

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Equal Employment Opportunity Commission

2. MAJOR SUBDIVISION
Office of the Chief Financial Officer and Director of Administrative Services

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Delphine Best

5. TELEPHONE
(202) 663-4223

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-403-05-10

DATE RECEIVED
3/10/05

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE ARCHIVIST OF THE UNITED STATES
WITHDRAWN

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 20 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE: 11/8/2004
SIGNATURE OF AGENCY REPRESENTATIVE: *Jane [unclear]*
TITLE: Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>General Correspondence File</p> <p>OCFO/AS establishes and maintains a General Correspondence File for OCFO/AS. The file contains all the original incoming communications and Initialed record copies of outgoing and interoffice correspondence arising from the functions for which the OCFO/AS exists, rather than its internal administration or housekeeping activities. OCFO/AS arranges the correspondence in the file chronologically and alphabetically by issue/subject.</p> <p>OCFO/AS establishes and maintains the incoming and outgoing correspondence and material related thereto in the General Correspondence File for one (1) year. After that, OCFO/AS should destroy all unofficial files/copies when no longer needed for reference, and the Office's official General Correspondence File may be:</p> <ul style="list-style-type: none"> - Stored in a separate letter-size two through five-drawer metal vertical or lateral filing cabinet with a lock in the Office of the Chief Financial Officer and Director of Administrative Services specifically for its closed General Correspondence File material; or - Moved to a NARA compliant commercial or other federal agency record storage facility arranged by the Office of the Chief Financial Officer and Director of Administrative Services; or - Transferred to the Federal Records Center with the prior approval of the Office of the Chief Financial Officer and Director of Administrative Services. <p>When the official General Correspondence File material are three (3) years old, OCFO/AS either destroys or arranges for the destruction of these records then.</p>		

EA 11/20/05

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2	<p>Budget Policy File</p> <p>OCFO/AS establishes and maintains the Budget Policy File of the Commission. The file contains the record copy of correspondence or documents documenting the Commission's policy and procedures concerning budget administration, and reflecting policy decisions affecting expenditures for Commission programs.</p> <p>OCFO/AS retains the Commission's official record copy of all of the material contained in the Budget Policy File for one (1) year from the end of the fiscal year to which the records relate. After that, OCFO/AS may:</p> <ul style="list-style-type: none"> - Store the record keeping copies in a separate letter-size two through five-drawer metal vertical or lateral filing cabinet with a lock; or - Move the record keeping copies to a NARA compliant commercial or other federal agency record storage facility arranged by the Office of the Chief Financial Officer and Director of Administrative Services; or - Transfer the record keeping copies to the Federal Records Center with the prior approval of the Office of the Chief Financial Officer and Director of Administrative Services. <p>When the official copies of record of the budget policy records are five (5) years old from the end of the fiscal year to which they relate, OCFO/AS automatically transfers to the Federal Records Center. When they are subsequently ten (10) years from the end of the fiscal year to which they relate, the Federal Records Center automatically destroys the records. OCFO/AS destroys all other copies when no longer needed for reference.</p>	NC1-403-79-IRCS, Item 3, A	
3	<p>Budget Background File</p> <p>OCFO/AS establishes and maintains the Budget Background File of the Commission. The file consists of folders containing the official record copy of copies of budget estimates and justifications prepared or consolidated at the headquarters, including appropriation language sheets, narrative statements, and related schedules and data.</p> <p>OCFO/AS retains the Commission's official record copy of its budget estimates and justification records in the Budget Background File for one (1) year from the end of the fiscal year to which the records relate. After that, OCFO/AS automatically destroys the background records or when no longer needed for reference, whichever is later.</p>	GRS 5, Item no. 2	
4	<p>Budget Correspondence File</p> <p>OCFO/AS establishes and maintains the Budget Correspondence File of the Commission. The file contains the record copy of the incoming and outgoing correspondence concerning the routine administration, internal procedures, and other matters arising from budget administration and operation activities of OCFO/AS, excluding Commission budget policy and procedures records covered in the Budget Policy File.</p> <p>OCFO/AS automatically destroys the record copy and all other copies of the material in the file when they are two (2) years old or when no longer needed for reference, whichever is later.</p>	GRS 5, Item no. 1	
5	<p>Budget Reports File</p> <p>OCFO/AS establishes and maintains the Budget Reports File of the Commission. The file contains the record copy of all the periodic reports by the Commission concerning the status of its appropriation accounts and apportionment.</p> <p>When the record copy of an annual end of fiscal year budget report of the Commission is five (5) years old, OCFO/AS automatically destroys the record and all other copies of the report that are no longer needed for reference on site.</p>	GRS 5, Item no. 1	

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6	<p>Budget Apportionment File</p> <p>OCFO/AS establishes and maintains the Budget Apportionment File of the Commission. The Budget Apportionment File contains the record copy of the apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation for the Commission.</p> <p>When the record copies of the schedules are two (2) years old after the close of the fiscal year to which they relate, OCFO/AS automatically destroys the record copy and all other copies of the schedules or when no longer needed for reference, whichever is later.</p>	GRS 5, Item no. 4	
7	<p>Accounting Administrative File</p> <p>OCFO/AS establishes and maintains the Commission's Accounting Administrative File. This file contains the record copy of all correspondence, reports, and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations of the Commission.</p> <p>When the record copies of the material contained in the file used for workload and personnel management purposes are two (2) years old, OCFO/AS automatically destroys them. OCFO/AS automatically destroys all other material in the file used for other than workload and personnel management purposes when three (3) years old.</p>	GRS 6, Item no. 5	
8	<p>Accountable Officers' File</p> <p>OCFO/AS establishes and maintains the Accountable Officers' File of the Commission. The Accountable Officers' File contains the record copy of statements of transactions; statements of accountability; collection schedules; collection vouchers; disbursement schedules; disbursement vouchers; and other schedules and vouchers or documents used as schedules or vouchers, exclusive of commercial passenger and freight records and payroll records. This file also contains records held for on site audits by GAO. The GAO site audit records include, but are not limited to Standard and Optional Forms and equivalent Commission forms that document financial transactions of the Commission.</p> <p>OCFO/AS automatically destroys the record copies when they are six (6) years and three (3) months old after the period covered by the account to which the records relate. All other copies are automatically destroyed when one (1) year old. [There are several types of accountable officers such as: (1) the collecting officer, who receives monies owed to the Federal Government and ensures that it is credited to the proper account; (2) the disbursing officer who is responsible for accomplishing the actual payment of public monies to proper Federal creditors; and (3) the certifying officer, whose signature on a summary attests to the authenticity of payability of vouchers.]</p>	GRS 6, Item no. 1	
9	<p>GAO Exception File</p> <p>OCFO/AS establishes and maintains the GAO Exception File of the Commission. The file contains GAO notices of exception, such as a SF 1100, formal or informal, and related correspondence.</p> <p>One (1) year after the date GAO has reported the exception as cleared, OCFO/AS automatically destroys the cleared exception and material related thereto on site.</p>	GRS 6, Item no. 2	
10	<p>Certificates Settlement File</p> <p>The Certificates Settlement File of the Commission is maintained by OCFO/AS. The file contains the record copies of certificates and settlement of account settlements, supplemental settlements, and final balance settlements.</p> <p>OCFO/AS automatically destroys certificates covering closed account settlements, supplemental settlements, and final balance settlements when they are two (2) years old after the date of settlement. Certificates covering period settlements are destroyed when subsequent certificate of settlement is received.</p>	GRS 6, Item no. 3	

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11	<p>General Fund File</p> <p>OCFO/AS establishes and maintains the Commission's General Fund File. The General Fund File contains the record copies of all Commission records relating to the availability, collection, custody, and deposit of funds including appropriation warrants and certificates of deposit other than those records maintained in the Commission's Accountable Officers' File.</p> <p>OCFO/AS automatically destroys the three (3) year-old records.</p>	GRS 6, Item no. 5	
12	<p>Federal Personnel Surety Bond File</p> <p>The Commission's Federal Personnel Surety Bond File is maintained by OCFO/AS. The file contains the record copies of purchased bonds and attached powers of attorney pertaining to Commission employees.</p> <p>OCFO/AS automatically destroys record copies of bonds purchased when they are fifteen (15) years old after the end of the bond premium period.</p>	GRS 6, Item no. 6	
13	<p>Gasoline Sales Tickets File</p> <p>OCFO/AS establishes and maintains the Gasoline Sales Tickets File of the Commission. The file contains hard copies of sales tickets filed in support of paid vouchers for credit card purchases of gasoline.</p> <p>When the tickets in the file are three (3) years old, OCFO/AS automatically destroys them. If the GAO audits the tickets before they are three (3) years old, OCFO/AS automatically destroys them then.</p>	GRS 6, Item no. 7	
14	<p>Telephone Toll Tickets File</p> <p>OCFO/AS establishes and maintains the Telephone Toll Tickets File of the Commission. The file contains the original and copies of toll tickets filed in support of the Commission's telephone toll call payments.</p> <p>When the tickets in the file are three (3) years old, OCFO/AS automatically destroys them. If the GAO audits the tickets before they are three (3) years old, OCFO/AS automatically destroys them then.</p>	GRS 6, Item no. 8	
15	<p>Telegrams</p> <p>The Telegrams File of the Commission is maintained by OCFO/AS. The file contains the originals and copies of telegrams filed in support of telegraph bills.</p> <p>When the telegrams in the file are three (3) years old, OCFO/AS automatically destroys them. If the GAO audits the telegrams before they are three (3) years old, OCFO/AS automatically destroys them then.</p>	GRS 6, Item no. 9	
16	<p>Administrative Claims File</p> <p>OCFO/AS establishes and maintains the Administrative Claims Files of the Commission. The file contains the record copy of:</p> <ul style="list-style-type: none"> - Claims against the United States arising out of the activities of the Commission for moneys administratively disallowed in full or allowed in full or in part, and final payment of the amount awarded; and - Claims by the United States arising out of the activities of the Commission subject to the Federal Claims Collection Standards and 28 U.S.C. § 2415 or 31 U.S.C. § 3716(c)(1). <p>When they are six (6) years, three (3) months old from the date the claim accrued, OCFO/AS automatically destroys the record copy and all other copies for:</p> <ul style="list-style-type: none"> - Claims against the United States arising out of the activities of the Commission; - Claims by the United States arising out of the activities of the Commission that are administratively determined are not owed after collection action was initiated; and 	GRS 6, Item no. 10	

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	<p>claims by the United States arising out of the activities of the Commission that were paid in full or by compromise agreement.</p> <p>The claims files for claims by the United States arising out of the activities of the Commission for which collection action has been administratively terminated and for which the Government's right to collect has not been extended are automatically destroyed by OCFO/AS when they are ten (10) years, three (3) months old from the date accrued for such claims where the Government's right to collect has been extended, OCFO/AS destroys the records related to three (3) months after the end of the extended period instead. OCFO/AS destroys with the approval of the Office of Legal Counsel or the Department of Justice, as appropriate, those claims files that court orders have affected or are subject to litigation proceedings when they are six (6) years, three (3) months old or when the court order is lifted or litigation is concluded, whichever is later.</p>		
17	<p>Waiver of Claims File</p> <p>OCFO/AS establishes and maintains the Waiver of Claims File of the Commission. The file contains the record copy of the records relating to the waiver of claims of the United States against an employee arising out of an erroneous payment of pay; allowances; travel expenses; or relocation expenses; to or for the employee, including bills of collection, requests for a waiver of claim, investigative reports, decisions by the Commission and outside authority approving or denying the waiver, and related records.</p> <p>OCFO/AS automatically destroys waiver claims files for which waivers are approved when they are six (6) years, three (3) months old after the close of the fiscal year in which the waiver was approved. Waiver claims files for denied waivers are destroyed by OCFO/AS with the related claims file in the Administrative Claims Files.</p>	GRS 6, Item no. 11	
18	<p>Expenditures Accounting General Correspondence and Subject Files</p> <p>OCFO/AS establishes and maintains the Expenditures Accounting General Correspondence and Subject Files of the Commission. The file contains the official copy of record of the correspondence or subject files maintained by OCFO/AS to document the operation and administration of the Commission's expenditure accounting system.</p> <p>OCFO/AS automatically destroys the incoming and outgoing correspondence or subject files in the Expenditures Accounting General Correspondence and Subject Files when they are two (2) years old.</p>	GRS 7, Item no. 1	
19	<p>General Accounting Ledgers</p> <p>The General Accounting Ledger file of the Commission is maintained by OCFO/AS. The General Accounting Ledger file contains the official copy of record of the Commission's general accountings ledgers, showing debit and credit entries, and reflecting expenditures of the Commission in summary.</p> <p>When a general ledger is six (6) years and three (3) months old after the close of the fiscal year involved, OCFO/AS automatically destroys the general ledger. All other copies may be destroyed when one (1) year old.</p>	GRS 7, Item no. 2	
20	<p>Appropriation Allotment File</p> <p>OCFO/AS establishes and maintains the Appropriation Allotment File of the Commission. The Appropriation Allotment File contain the Commission's official copy of record of its allotment records showing the status of the Commission's obligations and allotments under each authorized appropriation.</p> <p>When allotment records are six (6) years and three (3) months old after the close of the fiscal year to which the allotment records relate, OCFO/AS automatically destroys the records.</p>	GRS 7, Item no. 3	

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21	<p>Expenditure Accounting Posting and Control File</p> <p>The Expenditure Accounting Posting and Control File of the Commission is maintained by OCFO/AS. The file contains the official copy of record of records used as posting and control media, subsidiary to the general and allotment ledgers, that are not maintained in other Commission expenditure accounting records files described in this Order.</p> <p>When the original records are three (3) years old from the date of the account to which the records relate are closed, OCFO/AS automatically destroys the records. OCFO/AS destroys all other copies of the records when they are two (2) years old.</p>	GRS 7, Item no. 4	
22	<p>Cost General Correspondence File</p> <p>OCFO/AS establishes and maintains the Cost General Correspondence File of the Commission. The file contains the original incoming and record copy of outgoing communications arising from the cost accounting operations of OCFO/AS.</p> <p>The communications and material thereto in this file are retained by OCFO/AS for three (3) years. After that, OCFO/AS automatically destroys the communications and materials related thereto.</p>	GRS 8, Item no. 1	
23	<p>Cost Accounting Reports</p> <p>OCFO/AS establishes and maintains the Cost Accounting Reports file of the Commission. The file contains the official copy of record of the Commission's cost accounting reports and related work papers.</p> <p>When a report is three (3) years old, OCFO/AS automatically destroys the report and related work papers onsite. All other copies received by other offices in the headquarters and field may be destroyed when three (3) years old.</p>	GRS 8, Item no. 6	
24	<p>Cost Report Data Files</p> <p>OCFO/AS establishes and maintains the Cost Report Data Files of the Commission. The file contains ledgers, forms, and electronic records to accumulate the data for OCFO/AS use in cost reports of the Commission.</p> <p>The ledgers and forms are retained for three (3) years and then automatically destroyed by OCFO/AS. The automated records containing detail and summary cost information are retained for six (6) months, and tabulations for one (1) year. After that, the electronic records containing this information are automatically destroyed by OCFO/AS.</p>	GRS, 8 Item no. 7	
25	<p>General Procurement Correspondence Files</p> <p>Except material that becomes part of other files described in this Order, OCFO/AS establishes and maintains the General Procurement Correspondence Files for the Commission. The file contains the original incoming and record copies of outgoing and interoffice correspondence arising from the administrative and operation of OCFO/AS related to procurement.</p> <p>OCFO/AS retains the incoming and outgoing correspondence and material related thereto in the General Procurement Correspondence File for one (1) year. After that, OCFO/AS automatically destroys the one (1) year old records in the file.</p>		
26	<p>Cancelled Solicitation Files</p> <p>OCFO/AS establishes and maintains the Cancelled Solicitation Files of the Commission. The files consist of a file for each solicitation the Commission cancels prior to award of contract. Each file contains the pre-solicitation documentation on the requirement, any offers that were opened prior to the cancellation, documentation on any Government action up to the time of cancellation.</p> <p>OCFO/AS retains each cancelled solicitation file in the Cancelled Solicitation Files for five (5) years after the date that the solicitation was cancelled. After that, OCFO/AS automatically destroys the file or retains it for longer if the file has future value to the Government.</p>	GRS 3, item no. 5 (c)	

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27	<p>Solicited and Unsolicited Bids and Proposals Files</p> <p>OCFO/AS establishes and maintains the Solicited and Unsolicited Bids and Proposals Files of the Commission. The files consists of a separate file for each solicited and unsolicited bid and proposal received by the Commission. Each file includes pre-solicitation documentation on the requirement, any offers, and documentation on any Government action taken on the bid or proposal.</p> <p>OCFO/AS destroys the files for successful bids and proposals with the related contracting office contract file. Files for solicited and unsolicited bids and proposals relating to small purchases are retained by OCFO/AS for one (1) year after the date of award or payment, whichever is later, and then automatically destroyed. Files for solicited and unsolicited bids and proposals that are above the small purchase limitations are retained and then automatically destroyed by OCFO/AS when the related contract is completed.</p>	GRS 3, Item no. 5	
28	<p>Contract Files</p> <p>OCFO/AS establishes and maintains the Contract Files of the Commission. For each contract, the Contract Files consists of:</p> <ul style="list-style-type: none"> - A contracting office contract file, which documents the basis for the acquisition and the award, the assignment of contract administration and payment responsibilities, and any subsequent actions taken by OCFO/AS; - A contract administration office (contracting officer technical representative - COTR) contract file, which documents actions reflecting the basis for and the performance of contract administration responsibilities; and - A paying office contract file, which documents actions prerequisite to, substantiating, and reflecting contract payments. <p>OCFO/AS normally keeps each of these files separately. However, if appropriate, OCFO/AS may combine all of the files instead.</p> <p>The contracting office contract files are retained by OCFO/AS for six (6) years and three (3) months after final payment if the contract to which the contract file relates to exceeds the simplified acquisition threshold. If the contract was at or below the simplified acquisition threshold, the contract file related thereto is kept for three (3) years after final payment instead. After that, OCFO/AS destroys the contracting office contract files, including the COTR contract file and paying office contract file that OCFO/AS may destroy earlier upon the contract's termination or completion.</p>	FAR Subpart 4.8	
29	<p>Supply Management Files</p> <p>OCFO/AS establishes and maintains the Supply Management Files of the Commission. The files consist of a separate file for each report on supply requirements and related procurement matters received from offices in the headquarters and field offices.</p> <p>OCFO/AS retains the files for two (2) years. After that, OCFO/AS automatically destroys on site the two (2) year old files.</p>	GRS 3, Item no. 4	
30	<p>Public Printer Files</p> <p>OCFO/AS establishes and maintains the Public Printer Files of the Commission. The Public Printer Files contain a file for each printing procurement unit copy of requisition, invoice, specifications, and related papers.</p> <p>When a file for a printing requisition in the Public Printer Files is three (3) years old after completion or cancellation of the printing requisition to which the file relates, OCFO/AS automatically destroys on site the file and its contents.</p>	GRS 3, Item no. 6	

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31	<p>Nonpersonal Services Requisition File</p> <p>OCFO/AS establishes and maintains the Nonpersonal Services Requisition File of the Commission. The file consists of the record copy of requisitions for nonpersonal services, such as duplicating, laundry (dry cleaning), binding, and other services excluding records associated with the accountable officers' accounts.</p> <p>When the nonpersonal services requisitions in the file are one (1) year old, OCFO/AS automatically removes the requisitions from the file and destroys them on site.</p>	GRS 3, Item no. 7	
32	<p>Inventory Requisition File</p> <p>OCFO/AS establishes and maintains the Inventory Requisition File of the Commission. The file contains the record copy of each requisition for supplies and equipment supplied through storage and issued from Commission stockrooms or supply rooms in the headquarters and field offices.</p> <p>OCFO/AS retains each record copy of the requisition in the file for two (2) years from the date of completion or cancellation of the requisition. After which, OCFO/AS removes the expired requisition and automatically destroys it on site.</p>	GRS 3, Item no. 8	
33	<p>Inventory Files</p> <p>OCFO/AS establishes and maintains the Inventory Files of the Commission. The file consists of lists of inventory items supplied through storage and issued from Commission stockrooms or supply rooms in the headquarters and field offices.</p> <p>The inventory lists are retained in the Inventory Files by OCFO/AS for two (2) years from the list date. After that, OCFO/AS removes the expired list from the file and automatically destroys it on site.</p>	GRS 3, Item no. 9	
34	<p>Federal Procurement Data System (FPDS) Files</p> <p>The Commission's FPDS Files are established and maintained by OCFO/AS. The files contain record copies of the electronic data files submitted by the Commission to the FPDS. The record copies are arranged by fiscal year and contain unclassified records of all procurement by the Commission other than small purchases.</p> <p>The electronic data files are kept by OCFO/AS for five (5) years. When a file is five (5) years old, OCFO/AS automatically destroys or deletes the expired file.</p>	GRS 3, Item no. 3 (d)	
35	<p>Tax Exemption Files</p> <p>The Tax Exemption Files of the Commission are maintained by OCFO/AS. The files consist of the Commission's record copy of an SF-1094, U.S. Tax Exemption Certificate, and other State or local government tax exempt forms used to exempt the Commission from paying state and local taxes as a purchaser.</p> <p>The tax exemption forms are kept in the Tax Exemption Files for five (5) years from the period covered by the related account. After that, OCFO/AS automatically destroys the expired form(s).</p>	GRS 3, Item no. 12	
36	<p>Contract Appeals Case Files</p> <p>OCFO/AS establishes and maintains the Commission's Contract Appeals Case Files. The file consists of a separate case file for each contract appeal arising under the Contract Dispute Act. Each file consists of a notice of appeal and acknowledgment thereof; correspondence between parties; copy of contract, plans, specifications, exhibits, change orders, and amendments; transcripts of hearings; documents received from parties concerned; final decisions; and all other related papers.</p> <p>OCFO/AS retains each case file for one (1) year after the date of final action or decision related to the case. After that, OCFO/AS removes the expired case file from the Contract Appeals Case Files and automatically destroys it.</p>	GRS 3, Item no. 15	

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37	<p>Small and Disadvantaged Business Utilization Files</p> <p>The Small and Disadvantaged Business Utilization Files of the Commission are established and maintained by OCFO/AS. These files consist of correspondence, reports, studies, goal statements, and other records relating to the small and disadvantaged business utilization program of the Commission as required by Pub.L. 95-507.</p> <p>OCFO/AS retains the record copy of the material in the files for three (3) years. After that, OCFO/AS automatically destroys the expired material.</p>	GRS 3, Item no. 17	
38	<p>Property Disposal Correspondence Files</p> <p>OCFO/AS maintains and establishes the Property Disposal Correspondence Files of the Commission. These files consist of the official copy of record of all incoming and outgoing and interoffice correspondence and material related thereto on property disposal operations and administration in the Commission.</p> <p>OCFO/AS retains the incoming and outgoing correspondence and other material related thereto in the Property Disposal Correspondence Files for two (2) years from the date of the Commission's last action on the correspondence. After that, OCFO/AS automatically destroys the incoming and outgoing communications and materials related thereto.</p>	GRS 4, Item no. 1	
39	<p>Excess Personal Property Reports</p> <p>OCFO/AS establishes and maintains the Excess Personal Property Reports file of the Commission. The file consists of the official record copy of the SF-120s, Report of Excess Personal Property, and SF-121, Quarterly Report of Utilization and Disposal of Excess and Surplus Personal Property, to report the Commission's excess property to regional GSA offices.</p> <p>OCFO/AS retains each official copy of record of each report in the Excess Personal Property Reports file until they are three (3) years old. After that, OCFO/AS removes the expired reports from the file and automatically destroys them.</p>	GRS 4, Item no. 2	
40	<p>Surplus Property Case Files</p> <p>The Surplus Property Case Files are established and maintained by OCFO/AS. The files consist of case file for each sale of surplus personal property by the Commission. The case files consist of invitations, bids, acceptance, lists materials, evidence of sales, and related correspondence.</p> <p>OCFO/AS retains case files for transactions of more than \$25,000 in the Surplus Property Case Files for six (6) years after the date of final payment. Case files for transactions of \$25,000 or less are retained for three (3) years after the date of final payment. The expired case files are automatically destroyed by OCFO/AS.</p>	GRS 4, Item no. 3	
41	<p>Commercial Freight and Passenger Transportation Files</p> <p>OCFO/AS establishes and maintains the Commercial Freight and Passenger Transportation Files of the Commission. The contents of these files consist of:</p> <ul style="list-style-type: none"> - Original vouchers and support documents covering commercial freight and passenger transportation charges of settled fiscal accounts, including registers and other control documents; - Records covering payment for commercial freight and passenger transportation charges for services for which a notice of overcharge has been or is expected to be issued or if a rail freight overpayment is involved; deduction or collection action has been taken; the voucher contains inbound transit shipment(s); parent voucher has print of paid supplemental bill associated; the voucher has become involved in litigation; or any other condition arises, such as detection of overcharge, that prevents the settling of the account, requiring the voucher to be retained beyond the six (6) year retention period. 	GRS 4, Item no. 1	

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	<p>- Issuing office copies of Government or commercial bills of lading, commercial passenger transportation vouchers (Standard Form 1113A) and transportation requests (SF 1169), travel authorizations, and supporting documents.</p> <p>- Obligation copy of commercial passenger transportation vouchers.</p> <p>- Unused ticket redemption forms, such as SF 1170.</p> <p>OCFO/AS automatically destroys the obligation copy of commercial passenger transportation vouchers when funds are obligated. OCFO/AS automatically destroys original commercial freight and passenger vouchers and the supporting documents thereto when they are six (6) years old after the fiscal year period of the account. OCFO/AS retains for ten (10) years old, commercial freight and passenger transportation vouchers and the material related thereto involving overcharges, involving litigation, or other conditions that prevent settling the vouchers concerned. When three (3) years old after the year in which the collection transaction is completed, OCFO/AS automatically destroys unused ticket redemption forms, such as a SF 1170.</p>		
42	<p>Noncommercial Reimbursable Travel Files</p> <p>OCFO/AS establishes and maintains the Noncommercial Reimbursable Travel Files of the Commission. These files consist of a folder for each individual authorized to and reimbursed by the Commission for performing travel official for the Commission containing copies of records such as travel orders, per diem vouchers, and all other supporting documents. The folders in the files are arranged alphabetically by the individual traveler's last name.</p> <p>Noncommercial Reimbursable Travel File documents are temporary records. The travel records that are filed in the Noncommercial Reimbursable Travel Files folders are filed in chronological order in the folder and kept in the folder for six (6) years. Travel records that are six (6) years old are removed from the folders and automatically destroyed by OCFO/AS.</p>	GRS 9, Item no. 3	
43	<p>General Travel and Transportation Files</p> <p>OCFO/AS establishes and maintains the General Travel and Transportation Files of the Commission. These files contain routine administrative records including correspondence, forms, and related records concerning the commercial and noncommercial travel and transportation and freight functions of the Commission.</p> <p>OCFO/AS retains routine administrative records in the General Travel and Transportation Files for two (2) years, and accountability records documenting the issue or receipt of accountable documents for one (1) year until all entries are cleared. After that, OCFO/AS removes the closed records from the files and automatically destroys them.</p>	GRS 9, Item no. 4	
44	<p>Official Passports Application Files</p> <p>OCFO/AS establishes and maintains the Official Passports Application Files of the Commission. These files consist of a folder for each individual containing documents relating to the issuance of official passports to them, including requests for passports, transmittal letters, receipts, and copies of travel authorizations to perform foreign travel for the Commission.</p> <p>OCFO/AS usually keeps an individual's official passport folder for three (3) years. After that, OCFO/AS automatically destroys the three (3) year old folder or upon separation of the individual, whichever is sooner.</p>	GRS 9, Item no. 5 (a)	

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45	<p>Annual Reports Concerning Official Passports</p> <p>OCFO/AS establishes and maintains the Annual Reports Concerning Official Passport file of the Commission. The file contains the official copy of record of the Commission's annual reports to the Department of State concerning official passports issued to individuals for foreign travel sponsored by the Commission. The report concerns the number of official passports issued and related matters.</p> <p>OCFO/AS keeps the Commission's official copy of record of its annual official passport report to the Department of State in the Annual Reports Concerning Official Passports file for one (1) year after the date of issuance. After that, OCFO/AS removes the expired report from the file and automatically destroys it.</p>	GRS 9, Item no. 5 (b)	
46	<p>Lost or Damaged Shipments Files</p> <p>OCFO/AS establishes and maintains the Lost or Damaged Shipments Files of the Commission. These files contain the official copy of record of schedules of valuables shipped, correspondence, reports and other records relating to the administration of the Government Losses in Shipments Act by the Commission.</p> <p>OCFO/AS keeps the records in the files for six (6) years from the date of the Commission's final action concerning the shipment to which the records relate. After that, OCFO/AS removes the closed records from the files and automatically destroys them.</p>	GRS 9, Item no. 2	
47	<p>Federal Employee Transportation Subsidy Records</p> <p>The Federal Employee Transportation Subsidy Records file is maintained by OCFO/AS. The Federal Employee Transportation Subsidy Records file contains documents either in paper or electronic form relating to the disbursement of transportation subsidies to Commission employees, including applications of employees no longer in the program, superseded applications, certification logs, copies of vouchers, spreadsheets, and other forms used to document the disbursement of subsidies.</p> <p>These records are kept by OCFO/AS until they are three (3) years old. After that, OCFO/AS removes the closed records from the file and automatically destroys them.</p>	GRS 9, Item no. 7	
48	<p>Motor Vehicle Correspondence Files</p> <p>OCFO/AS establishes and maintains the Motor Vehicle Correspondence Files of the Commission. These files consist of the Commission's official copy of record of the incoming and outgoing correspondence and material related thereto concerning the maintenance and operation of the motor vehicles used by the Commission in the headquarters and field offices.</p> <p>OCFO/AS maintains the correspondence in the file until it is two (2) year old. After that, OCFO/AS removes the expired correspondence from the file and automatically destroys it.</p>	GRS 10, Item no. 1	
49	<p>Motor Vehicle Operating and Maintenance Files</p> <p>The Motor Vehicle Operating and Maintenance Files of the Commission are maintained by OCFO/AS. These files consist of operating records including those relating to gas and oil consumption, dispatching, and scheduling. Including maintenance records, and those relating to services and repairs.</p> <p>The operating records for the motor vehicles used by the Commission are kept by OCFO/AS in the Motor Vehicle Operating and Maintenance Files until they are three (3) months old. After that, OCFO/AS removes the closed records and automatically destroys them on site. Maintenance records, including those relating to service and repair, are kept in the files until they one (1) year old when they are removed from the files and automatically destroyed by OCFO/AS.</p>	GRS 10, Item no. 2	

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50	<p>Motor Vehicle Report Files</p> <p>The Commission's Motor Vehicle Report Files are maintained by OCFO/AS. These files consist of the official copy of record of the reports on motor vehicles (other than accident, operating, and maintenance reports), including SF 82, Agency Report of Motor Vehicle Data, issued by the Commission.</p> <p>OCFO/AS retains the official copy of record of the Commission's reports on motor vehicles in the Motor Vehicle Report Files until they are three (3) years old. After that, the expired reports are removed from the files and automatically destroyed by OCFO/AS.</p>	GRS 10, Item no. 4	
51	<p>Motor Vehicle Cost Files</p> <p>The Commission's Motor Vehicle Cost Files contains the Commission's official copy of record of the motor vehicle ledger and worksheets providing cost and expense data on the motor vehicles used by the Commission. OCFO/AS establishes and maintains these files.</p> <p>Three (3) years after discontinuance of the ledger or date of worksheet, OCFO/AS removes the expired ledger and worksheets from the files and automatically destroys them.</p>	GRS 10, Item no. 3	
52	<p>Motor Vehicle Accident Files</p> <p>The Motor Vehicle Accident Files of the Commission are established and maintained by OCFO/AS. These files consists of a folder for each accident involving a motor vehicle used by the Commission. Each folder contains the Commission's official records relating to the motor vehicle accidents, including SF 91, Motor Vehicle Report, Investigative reports, and SF 94, Statement of Witness.</p> <p>OCFO/AS retains the accident case file for six (6) years after the case is closed. After that, OCFO/AS removes the case files from the Motor Vehicle Accident Files and automatically destroys them on site.</p>	GRS 10, Item no. 5	
53	<p>Motor Vehicle Release Files</p> <p>The Commission's Motor Vehicle Release Files consist of the record copy of records relating to the transfer, sale, donation, or exchanged of vehicles of the Commission, including the SF 97, The United States Government Certificate to Obtain Title to a Motor Vehicle. These files are established and maintained by OCFO/AS.</p> <p>OCFO/AS retains these records for four (4) years after a vehicle leave Commission's custody. After that, OCFO/AS removes the closed records from the files and automatically destroys them.</p>	GRS 10, Item no. 6	
54	<p>Motor Vehicle Operator Files</p> <p>OCFO/AS establishes and maintains the Commission's Motor Vehicle Operator Files for the individual employees in the headquarters and field that operate Government-owned vehicles used by the Commission. The Motor Vehicle Operator Files consist of a folder for each individual employee who operates Government-owned vehicles used by the Commission, including the Commission record copy of the employee's driver tests, authorization to use, safe driving awards, and related correspondence about the employee.</p> <p>OCFO/AS retains the individual folders until three (3) years after the employee's separation from the Commission or three (3) years after rescission of the employee's authorization to operate Government-owned vehicles, whichever is sooner. After that, OCFO/AS removes the individual's driver folder from the files and automatically destroys the expired folder.</p>	GRS 10, Item no. 7	

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55	<p>Space and Maintenance General Correspondence Files</p> <p>OCFO/AS establishes and maintains the Space and Maintenance General Correspondence Files of the Commission. These files consist of the original incoming and record copies of outgoing and interoffice correspondence, and related papers, arising from the Commission's administration and operation space and maintenance activities in the headquarters and field offices.</p> <p>OCFO/AS retains the correspondence in the Space and Maintenance General Correspondence Files for two (2) years from the date of the Commission's final action relating to the correspondence. After that, OCFO/AS automatically destroys the two (2) year-old correspondence and material related thereto.</p>	GRS 11, Item no. 1	
56	<p>Commission Space Files</p> <p>OCFO/AS establishes and maintains the Commission Space Files. These files consist of the record copy of records created or received by the Commission that relates to the allocation, utilization, and release of space under the control of the Commission, and the related reports to the General Services Administration (GSA).</p> <p>OCFO/AS retains the building plan files, surveys, and other records utilized in space planning, assignment, and adjustment for two (2) years after termination of assignment, or when leases are canceled, or when plans are superseded or obsolete. Correspondence between the Commission and GSA relating to space holdings and requirements of the Commission, including reports by the Commission to the GSA and Standard Form (SF) 81, Request for Space, and equivalent and related documents are retained until they are two (2) years old. When the retention periods for these records have expired, OCFO/AS automatically destroys them.</p>	GRS 11, Item no. 2	
57	<p>Directory Service Files</p> <p>The Commission's Directory Service Files are maintained by OCFO/AS. These files consist of the original incoming and outgoing correspondence, and material related thereto, and forms created and received in the headquarters and field offices relating to the compilation of directory service listings of the Commission.</p> <p>OCFO/AS retains the correspondence, forms, and other records relating to the compilation of directory service listings until they two (2) months old after issuance of the listing to which the materials pertain to. After that, OCFO/AS automatically destroys the expired material on site.</p>	GRS 11, Item no. 3	
58	<p>Credentials Files</p> <p>OCFO/AS maintains the Credentials Files of the Commission. These files contain official copies of identification credentials, including returned identification credentials, and related papers alphabetically arranged. Receipts, indexes, listings, and other accountable records related to the identification credentials are also kept in the files.</p> <p>OCFO/AS retains identification credentials including cards, badges, parking permits, photographs, permits to operate motor vehicles, and property and visitors passes, and any other identification credentials for three (3) months after their return to the Commission.</p>	GRS 11, Item no. 4	
59	<p>Building and Equipment Service Files</p> <p>OCFO/AS establishes and maintains the Building and Equipment Service Files of the Commission. These files consist of the requests from the headquarters and field offices for building and equipment maintenance services, excluding fiscal copies.</p> <p>After the requested work is performed or requisition is canceled, OCFO/AS retains the requests and material related for three (3) months and then automatically destroys the expired or canceled requisitions.</p>	GRS 11, Item no. 5	

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60	<p>Messenger Service Files</p> <p>OCFO/AS establishes and maintains the Messenger Service Files of the Commission. These files consist of the daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records.</p> <p>OCFO/AS retains the record copy of the material contained in the Messenger Service Files until they are two (2) months old or when no longer administratively needed, whichever is later. After that OCFO/AS removes the expired material from the files and automatically destroys them.</p>	GRS 12, Item no. 1	
61	<p>Post Office and Private Mail Company Records File</p> <p>OCFO/AS establishes and maintains the Post Office and Private Mail Company Records File of the Commission. The file contains record copies of post office and private mail company forms and supporting papers, such as records relating to incoming and outgoing registered mail pouches, registered, certified, insured, overnight, express, and special mail including receipts and return receipts. The file also contains the record copy of applications for registration and certification of declared value mail, and any reports of loss, rifling, delayed or late delivery, wrong delivery, or other improper treatment of mail.</p> <p>Records relating to incoming and outgoing registered mail pouches, registered, certified, insured, overnight, express, and special mail including receipts and return receipts are retained until they one (1) year old. Applications for registration and certification of declared value mail are retained in the file until they are one (1) year old. Reports of loss, rifling, delayed or late delivery, wrong delivery, or other improper treatment are kept in the file until they one (1) year old. After that OCFO/AS removes the closed records from the file and automatically destroys them on site.</p>	GRS 12, Item no. 5	
62	<p>Mail and Delivery Service Control Files</p> <p>The Mail and Delivery Service Control Files of the Commission are maintained by OCFO/AS. These files contain the official copy of record of:</p> <ul style="list-style-type: none"> - Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service, excluding any private mail company; - Statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post or packages over 4 pounds); - Requisitions for stamps (exclusive of copies used as supporting documents to payment vouchers); - Statistical reports and data relating to handling of mail and volume of work performed; - Records relating to checks, cash, stamps, money orders or any other valuables remitted to the Commission by mail; - Records of and receipts for mail and packages received through the Official Mail and Messenger Services; - General files including correspondence, memoranda, directives, and guides relating to the administration of mail room operations; and - Locator cards, directories, indexes, and other records relating to mail delivery to individuals. <p>OCFO/AS retains the official copy of record of postage statistical reports, official mail and messenger service records and receipts, including requisitions for stamps, until they are six (6) months old. Statistical reports relating to the handling of mail and volume of work performed, the receipt and routing of incoming mail and outgoing mail and other items by private delivery companies, records relating to checks, cash,</p>	GRS 12, Item no. 6	

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	<p>stamps, money orders or any other valuables remitted to the Commission by mail, and records of and receipts for mail and packages received through the Official Mail and Messenger Services are retained until they are one (1) year old. Locator cards, directories, indexes, and other records relating to mail delivery to individuals are kept in the Mail and Delivery Service Control Files until they are five (5) months old after separation or transfer of individuals to which the records pertain to or when obsolete, whichever is applicable.</p>	GRS 12, Item no. 7	
63	<p>Metered Mail Files</p> <p>OCFO/AS establishes and maintains the Metered Mail Files of the Commission. These files contain the official copy of record of official metered mail reports by the Commission and all related papers.</p> <p>The record copy of the official metered mail reports and all related papers thereto are kept in the Metered Mail Files until they are six (6) years old.</p>		
64	<p>Postal Irregularities File</p> <p>The Postal Irregularities File of the Commission is maintained by OCFO/AS. The file contains the official copy of record of outgoing and original incoming memoranda, correspondence, reports, and other records relating to the irregularities in the handling of mail, such as loss or shortage of postage stamps or money orders, or loss or destruction of mail.</p> <p>OCFO/AS retains the material contained in the file for three (3) years after completion of investigation of the postal irregularity to which the records in the file pertain. After that, OCFO/AS removes the expired material from the file and automatically destroys them on site.</p>	GRS 12, Item no. 8	
65	<p>Printing, Binding, Duplication and Distribution Administrative Correspondence Files</p> <p>OCFO/AS establishes and maintains the Administrative Correspondence Files of the Commission relating to printing, binding, duplication, and distribution of printed materials of the Commission. The files contains correspondence files pertaining to OCFO/AS administration and operation of the printing, binding, duplication, and distribution of printed materials in the Commission.</p> <p>OCFO/AS retains the material in the file until they are two (2) years old from the material receipt and/or issuance.</p>	GRS 13, Item no. 1	
66	<p>Printing, Binding, Duplication and Distribution Project Files</p> <p>OCFO/AS establishes and maintains the Printing, Binding, Duplication and Distribution Project files of the Commission. These files contain the record copy of job or project records containing records relating to the planning and execution of printing, binding, duplication, and distribution jobs in support of the headquarters and field offices.</p> <ul style="list-style-type: none"> - Files pertaining to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related document exclusive of (1) requisitions on the Public Printer and related records; and (2) records relating to services obtained outside the agency. - Files pertaining to planning and other technical matters. <p>OCFO/AS retains the files pertaining to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related document exclusive of (1) requisitions on the Public Printer and related records; and (2) records relating to services obtained outside the agency for one (1) year after completion of the job concerned. After that, OCFO/AS automatically destroys the expired material contained in the files.</p> <p>OCFO/AS keeps the materials contained in the files pertaining to the planning and other technical matters pertaining to the printing, binding, duplication, and distribution of printed materials functions in the Commission until they are three (3) years old. When three (3) years old, OCFO/AS automatically destroys the expired material on site.</p>	GRS 13, Item no. 2	

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67	<p>Printing, Binding, Duplication and Distribution Control Files</p> <p>OCFO/AS establishes and maintains the Printing, Binding, Duplication and Distribution Control Files of the Commission. The files contain the control registers pertaining to requisitions and work orders for printing, binding, duplication, and distribution of the Commission's printer material.</p> <p>OCFO/AS keeps the material in the files until they are one (1) year old after close of the fiscal year in which compiled or one (1) year after filing of register, whichever is applicable.</p>	GRS 13, Item no. 3	
68	<p>Printing, Binding, Duplication and Distribution of Printed Material Mailing Lists</p> <p>OCFO/AS establishes and maintains the mailing lists for the distribution of printed materials of the Commission. The file contains correspondence, request forms, card lists and other records relating to changes in the mailing lists.</p> <p>OCFO/AS keeps card lists in the Mailing Lists file until the individual cards are canceled or revised. When canceled or revised, the cards are automatically destroyed by OCFO/AS. The correspondence, request forms, and other records relating to changes to the Commission's mailing list of printed materials are retained until the appropriate revision of the mailing list concerned or after three (3) months, whichever is sooner.</p>	GRS 13, Item no. 4 (a)	
69	<p>Joint Committee on Printing (JCP) Reports Files</p> <p>OCFO/AS establishes and maintains the Joint Committee on Printing (JCP) Reports Files of the Commission. The files contain reports to Congress and related records.</p> <p>The reports are automatically destroyed by OCFO/AS when they are three (3) years old.</p>	GRS 13, Item no. 5 (a)	
70	<p>Printing, Binding, Duplication and Distribution of Printed Material Internal Management Files</p> <p>The Printing, Binding, Duplication and Distribution of Printed Material Internal Management Files of the Commission are maintained by OCFO/AS. The files contain the record copy of all records relating to the internal management and operation of the Commission's printing, binding, duplication, and distribution of printed material function.</p> <p>OCFO/AS retains these records until they are two (2) years old when OCFO/AS automatically destroys the closed records onsite.</p>	GRS 13, Item no. 6	
71	<p>Directive Case Files</p> <p>OCFO/AS establishes and maintains the Directive Case Files of the Commission. The files consist of a separate file folder for the record copy of each internal directive issued at the headquarters level with supporting documents documenting the Commission's regulations, organization, functions, policy, authority, and other important subject matters such as general management, management programs, compliance, etc.</p>		
71a	<p>Record Copy</p> <p>Permanent. OCFO/AS keeps each directive case file in the Directive Case Files for five (5) years after supersession or rescission of the directive to which the case file pertains to. After that, OCFO/AS automatically transfers the five (5) year old superseded or receded directive case files to the Federal Records Center. Ten (10) years after transferring the superseded or receded directive case files to the Federal Records Center, OCFO/AS offers them to NARA as permanent records.</p>	N 1-403-79-01 RCS, Item no. 11	
71b	<p>All Other Copies</p> <p>Temporary. All other copies, which include duplicate copies, working papers, and supporting case files of directives may be automatically destroyed by OCFO/AS when the directive concerned is obsolete, superseded, or when no longer needed for administrative purposes.</p>		

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72	<p>Administrative Issuances</p> <p>OCFO/AS establishes and maintains the Administrative Issuances file of the Commission. The file contains the record copy of notices and other types of issuances related to routine administrative functions (e.g., payroll, procurement, personnel, etc.) of the Commission, including the case files containing the material documenting aspects of the development of the issuance.</p> <p>OCFO/AS retains the administrative issuances in the file until superseded or obsolete when OCFO/AS automatically destroys them. Any case files related to notices and other types of issuances related to routine administrative functions of the Commission are kept by OCFO/AS in the Administrative Issuances file until the issuance the case file pertains to is superseded or obsolete when OCFO/AS automatically destroys the case file concerned.</p> <p>[Procedural and operating manuals, publications and management improvement reports submitted to the Office of Management and Budget, and the case files documenting their development are potentially permanent records and must be scheduled through OCFO/AS by submission of an SF 115 to NARA. See Item No. 71 above.]</p>	GRS 16, Item no. 1	
73	<p>Records Disposition Files</p> <p>OCFO/AS establishes and maintains the Records Disposition Files of the Commission. The Records Disposition Files contain basic documentation concerning the administration and operation of the Commission's records description and disposition programs. The basic documentation includes SF 115s, Request for Records Disposition Authority; SF 135s, Records Transmittal and Receipt; SF 258, Agreement to Transfer Records to National Archives of the United States; and related documentation.</p> <p>The record copies of the SF 115s approved by NARA are kept by OCFO/AS in the Records Disposition Files of the Commission until they are two (2) years old after the date of supersession.</p> <p>After that, OCFO/AS removes the expired SF 115s from the file and automatically destroys them on site. Excluding correspondence and memoranda pertaining to the Commission's records disposal function, OCFO/AS keeps all other records filed in the Records Disposition Files until they are six (6) years old after the related records are destroyed or after the related records are transferred to the National Archives of the United States, whichever is applicable.</p> <p>Incoming and outgoing record copy of routine correspondence and memoranda concerning the Commission's records disposal function is kept in the Records Disposition Files until they are two (2) years old when OCFO/AS automatically destroys them on site.</p>	GRS 16, Item no. 2	
74	<p>Forms Files</p> <p>The Forms Files of the Commission are established and maintained by OCFO/AS. These files consists of an individual file folder for the record copy of each form created by the Commission with the instructions and documentation showing inception, scope, and purpose of the form. The background materials, requisitions, specifications, processing data, and controls about each form are also filed in the file folder for the form to which the folder pertains. The files are arranged by form number.</p> <p>OCFO/AS keeps individual forms file folders in the Forms Files until they are five (5) years old after the date the forms to which the files pertain to have been discontinued, superseded, or canceled. After that, OCFO/AS removes the expired forms file folder from the Forms Files and automatically destroys the expired forms file folder on site.</p>	GRS 16, Item no. 4	

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75	<p>Records Holding Files</p> <p>OCFO/AS establishes and maintains the Records Holding Files of the Commission. These files consist of record keeping copies of statistical reports of the Commission's records holdings, including feeder reports from all headquarters and field offices and data on the volume of records disposed of by destruction or transfer.</p> <p>The record copies of the Commission's statistical reports on Commission-wide record holdings are kept by OCFO/AS in the Records Holding Files until they are three (3) years old from the date of issuance. After that, OCFO/AS automatically destroys the expired reports and supporting documentation thereto on site.</p>	GRS 16, Item no. 4	
76	<p>Administrative Management Activities Project Control Files</p> <p>OCFO/AS maintains the Administrative Management Activities Project Control Files of the Commission. The file contains memoranda, reports, and other records documenting assignments, progress, and completion of projects relating to the administrative management activities in the Commission, excluding records of operating personnel, budget, accounting, and printing functions, which other files and records cover.</p> <p>OCFO/AS maintains the record copies of the materials kept in the Management Activities Project Control Files for one (1) year after the year in which the project is closed when OCFO/AS then automatically destroys the expired material on site.</p>	GRS 16, Item no. 5	
77	<p>Reports Control Files</p> <p>OCFO/AS maintains the Commission's Reports Control Files. These files consist of individual file folders for reports created or proposed by the Commission, including public use reports. The folders contain clearance forms, including OMB Form 83 (formerly SF 83); copies of pertinent forms or descriptions of format; copies of authorizing directives; preparation instructions; and documents relating to the evaluation, continuation, revision, and discontinuance of reporting requirements.</p> <p>OCFO/AS keeps individual reports control case files in the Reports Control Files until they are two (2) years old after the date the reports to which the files pertain to have been discontinued, superseded, or canceled. After that, OCFO/AS removes the expired individual reports control file folder from the Reports Control Files and automatically destroys the expired file folder onsite.</p>	GRS 16, Item no. 6	
78	<p>Records Management Files</p> <p>OCFO/AS establishes and maintains the Records Management Files of the Commission. These files consist of record copies of outgoing and original incoming correspondence, reports, authorizations, and other records that relate to the management of the records of the Commission, including such matters as forms, correspondence, reports, mail, and files management; the use of microforms, ADP systems, and work processing; records management surveys; vital records programs; and all other aspects of records management not covered elsewhere in this schedule.</p> <p>OCFO/AS keeps the material contained in the Records Management Files until they are six (6) years old when OCFO/AS removes the expired material and automatically destroys it on site.</p>	GRS 16, Item no. 7	
79	<p>Committee and Conference Files</p> <p>OCFO/AS establishes and maintains the Committee and Conference Files of the Commission, excluding the Commission Meetings File kept by the Executive Secretariat. These files consist of record keeping copies of the records relating to the establishment, organization, membership, and policy of the Commission's internal committees, interagency, advisory or international committees, or Federal Advisory Committee Act committees.</p> <p>All of the individual file folders of the Committee and Conference Files are arranged alphabetically by subject and chronologically by the date or period during which the meeting was conducted that the folder pertains to.</p>		

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79a	<p>Internal Committees. OCFO/AS keeps the individual file folders for each internal committee meeting in the Committee and Conference Files until they are three (3) years old. After that, OCFO/AS removes the expired folders from the files and OCFO/AS on site automatically destroy the folders</p>	GRS 16, Item no. 8a	
79b	<p>Sunshine Act Committee and Conferences. File folders in the Committee and Conference Files containing records created by the Commission to comply with the provisions of the Government in the Sunshine Act are permanent. Therefore, OCFO/AS automatically transfers the file folders containing such records to the Federal Records Center when they are five (5) years old. When the records are twenty (20) years old, OCFO/AS offers them to NARA for permanent retention.</p>		
79c	<p>Federal Advisory Committee Act Committees. OCFO/AS keeps the file folders for individual committees established by the Commission's Committee Management Officer(s) under the Federal Advisory Committee Act, including the record copies of charters, membership lists, agendas, policy statements, and material required to be available for public information, until they are five (5) years old after the date of termination of the committee concerned. After that, the five (5) year old file folders are removed from the Committee and Conference Files by OCFO/AS and automatically destroyed.</p>	GRS 16, Item no. 8c	
80	<p>Administrative Management Feasibility Studies</p> <p>OCFO/AS maintains the Feasibility Studies file of the Commission. This file consists of an individual file folder for each feasibility study conducted by the Commission before the installation of any technology or equipment associated with information management systems, including major changes of these systems, such as word processing, copiers, micrographics, and communications.</p> <p>OCFO/AS keeps each Feasibility Studies file in the Feasibility Studies files until it is five (5) years old after the date of completion or cancellation of the study to which the individual file pertains to. After that, OCFO/AS removes the expired file from the Feasibility Studies files and automatically destroys it on site.</p>	GRS 16, Item no. 9	
81	<p>Microform Inspection Records</p> <p>OCFO/AS maintains the Microform Inspection Records file of the Commission. This file consists of the official copy of record of inventories, logs, and reports documenting the inspection of the permanent and temporary microform records of the Commission, as required by 36 CFR Part 1230.</p> <p>The microform inspection records for permanent records are kept for one (1) year after the that the records pertain to are transferred to the National Archives. The inspection records for temporary microform records are kept in the file until they are two (2) years old or when superseded, whichever is later. After that, OCFO/AS removes the closed records from the file and automatically destroys them on site.</p>	GRS 16, Item no. 10	
82	<p>IRM Triennial Review Files</p> <p>OCFO/AS maintains the IRM Triennial Review Files of the Commission. The file consists of the official copies of record of reports by the Commission required by the General Services Administration concerning reviews of the Commission's information resource management practices. Included are associated correspondence, studies, directives, feeder reports, and monitoring surveys and reports.</p> <p>OCFO/AS keeps the reports in the IRM Triennial Review Files until they are seven (7) years old. After that, OCFO/AS removes the expired reports from the files and automatically destroys them on site</p>	GRS 16, Item no. 11	

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	<p>Information Collection Budget Files</p> <p>OCFO/AS maintains the Commission's Information Collection Budget Files. These files contain the official copies of records of the reports by the Commission required by the Office of Management and Budget under the Paperwork Reduction Act. The reports are about the number of hours the public spends fulfilling Commission reporting requirements. Included are feeder reports, report exhibits, correspondence, directives and statistical compilations.</p> <p>The reports are kept in the files by the OCFO/AS until they are seven (7) years old from the date of their issuance. After that, OCFO/AS removes the expired reports from the files and automatically destroys them on site.</p>	<p>GRS 16, Item no. 12</p>	
<p>84</p>	<p>Documents Published in the Federal Register</p> <p>OCFO/AS establishes and maintains the Documents Published in the Federal Register files containing the official copy of records documenting the processing of notices announcing committee meetings, including meetings open to the public under the Government in Sunshine Act; hearings and investigations; delegations of authority; and other matters that are not codified in the Code of Federal Regulations.</p> <p>The record keeping copies of the material in these files are kept until they are one (1) year-old while files documenting the processing of the Commission's semiannual regulatory agenda are kept until they are two (2) years old. After that, OCFO/AS removes the files containing the expired material and automatically destroys them locally.</p>	<p>GRS 16, Item no. 13</p>	
<p>85 85a</p>	<p>Organizational and Functional Records</p> <p>Record Copy</p> <p>Permanent. The record copies in the Commission's Organizational and Functional Records are permanent records. The record copies of the materials in the Organizational and Functional Records file is kept in the file for one (1) year after the date of the material issuance. After that, OCFO/AS automatically breaks the file and the one (1) year old materials may be:</p> <ul style="list-style-type: none"> - Stored in a separate letter-size two through five-drawer metal vertical or lateral filing cabinet with a lock in OCFO/AS; or - Moved to a NARA compliant commercial or other federal agency record storage facility or Federal Records Center; or - Transferred to the Federal Records Center. <p>When the materials in the file are five (5) years old, OCFO/AS automatically transfers the five year old material to the Federal Records Center to later offer to NARA when the material is ten (10) years old as permanent records.</p>	<p>NC1-403-79-01 RCS, Item no. K</p>	
<p>85b</p>	<p>All Other Copies</p> <p>Temporary. Destroy when no longer needed for reference.</p>		
<p>86</p>	<p>Audiovisual Records-Routine Surveillance Footage</p> <p>OCFO/AS maintains the Routine Surveillance Footage audiovisual records of the Commission.</p>		
<p>86a</p>	<p>Motion Pictures. OCFO/AS maintains motion picture routine surveillance footage until it is six (6) months old and then automatically destroys them.</p>	<p>GRS 21, Item no. 11</p>	
<p>86b</p>	<p>Video Recordings. Video recordings of routine surveillance footage are also kept by OCFO/AS until they are six (6) months when OCFO/AS automatically destroys the recordings locally.</p>	<p>GRS 21, Item no. 12</p>	

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87	<p>Management Control Review Files - Corrective Action</p> <p>OCFO/AS maintains the Review Files for the management control records of the Commission. The files consist of correspondence, reports, action copies of audit findings, and other records that identify program internal control weaknesses, and corrective actions taken to resolve such problems.</p> <p>OCFO/AS keeps the record copy of the material in the files until it is five (5) years old after the cutoff when no further corrective action is necessary. After that, OCFO/AS automatically destroys the closed records.</p> <p>Copies maintained by other offices as internal reviews are cut off when no further corrective action is necessary. After the cutoff, the reviewing office automatically destroys the cutoff records one (1) year after the cutoff.</p>	GRS 16, Item no. 14 (f)	