipment safety promotions. Documents accumulated in holding operating equipment contests, rodeos, or other promotional programs concerned with the safe and proper operation of equipment.

Cut off annually, destroy when 2 years old.

6511 - 6514. Reserved.

65F15. Operating equipment maintenance agreement files. Documents accumulated in negotiating and administering reimbursable agreements with other agencies for the maintenance and repair of operating equipment. Included are agreements and related records.

Cut off annually following supersession, cancellation, or expiration of the agreement, destroy when 1 year old.

6516 - 65F19. Reserved.

65F20. Operating equipment service contract files. Case files accumulated in administering contracts for the commercial maintenance and repair of operating equipment.

Place in inactive file on completion of the contract by delivery and acceptance of all materials and service, or on termination of the contract. Cut off the inactive file annually, hold 1 year, and retire to FRC. Destroy when 6 years old.

65F21 - 65F24. Reserved.

65F25. Withdrawn by CHGE .

65F26 - 65F29. Reserved.

65F30. Repair parts stock files. Documents accumulated by MHE repair shops in requesting, controlling, and accounting for repair parts. Included are stock authorizations and revisions thereof, requisitions and purchase orders, retained copies of repair and work orders, property transfetransfer authorizations, inventory reports, and related records.

- a. Stock authorizations: Destroy when completely revised or canceled.
- b. Registers: Destroy 2 years after last entry in book or on sheet.
- c. Stock record cards or equivalentents: Destroy 2 years after card is filled and balances are brought forward to a new card or 2 years after discontinued stockage of the item.
- d. Other records: Cut off annually, destroy when 1 year old.

65F31 - 65F34. Reserved.

65F35. Operating equipment registration and inventory files. Documents, normally in card form, used for identification and inventory control of individual items of Government-owned and -rented operating equipment.

Withdraw and destroy on transfer or disposition of the operating equipment.

65F36 - 65F39. Reserved.

65F40. Operating equipment utilization and maintenance files. Documents accumulated to maintain a history of the acquisition, operation, maintenance, and repair of individual items of MHE, including batteries. Included are copies of acquisition documents, utilization and costs logs, utilization repair and costs summaries, status change reports, maintenance checklists, shop repair orders, purchase orders for commercial repair, completed service-due and out-of-service reminder forms, battery charge charts and checklists, overhaul requests and approvals, and related records.

Transfer the file with the equipment. Destroy on final disposal of the item, except that GSA Form 1408, Industrial Truck Maintenance Checklist, prepared for servicing after 100 hours of operation will be destroyed on completion of the GSA Form 1408 for 300 hours of operation. The GSA Form 1408 prepared for servicing after 300 hours of operation, in turn, will be destroyed on completion and receipt of the GSA Form 1408 prepared for servicing after 1200 hours of operation.

65F41 - 65F44. Reserved.

65F45. Operating equipment excess files. Documents accumulated in reporting the receipt, availability for transfer or disposal, transfer or final disposal, and other data about changes in the status of operating equipment not identified by serial numbers. They are also accumulated in reporting the transfer or final disposal of serial-numbered items of MHE for which the MHE item history file has been transferred with the equipment. Included are overhaul approval, disposition instructions, copies of property transfer authorizations, and related records.

Cut off annually, destroy when 2 years old.

65F46 - 65F49. Reserved.

65F50. Withdrawn by CHGE .

65F51 - 65F54. Reserved.

65F55. Operating equipment miscellaneous cost records. GSA Form 1403, MHE Miscellaneous Cost Record used to accumulate general cost data on operating equipment units which do not require reporting on an individual basis.

Cut off annually, destroy when 1 year old.

65F56 - 65F59. Reserved.

65F60. Withdrawn by CHGE .

This appendix provides descriptions of, and maintenance and disposition instructions for, records files created in the materials returns activity of worn or damaged stock or stock which is unsuitable for issue in its original form. (This appendix is not applicable to records accumulated by activities of the Federal Property Resources Service in rehabilitating excess personal property.) These records are created as a result of the responsibilities set forth in the GSA Organization Manual (OHR P 5440.1).

65G1. Materials returns activity general files. Documents related to conversion and rehabilitation matters in general and which cannot logically be included in other specific files described elsewhere in this chapter. †

Cut off annually, destroy when 2 years old.

65G2 - 65G4. Reserved.

65G5. Materials returns case files. Documents related to the conversion or rehabilitation of individual stock items by Government or contractor employees, including the design, fabrication, and construction of suitable containers. Included are proposals, approvals, work orders, drawings, status reports, and related records. †

Cut off annually following completion of the contract, hold 1 year, and retire to FRC. Destroy when 3 years old. †

65G6 - 65G9. Reserved.

65G10. Materials returns contract files. Copies of contracts, including related papers, for the conversion or rehabilitation of stock. †

Cut off annually following completion of the contract by delivery and acceptance of all material or service, or on termination of the contract; hold 1 year; and retire to FRC. Destroy when 6 years old. †

65G11 - 65G14. Reserved.

65G15. Materials returns registers. Registers used to record and control conversion and rehabilitation of stock items, particularly items referred to contractors. †

Destroy 3 years after register book or sheet is filled.