

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec NCO 27 Jan 1981

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (AGENCY OR ESTABLISHMENT)
NATIONAL ARCHIVES AND RECORDS SERVICE

2 MAJOR SUBDIVISION
OFFICE OF FEDERAL RECORDS CENTERS

3 MINOR SUBDIVISION
RECORDS DISPOSITION DIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
EDWARD F. BARRESE

5 TEL EXT
724-1999

LEAVE BLANK

JOB NO
NCL-GRS-81-5

DATE RECEIVED
January 27, 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the disposal request including amendments is approved except for items that may be stamped disposal not approved or withdrawn in column 10

2-24-81 *[Signature]*
Date 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 3 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	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
		Acting Director, Records Disposition Division

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	This request for records disposition authority seeks approval for revision of General Records Schedule 13, Item 1, GRS 14, Item 1, and GRS 16, Items 1 and 13. The revisions are submitted on the attached three (3) pages.		

SF115
no

GENERAL RECORDS SCHEDULE 13

Printing, Binding, Duplication, and Distribution Records

1.

1. Publication Files.

a.

a. Record copy if maintained in duplicating or distribution unit, of each publication, poster, chart, regulation, booklet, and similar material. For the disposition of directives, see GRS 16, Item 1; for forms, see GRS 16, Item 4; and for speeches, see GRS 14, Item 1. (This item does not cover copies and related material retained in originating office.)

Submit SF 115, Request for Records Disposition Authority.

b.

b. All other copies.

Destroy when superseded, obsolete or no longer needed.

GENERAL RECORDS SCHEDULE 14

Informational Services Records

2.

1. Public Relations Records.

a.

a. Speeches, addresses, and comments. Remarks made at formal ceremonies and during interviews by heads of agencies or their senior assistants concerning the programs of their agencies. The speeches and addresses may be presented to executives from other Federal agencies, representatives of State and local governments, or private groups, such as college and university students, business associations, and cultural organizations. Interviews may be granted to radio, television, or printed news media commentators. The format selected may be paper, audio or video tape, ~~machine readable tape~~ or motion picture film.

PERMANENT. ① ^{TEXTUAL RECORDS} Offer to NARS in 5 year blocks when ²⁰ years old (e.g., offer 1970-74 block in ~~1995~~ 1995). 2. Offer audiovisual records to NARS in accordance with GRS 21.

b.

b. News releases. One copy of each prepared statement or announcement issued for distribution to the news media. News releases announce events such as the adoption of new agency programs, termination of old programs, major shifts in policy, and changes in senior agency personnel and may be a textual record such as a formal press release or nontextual record, such as film and video or sound recordings.

PERMANENT. ① ^{TEXTUAL RECORDS} Offer to NARS in 5 year blocks when ²⁰ years old (e.g., offer 1970-74 block in ~~1995~~ 1995). ② Offer audiovisual records to NARS in accordance with GRS 21.

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GENERAL RECORDS SCHEDULE 16

Administrative Management Records

3.

1. Formal Directives, Procedural Issuances, and Operating Manuals.

Formal directives distributed as orders, circulars, or in loose-leaf manual form announcing major changes in the agency's policies and procedures. Normally these are issued with the authority of the head of the agency. Extensive procedures are frequently detailed in lengthy operating manuals.

a.

a. Issuances related to agency program functions.

PERMANENT. Offer to NARS in 5 year blocks when ⁷⁰ years old (e.g., offer 1970-74 block in ~~1975~~ ¹⁹⁹⁵).

b.

b. Case files related to (a) above which document important aspects of the development of the issuance.

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c.

c. Issuances related to routine administrative functions (payroll, procurement, personnel).

Destroy when superseded or obsolete.

d.

d. Case files related to (c) above which document aspects of the development of the issuance.

Destroy when issuance is destroyed.

4.

13. Organizational Records.

a.

a. Organizational charts and reorganization studies. Graphic illustrations which provide a detailed description of the arrangement and administrative structure of the functional units of an agency. Reorganization studies are conducted to design an efficient organizational framework most suited to carrying out the agency's programs and include materials such as final recommendations, proposals, and staff evaluations. These files also contain administrative maps that show regional boundaries and headquarters or decentralized agencies or that show the geographic extent or limits of an agency's programs and projects.

PERMANENT. Offer to NARS in 5 year blocks when ⁷⁰ years old (e.g., offer 1970-74 block in ~~1975~~ ¹⁹⁹⁵).

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b. Functional statements. Formally prepared descriptions of the responsibilities assigned to the senior executive officers of an agency at the division level and above. If the functional statements are printed in the Code of Federal Regulations (CFR), they are not designated for preservation as a separate series.

PERMANENT. Offer to NARS in 5 year blocks when ⁷⁰20 years old (e.g., offer 1970-74 block in ~~1995~~ 1995).

C

c. Agency histories and selected background materials. Narrative agency histories including oral history projects prepared by agency historians or public affairs officers or by private historians under contract to the agency. Some background materials (such as interviews with past and present personnel) generated during the research stage may also be selected for permanent retention. Excluded are electrostatic copies of agency documents made for convenient reference.

PERMANENT. Offer to NARS in 5 year blocks when ⁷⁰ years old (e.g., offer 1970-74 block in ~~1995~~ 1995).