

ADMINISTRATIVE RECORDS
CHAPTER 1

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	<u>FILE ARRANGEMENT</u>
1.	<u>Files Management Plan Form A-912 and A-912A</u>	Destroy when a new plan is approved.	Chronologically
2.	<u>Office Administrative Files</u> (See note after this item)	GRS 23/1	
	Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records related to the office organization, staffing, procedures, and communications, including facsimile machine logs; the expenditure of funds, including budget records; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may also include copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office.	Destroy when 2 years old.	
	(NOTE: This schedule is not applicable to the records copies of organizational charts, functional statements, and related records that document the essential organization, staffing, and procedures of the office, which must be scheduled prior to disposition by submitting a Standard Form (SF) 115 to the National Archives and Records Administration (NARA).)		
3.	<u>Commercial Freight and Passenger Transportation Files</u>	GRS 9/1	
	a. Original vouchers and support documents covering commercial freight and passenger transportation changes of settled fiscal	Destroy 6 years after the period of the account.	

accounts, including registers and other control documents, but EXCLUDING those covered by item 1b of this schedule.

- b. Records covering payment for commercial freight and passenger transportation changes for services for which 1) notice of overcharge has been or is expected to be issued, or if a rail freight overpayment is involved, 2) deduction or collection action has been taken, 3) the voucher contains inbound transit shipment(s), 4) parent voucher has print of paid supplemental bill associated, 5) the voucher has become involved in litigation, or 6) any other condition arises, such as detection of overcharge, that prevents the settling of the account, requiring the voucher to be retained beyond the 6 year retention period. Destroy when 10 years old.
 - c. Issuing office copies of Government or commercial bills of lading, commercial passenger transportation vouchers (Standard Form (SF) 1113A) and transportation requests (SF 11169), travel authorization, and supporting documents. Destroy 6 years after the period of the account.
 - d. Obligation copy of commercial passenger transportation vouchers. Destroy when funds are obligated.
 - e. Unused ticket redemption forms, such as SF 1170. Destroy 3 years after the years in which the transaction is completed.
4. **General Travel and Transportation Files** GRS 9/4
- a. Routine administrative records including correspondence, forms, and related records pertaining to commercial and noncommercial agency travel and transportation and freight functions not covered elsewhere in this schedule. Destroy when 2 years old.
 - b. Accountability records documenting the issue or receipt of accountable documents. Destroy 1 year after all entries are cleared.

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| 5. | <u>Noncommercial, Reimbursable Travel Files</u> | GRS 9/3 | Chronologically/
Alphabetical |
| | Copies of records relating to reimbursing individuals, such as travel orders, per diem vouchers, and all other supporting documents relating to official travel by officers, employees, dependents, or others authorized by law to travel. | | |
| | a. Travel administrative office files. | Destroy when 6 years old. | |
| | b. Obligation copies. | Destroy when funds are obligated. | |
| 6. | <u>Lost or Damaged Shipments Files</u> | GRS 9/2 | |
| | Schedules of valuables shipped, correspondence, reports, and other records relating to the administration of the Government Losses in Shipment Act. | | |
| 7. | <u>Non-Federally Funded Travel</u> | GRS 9/6 | |
| | a. Agency copies of Semiannual Expense Reports for Non-Federally Funded Travel submitted by all Executive Branch agencies to the Office of Government Ethics. Reports summarize payments made to the agency from non-Federal sources for travel, subsistence, and related expenses for an employee who attends a meeting or similar function relating to official duties. | Destroy when 4 old. | |
| | b. Statements, forms and other records used to compile Semiannual Expense Reports for Non-Federally Funded Travel. | Destroy 1 year after submission of report to the Office of Government. | |
| 8. | <u>Building and Parking Space Case File</u> | NC 174-189 | Chronologically |
| | The assignment of building and parking space, both state and Headquarters, and all documentation regarding space. | | |
| | | Cut-off the file at the end of the year, hold 2 years and destroy. | |
| 9. | <u>Motor Vehicle Correspondence Files</u> | GRS 10/1 | Chronologically |
| | Correspondence in the operating unit responsible for maintenance and operation of motor vehicles not otherwise covered in this schedule. | | |
| | | Destroy when 2 years old. | |

10.	<u>Forms Files</u>	GRS 16/3	Chronologically
	a. One record copy of each form created by an agency with related instructions and documentation showing inception, scope, and purpose of the form.	Destroy 5 years after related form is discontinued, superseded, or canceled.	
	b. Background materials, requisition, specifications, processing date, and control records.	Destroy when related form is discontinued, superseded, or canceled.	
11.	<u>Internal Directive and Issuances</u>	NC 1 362-78-2	Numerical
	This file consists of Orders, Delegations of Authority, Handbooks, Manuals, Information Notices, Publications, Posters, Flyers, Pamphlets and Telephone Directories with all changes and backup.	Permanent. Retire to FRC a record set of issuances as they become obsolete or revised. Transfer to Archives in 10 years.	
12.	<u>Task Order (Corporations Form 128)</u>	NC 1 362-78-2	Chronologically
	These files are filed by order number and reflect the date sent out, date due, date order was completed, the office responsible, and the costs.	Destroy 3 years after completion of the order.	
13.	<u>Records Disposition Files</u>	GRS 16/2	
	Descriptive inventories, disposal authorizations, schedules, and reports.		
	a. Basic documentation of records description and disposition programs, including SF-115, Request for Records Disposition Authority; SF-135, Records Transmittal and Receipt; SF-258 Agreement to Transfer Records to National Archives of the United States; and related documentation.		
	(1) SF 115s that have been approved by NARA.	Destroy 2 years after supersession.	
	(2) Other Records.	Destroy 6 years after the related records are destroyed or after the related records are transferred to the National Archives of the United State, whichever is applicable.	
	b. Routine correspondence and memoranda.	Destroy when 2 years old.	

14.	<u>Communication General Files</u>	GRS 12/2	
	a. Correspondence and related records pertaining to internal administration and operation.	Destroy when 2 years old.	
	b. Telecommunications general files, including plans, reports, and other records pertaining to equipment requests, telephone service, and like matters.	Destroy when 3 years old.	
	c. Telecommunications statistical reports including cost and volume data.	Destroy when 1 year old.	
	d. Telecommunications voucher files.		
	(1) Reference copies of vouchers, bills, invoices, and related records.	Destroy when 1 fiscal year old.	
	(2) Records relating to installation, change, removal, and servicing of equipment.	Destroy 1 year after audit or when 3 years old, whichever is sooner.	
	e. Copies of agreements with background data and other records relating to agreements for telecommunications services.	Destroy 2 years after expiration or cancellation of agreement.	
15.	<u>Physical Security</u>	GRS 18/8 and 16/1	Chronologically
	These files contain information regarding security, building security, thefts, safety programs, and security violations.	Cut-off these files at the end of the year, destroy When 2 years old or when no longer needed, whichever comes first.	
16.	<u>Printout of Long Distance Telephone Calls-Outgoing</u>	NC 174-189	Organizational
	These printouts of outgoing long distance calls are broken down by branch and filed in chronological order after certification as to correctness.	Destroy 3 months after receipt of current months printout.	

17. **Post Office and Private Mail Company Records** GRS 12/5

Post Office and private mail company forms and supporting papers, exclusive of records held by the United States

- a. Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, overnight, express, and special delivery mail including receipts and return receipts. Destroy when 1 year old.
- b. Application for registration and certification of declared value mail. Destroy when 1 year old.
- c. Report of loss, rifling, delayed or late delivery, wrong delivery, or other improper treatment of mail. Destroy when 1 year old.

18. **Mail and Delivery Service Control Files** GRS 12/6

- a. Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service, EXCLUDING both those covered by item 5 and those used as indexes to correspondence files. Destroy when 1 year old.
- b. 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). Destroy when 6 months old.
- c. Requisition for stamps (exclusive of copies used as supporting documents to payment vouchers). Destroy when 6 months old.
- d. Statistical reports and data relating to handling of mail and volume of work performed. Destroy when 1 year old.
- e. Records relating to checks, cash, stamps, money orders, or any other valuables remitted to the agency by mail. Destroy when 1 year old.

f.	Records of receipts for mail and packages received through the Official Mail and Messenger Service.	Destroy when 6 months old.	
g.	General files including correspondence, memoranda, directives, and guides relating to the administration of mail room operations.	Destroy when 1 year old or when superseded or obsolete, whichever is applicable.	
h.	Locator card, directories, indexes, and other records relating to mail deliver to individuals.	Destroy 5 months after separation or transfer of Individual or when obsolete, whichever is applicable.	
19.	<u>Property Inventories</u>	NC 174-189	Geographical/ Chronologically
This is a comprehensive listing of government property charged to a specific region, grant, or contract. These file folders contain correspondence, vehicle disposition and acquisition, inventory, and audit records.		Cut-off the files at the end of the year, hold 3 years after completion of grant, contract or disposition of all inventory and destroy.	
20.	<u>FOIA Request Files.</u>	GRS 14/11	
Files created in response to requests for information under the FOIA, consisting of the original request, a copy of the reply thereto, and all related supporting files which may include the official file copy of requested record or copy thereof.			
a.	Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein)		
(1)	Granting access to all the requested records.	Destroy 2 years after date of reply.	
(2)	Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.		

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| | (a) Request not appealed. | Destroy 2 years after date of reply. |
| | (b) Request appealed. | Destroy as authorized under Item 12. |
| (3) | Denying access to all or part of the records requested. | |
| | (a) Request not appealed. | Destroy 6 years after date of reply. |
| | (c) Request appealed | Destroy as authorized under Item 12. |
| b. | Official file copy of requested records. | Dispose of in accordance with approved agency disposition instructions for the related records or with the related FOIA request, whichever is later. |

21. **FOIA Appeals Files** GRS 14/12

Files created in responding to administrative appeals under the FOIA for release of information denied by the agency, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.

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| a. | Correspondence and supporting documents (EXCLUDING the file copy of the records under appeal if filed herein). | Destroy 6 years after final determination by agency, 6 years after the time at which a requester could file suit, or 3 years after final adjudication by the courts, whichever is later. |
| b. | Official file copy of records under appeal. | Dispose of in accordance with approved agency disposition instructions for the related record or with the related FOIA request, whichever is later. |

22. **FOIA Control Files** GRS 14/13

Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requester.

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| a. | Registers or listing. | Destroy 6 years after date of last entry. |
| b. | Other files | Destroy 6 years after final action by the agency or after final adjudication by courts, whichever is later. |
| 23. | <u>FOIA Reports Files.</u>
(See note after this item) | GRS 14/14 |
| | Recurring reports and one-time information requirements relating to the agency implementation of the Freedom of Information Act, EXCLUDING annual reports to the Congress at the department or agency level. | Destroy when 2 years old. |
| | (NOTE: The GRS does not cover department or agency level annual reports to the Congress. These reports should be scheduled for transfer to the National Archives of the United States by submitting an SF-115 to NARA.) | |
| 24. | <u>FOIA Administrative Files</u> | GRS 14/15 |
| | Records relating to the general agency implementation of the FOIA, including notices memoranda, routine correspondence, and related records. | Destroy when 2 years old. |
| 25. | <u>Privacy Act Requests Files</u> | GRS 14/21 |
| | Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a (b)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof. | |
| a. | Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein). | |
| | (1) Granting access to all the requested records. | Destroy 2 years after date of reply. |

- (2) Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.
 - (a) Requests not appealed. Destroy 2 years after date of Reply.
 - (b) Requests appealed. Destroy as authorized under Item 22.
- (3) Denying access to all or part of the records requested.
 - (a) Requests not Appealed. Destroy 5 years after date of reply.
 - (b) Requests appealed. Destroy as authorized under Item 22.

26. **Privacy Act Accounting of Disclosure Files** GRS 14/23

Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual's name, requester's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable.

Dispose of in accordance with the approved disposition instructions for the related subject individual's records or 5 years after the disclosure for which the accountability was made, whichever is later.

27. **Privacy Act Amendment Case Files** GRS 14/22

Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d) (2); to the individual's request for a review of an agency's refusal of the individual's request to amend a record as provided for under 5 U.S.C. 552a(d)(3); and to any civil action brought by the individual against the refusing agency as provided under 5 U.S.C. 552a(g).

- a. Requests to amend agreed to by agency. Includes individual's requests to amend and or review refusal to amend, copies of agency's replies thereto, and related materials. Dispose of in accordance with the approved disposition instructions for the related subject individual's record or 4 years after agency's agreement To amend, whichever is later.

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| b. | Requests to amend refused by agency. Includes individual's requests to amend and to review refusal to amend, copies of agency's replies thereto, statement of disagreement, agency justification for refusal to amend a record, and related materials. | Dispose of in accordance with the approved disposition instructions for the related subject individual's record, 4 years after final determination by agency, or 3 years after final adjudication by courts, whichever is later. |
| c. | Appealed requests to amend. Includes all files created in responding to appeals under the Privacy Act for refusal by an agency to amend a record. | Dispose of in accordance with the approved disposition instructions for related subject individual's record or 3 years after final adjudication by courts, whichever is later. |

28. **Privacy Act Control Files** GRS 14/24

Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requester.

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| a. | Registers of listings. | Destroy 5 years after date of last entry. |
| b. | Other files. | Destroy 5 years after final action by the agency or final adjudication by courts, whichever is later. |

29. **Privacy Act Report File** GRS 14/25
(See note after this item.)

Recurring reports and one-time information requirement relating to agency implementation, including biennial reports to the Office of Management and Budget (OMB), and the Report on New Systems at all levels.

Destroy when 2 years old.

(NOTE: The GRS does not cover the biennial report to Congress from OMB.)

30.	<u>Privacy Act General Administrative Files</u>	GRS 14/26	
	Records relating to the general agency implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records.	Destroy when 2 years old.	
31.	<u>Telephone Directory File</u>	NC 174-189	Chronologically
	File consisting of the Request for Service, changes in listing, suggestions for the directory and any other material relating to the revision of Corporation Telephone Directory.	Destroy when 2 years old, or when no longer needed, whichever is sooner.	
32.	<u>Telephone Directory</u>		Chronologically
	Washington and Regional Office Listing of local staff telephone numbers and other organizational information. This information may be in printed or typed form. Also, Regional offices have copies of the Washington telephone directory. (Supersedes NC 174-189)	Permanent. Washington and Regional Offices will retire to the FRC annually. One record set of all directories issued during that period. (Transfer to Archives in 10 years).	
33.	<u>Property Pass Files</u>	GRS 18/12	Chronologically
	Property pass files, authorizing removal of property or materials.	Destroy 3 months after expiration or revocation.	
34.	<u>Key Accountability Files</u>	GRS 18/16	Chronologically
	Files relating to accountability for keys issued.	Destroy 3 years after turn-in of key.	
	a. For areas under maximum security.	Destroy 6 months after turn-in of key.	
	b. For other areas.		
35.	<u>Visitor Control Files</u>	GRS18/17	Chronologically
	Register or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers.	a. For areas under maximum security: Destroy 5 months after final entry or 5 years after date of document, as appropriate b. For other areas: Destroy 2 years after final entry or 2 years after date of document.	

36.	<u>Delegation of Authority Files</u>	NI 362-2	Chronologically
	Includes materials pertaining to the issuance of delegation of authority to key Corporation officials and line of succession to principal positions within the agency.	Temporary. Cut-off and when delegation is canceled or superseded; same for lines of succession.	
37.	<u>Reimbursable Work Authorization Files</u>	NI 362-91-2	Chronologically
	Copies of GSA form 2597 and related documents generated for seeking reimbursement for work by GSA.	Cut-off at end of fiscal year, destroy 2 years later.	
38.	<u>Vital Record Files</u>	NI 362-91-2	Chronologically
	Files pertaining to the identification and protection of records vital to the operation of the agency, including operating records, and right and interest records.	Destroy when superseded, obsolete, or no longer needed.	
39.	<u>Interagency Agreements</u>	NI 362-91-2	Chronologically
	Files maintained by the agency, which includes reports, correspondence and minutes of meetings between Corporation and other government agencies.	Cut-off files at the end of the agreement. Hold 2 years and destroy.	
40.	<u>General Correspondence</u>	NC 362-75-3	Chronologically
	Correspondence files relating to routine day-to-day operations of Corporation, containing no policy or precedents and not otherwise provided for in a disposition schedule.	Cut-off at the end of year, hold 3 years and destroy.	
41.	<u>Electronic Mail and Word Processing System Copies.</u>	GRS 16/15	
	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.		
a.	Copies that have not further administrative value after the recordkeeping copy is made.	Destroy/delete within 180 days after the recordkeeping Copy has been produced.	

Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

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| b. | Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. | Destroy/delete when dissemination, revision, or updating is completed. |
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PUBLIC RELATIONS
CHAPTER 2

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	<u>FILE ARRANGEMENT</u>
1.	<p><u>Corporation New Publications</u> Chronologically</p> <p>News publication consisting of Corporation Update, Inter-Corporation News Letter, state and other similar news periodicals.</p>	<p>NC 174-189 item 118</p> <p>a. Permanent. PA will retain a record set of these publications to be held 2 Years and retired to FRC. (Transfer to Archives in 10 years).</p> <p>b. All other offices destroy when no longer needed.</p>	
2.	<p><u>Official Speech File</u></p> <p>Arranged in chronological order by place of delivery. The speech file will contain the official speeches of the Director of Corporation and other top Agency officials.</p>	<p>NC 174-189 item 117</p> <p>Permanent. Cut-off at the year, hold 2 years and retire to FRC (Transfer to Archives in 10 years).</p>	Chronologically
3.	<p><u>Position Papers and Backup Speech Material</u></p> <p>This material has been prepared for the Director and other staff officials on subjects of current interest.</p>	<p>NC 174-189 item 116</p> <p>PA will cut-off at the end of the year and destroy.</p>	Chronologically
4.	<p><u>Press Releases</u></p> <p>The press releases and contained within "Release Books" and they consist of the releases, register number, person who wrote release, date, and title of release.</p>	<p>NC 174-189 item 119</p> <p>a. Permanent. PA will retain a record set of these releases to be held 4 years and retire to FRC. (Transfer to Archives in 10 years).</p> <p>b. Hold extra copies of press releases, cut-off at end of the year, hold 1 year and destroy.</p>	Chronologically
5.	<p><u>Press Releases (Regional)</u></p> <p>The press releases are contained in one complete record set, maintained in</p>	<p>NC 173-187 item 8</p> <p>Permanent. Regional Office will cut-off at</p>	Chronologically/ Geographical

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| | chronological order of all releases issued by the Regional Office. | end of year, hold 4 years and retire to FRC. (Transfer to Archives in 10 years). | |
| 6. | <u>Publicity on Foster Grandparent Progra</u> | NC 174-1890 item 48 | Alphabetical |
| | This material is filed alphabetically by state and contains newspaper clippings, radio spots and tapes, and information regarding the program. | a. Permanent. DO will cut-off at the end of year, and retire to FRC. (Transfer to Archives in 10 years).

b. All other copies will be cut-off at the end of the year, held 1 year, and destroyed. | |
| 7. | <u>Radio and TV Tapes</u> | NC 174-189 item 120 | Chronologically |
| | These include tapes of speeches, interviews, and press conferences of the former Directors and other high level officials dating back to 1961. | Permanent. Public Affairs and all other offices in possession of these tapes will retire them to FRC after 5 years. (Transfer to Archives in 10 years). | |
| 8. | <u>UYA Press Information School Case File</u> | NC 174-189 item 63 | Chronologically/
Alphabetical |
| | This is an alphabetic case file arranged by the name of the school. It contains articles written and publicity about the school's participation in UYA program. | Permanent. Hold 3 years and retire to FRC. (Transfer to Archives in 10 years). | |
| 9. | <u>General Correspondence</u> | NC 362-75-3 | Chronologically |
| | Correspondence files relating to routine day-today operations of Corporation, containing no policy or precedents and not otherwise provided for in a disposition schedule. | Cut-off at the end of year, hold 3 years and destroy. | |

COMMITTEES, MEETINGS
CHAPTER 3

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	<u>FILE ARRANGEMENT</u>
1.	<u>Domestic Policy Council</u> A recently established council consisting of Director, Deputy Director, and Director of Domestic Operations. Monthly meetings are held to discuss goals and issues.	NC 174-189 Permanent. Hold 2 years and retire to FRC. (Offer to National Archives 10 Years after retirement).	Chronologically
2.	<u>Executive Staff Meetings</u> Weekly staff meetings of Office Directors which records current problems, or procedures.	NC 174-189 Permanent. Hold 2 years and retire to FRC. (Offer to National Archives 10 years after retirement).	Chronologically
3.	<u>Federal Women's Program Committee</u> These are minutes and related paper of each of the Federal Women's Program Advisory Committee Meetings. They are filed by subject by fiscal year. Quarterly reports will be produced containing an account of committee activities during each quarter.	NC 1 362-78-1 Hold 3 years and destroy.	Chronologically
4.	<u>National Advisory Council</u> The records contain biographic data and correspondence on members and potential members (generally appointed by the President), agendas, minute of meetings, reports, trips, and various boards and councils established to carry out the NAC mission.	NC 174-189 Permanent. Retire to FRC (Transfer to National Archives 10 years after retirement).	Chronologically
5.	<u>NSVP Conferences and Meetings</u> Includes correspondence, agenda, minutes, list of conference participants, discussion topics, summary fact sheets, and decisions reached documenting the scope and depth of the conference or meeting.	NC 174-189 item 55 Permanent. Retire to FRC (Transfer to National Archives 10 years after retirement).	Chronologically

INSPECTOR GENERAL RECORDS
CHAPTER 4

<u>ITEM No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	<u>FILE ARRANGEMENT</u>
1.	<p><u>Investigative Case files</u></p> <p>Case files developed during investigations of known or alleged fraud, abuse, and irregularities and violations of laws and regulations. Cases related to agency personnel, programs, and operations administered or financed by the agency, including files on volunteers, grantees, or contracts and their employees who are the subject of an investigation. This also includes investigative files relating to employees and complaints.</p>	GRS 22/1	Numerical
	<p>a. File containing information or allegations which are of an investigative nature but do not relate to any specific investigation such as anonymous or vague allegations, etc. This includes files of complaints that are resolved without a full, formal OIG investigations.</p>	Destroy when 5 years old.	
	<p>b. Case files meeting one or more of the following criteria: (1) cases which involved national media attention; (2) cases relating to congressional directed investigations of programs or senior officials (CEO, Executive Directors or all other Office Directors and (3) cases resulting in major agency policy changes. The Inspector General shall determine permanent cases according to this criteria.</p>	Place in inactive file which case is closed. Cut-off inactive case file at end of fiscal year and retire to FRC when 3 years old. Transfer to NARA 20 years after cut-off. (authority NI 362-99-1)	
	<p>c. All other investigative case files.</p>	Place in inactive files when Case is closed. Cut-off Inactive file at end of fiscal Year. Destroy 10 years after Cut-off.	

2.	<u>Audit Case Files</u>	GRS 22/2	Numerical
	Case files of OIG audits of agency program, operations and procedures, and external audits of contractors and grantees. Consist of audit reports, correspondence, memoranda, and supporting work papers.	Cut-off at end of fiscal year in which case is closed. Destroy 8 years after cut-off.	
3.	<u>Electronic Mailing and Word Processing System Copies.</u>	GRS 20/13	
	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronics copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	Destroy/delete when dissemination, revision, or updating is completed.	Numerical
a.	Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copies	Destroy/delete within 180 days after the Recordkeeping copy has been produced.	Numerical
b.	Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Destroy/delete when dissemination, revision, or updating is completed.	

BUDGET ACCOUNTING & PAYROLL ADMINISTRATION
CHAPTER 5

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	<u>FILE ARRANGEMENT</u>
1.	<p><u>Budget Files</u></p> <p>These files consist of ACTION budget preparation of submission to OMB and Congress, along with budget statements, congressional presentations, hearings, transcripts, supplemental appropriations, and allotments</p>	<p>NC 174-189</p> <p>Permanent. Cut-off at the end of the fiscal year, hold 2 years, and retire to FRC. Offer to Archives in 10 years.</p>	<p>Chronologically</p>
2.	<p><u>VISTA Budget Files</u></p> <p>Filed by subject and thereunder by date, these files contain correspondence, work papers, statistics, reports and information which document the VISTA budget presentation.</p>	<p>NC 174-189</p> <p>(a) Permanent. The Budget Division has the official file and will cut-off at the end of the fiscal year, hold 3 years, and destroy.</p> <p>(b) All other offices cut-off files at the end of the fiscal year, hold 3 years, and destroy.</p>	<p>Chronologically</p>
3.	<p><u>Budget Apportionment Files</u></p> <p>Apportionment and reapportionment schedules, proposing quarterly obligation under each authorized appropriation.</p>	<p>GRS 5/4</p> <p>Destroy 2 years after the close of the fiscal year.</p>	<p>Chronologically</p>
4.	<p><u>Current Year Operating Plan (CYOPs) Annual Cumulative Report</u></p> <p>This is the annual compilation of agency-wide goals, objectives, and budget information compiled from the quarterly CYOP'S sent from headquarters and regional offices.</p>	<p>NC 362-91-2</p> <p>Permanent. Cut-off annually. Transfer in 5 years blocks when oldest record is 10 years old.</p>	<p>Chronologically</p>

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| 5. | <u>Budget Correspondence File</u> | GRS 5/1 | |
| | Correspondence files in formally organized budget offices pertaining to routine administration, internal procedures, and other matters not covered elsewhere in this schedule, EXCLUDING files relating to agency policy and procedures maintained in formally organized budget offices. | | Destroy when 2 years old. |
| 6. | <u>Budget Background Records</u> | GRS 5/2 | |
| | Cost statements, rough data and similar materials accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justifications and related appropriation language sheet, narrative statements, and related schedules; and originating offices' of reports submitted to budget offices. | | Destroy 1 year after the close of the fiscal year covered by the budget. |
| 7. | <u>Budget Reports Files</u> | GRS 5/3 | |
| | Periodic reports on the status of appropriation accounts and apportionment. | | |
| | a. Annual report (end of fiscal year). | | Destroy when 5 years old. |
| | b. All other reports. | | Destroy 3 years after the end of the fiscal year. |

HUMAN RESOURCES
CHAPTER 6

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	<u>FILE ARRANGEMENT</u>
1.	<p><u>Official Personnel Staff Folders (OPFs)</u></p> <p>Records filed on the right side of the OPF. (See GRS 1, item 10, for temporary papers on the left side of the OPF). Folders covering employment terminated after December 31, 1920, excluding those selected by NARA for permanent retention.</p>	GRS 1/1	Alphabetical
	a. Transferred employees.	See Chapter 7 of The Guide to Personnel Recordkeeping for instruction relating to folders of employees transferred to another agency.	
	b. Separated employees.	Transfer folder to National Personnel Records Center (NPRC), St. Louis, MO, 30 days after latest separation. (See note (2) after this item). NPRC will destroy 65 years after separation from Federal service.	
	<p>(NOTES: (1) OPF's covering periods of employment terminated prior to January 1, 1921, are not covered by this item. If an agency has such files, it should contact NARA to request appraisal of the files. If NARA rejects the records, the disposition for GRS 1, item 1b applies, (2) Certain agencies have been exempted by OPM from retiring their OPF's to NPRC. These agencies retain OPF's for the period specified in item 1b of this schedule and effect destruction after that period has elapsed.)</p>		
2.	<p><u>Service Record Cards</u> (See note after item 2b)</p>	GRS 1/2	Alphabetical
	<p>Service Record Card (Standard Form 7 or equivalent).</p>		

- a. Card for employees separated or transferred on or before December 31, 1947. Transfer to NPRC (Civilian Personnel Records (CPR), St. Louis, MO Destroy 60 years after earliest personnel action.
- b. Card for employees separated or transferred on or after January 1, 1948. Destroy 3 years after separation or transfer of employee.

(NOTE: Effective December 31, 1994, the SF-7 card became obsolete.)

3. **Personnel Correspondence File** GRS 1/3 Chronologically

Correspondence reports and other records relating to the general administration and operation of personnel functions, but excluding records specifically described elsewhere in this schedule and records maintained at agency staff planning levels. Destroy when 3 years old.

4. **Office of Employment Files** GRS 1/4 Chronologically/
Numerical

Correspondence including letters and telegrams offering appointments to potential employees.

- a. Accepted offers. Destroy when appointment is effective.
- b. Declined offers:
 - (1) When name is received from certificate of eligibles. Return to OPM with reply and application.
 - (2) Temporary or excepted appointment. File with application (see item 15 of this schedule).
 - (3) All others. Destroy immediately.

5. **Certificate of Eligible File** GRS 1/5 Chronologically

Copies obtained from Office of Personnel Management (OPM) of certificates of eligibles with related requests, forms, correspondence, and statement or reasons for passing over a preference eligible and selecting a non-preference eligible. Destroy when 2 years old.

6.	<u>Employee Record Cards</u> (See note after this item.)	GRS 1/6	Alphabetical
	Employee record card used for informational purposes outside personnel offices (such as SF 7-B).	Destroy on separation or transfer of employee.	
	(NOTE: Effective December 31, 1994, the SF-7 card became obsolete. Agencies may use an internal agency form.)		
7.	<u>Position Classification Files</u>	GRS 1/7	Chronologically
a.	<u>Position Classification Standard Files.</u>		
(1)	Standards and guidelines issued or review by OPM and used to classify and evaluate positions within the agency.	Destroy when superseded or obsolete.	Numerical
(2)	Correspondence and other records relating to the development of standards for classification of positions peculiar to the agency and OPM approval or disapproval.		
(a)	Case File	Destroy 5 years after position is abolished or description is superseded.	Chronologically
(b)	Review File	Destroy when 2 years old.	Chronologically
b.	<u>Position Descriptions</u>		Organization
	Records copy of position description which includes information on title, series, grade, duties and responsibilities, and related documents.	Destroy 2 years after position is abolished or description superseded.	
c.	<u>Survey Files</u>		
(1)	Classification survey reports on various positions prepared by classification specialists, included periodic reports.	Destroy when 3 year old or 2 years after regular inspection, whichever is sooner.	

	(2)	Inspection, audit and survey files including correspondence, reports, and other records relating to inspection surveys, desk audits and evaluations.	Destroy when obsolete or superseded.	
d.		<u>Appeals Files</u>		Chronologically/ Alphabetical
	(1)	Case files relating to classification appeals, excluding OPM classification certificate.	Destroy 3 years after case is closed.	
	(2)	Certificate of classification issued by OPM.	Destroy after affected position is abolished or superseded.	
8.		<u>Interview Records</u>	GRS 1/8	Chronologically/ Alphabetical
		Correspondence, reports, and other records relating to interviews with employees.	Destroy 6 months after transfer or separation of employee.	
9.		<u>Performance Rating Board Case Files</u>	GRS 1/9	Alphabetical
		Copies of case files forwarded to OPM relating to performance rating board reviews.	Destroy 1 year after case is closed.	
10.		<u>Temporary Individual Employee Records</u>	GRS 1/10	Chronologically
	a.	All copies of correspondence and forms maintained on the left side of the Official Personnel Folder in accordance with Chapter 3 of The Guide to Personnel Recordkeeping, EXCLUDING the Immigration and Naturalization Service Form I-9 and performance-related records.	Destroy when superseded or obsolete, or upon separation or transferred with the OPF. See item 10b for disposition of I-9 Forms and item 23 of this schedule for disposition of temporary performance-related records.	
	b.	Immigration and Naturalization Service Form I-9.	Destroy 3 years after employee separates from service or transfers to another agency.	

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| 11. | <u>Position Identification Strips</u>
(See note after this item). | GRS 1/11 | |
| | Strips, such as the former SF 7D, containing summary data on each position occupied. | Destroy when superseded or obsolete. | |
| | (NOTE: Effective December 31, 1994, the SF 7D became obsolete.) | | |
| 12. | <u>Employee Awards Files</u>
(See Note after item 12b.) | GRS 1/12 | Chronologically/
Alphabetical |
| | a. General awards record
EXCLUDING those relating to departmental level awards. | | |
| | (1) Case files including recommendations, approved nominations, correspondence, reports and related handbooks pertaining to agency sponsored cash and noncash award, within-grade merit increase, suggestions, and outstanding performances. | Destroy 2 years after approval or disapproval. | |
| | (2) Correspondence pertaining to awards from other Federal agencies or non-Federal organizations. | Destroy when 2 years old. | |
| | b. Length of service and sick leave awards files. | | |
| | Records including correspondence, reports, computations of service and sick leave, and list of awardees. | Destroy when 1 year old. | |
| | c. Letters of commendation and appreciation. | | |
| | Copies of letters recognizing length of service and retirement and letters of appreciation and commendation for performance, excluding copies filed in the Official Personnel Folder (OPF). | Destroy when 2 years old. | |

d.	Lists of or indexes to agency award nominations. (NOTE: Records relating to department-level awards must be scheduled by submitting a SF-115, Request for Records Disposition Authority, to NARA).	Destroy when superseded or obsolete.	
13.	<u>Incentive Award Program Report</u> Reports pertaining to the operation of the Incentive Awards programs.	GRS 1/13 Destroy when 3 years old.	Chronologically
14.	<u>Notification of Personnel Actions</u> Standard Form 50, documenting all individual personnel actions such as employment, promotions, transfers, separation, exclusive of the copy in the OPF.	GRS 1/14	Alphabetical
a.	Chronological file copies, including fact sheets, maintained in personnel offices.	Destroy when 2 years old.	
b.	All other copies maintained in Personnel offices.	Destroy when 1 year old.	
15.	<u>Employment Applications</u> Applicants (SF-171 and related records), EXCLUDING records relating to appointments requiring Senatorial Confirmation and applications resulting in appointment which are filed in the OPF.	GRS 1/15 Destroy upon receipt of OPM inspection report or when 2 years old, whichever is earlier.	Chronologically/ Alphabetical
16.	<u>Personnel Operations Statistical Reports</u> Statistical reports in the operating personnel office and subordinate units relating to personnel.	GRS 1/16 Destroy when 2 years old.	
17.	<u>Correspondence and Forms Files</u> Operating personnel office records relating to individual employees not maintained in OPF's and not provided for elsewhere in this schedule.	GRS 1/17	Chronologically/ Alphabetical

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| a. | Correspondence and forms relating to pending personnel actions. | Destroy when action is completed. | |
| b. | Retention registers and related records. | | |
| | (1) Registers and related records used to effect reduction-in-force actions. | Destroy when 2 years old. | |
| | (2) Register from which no reduction-in-force action have been taken and related records. | Destroy when superseded or obsolete. | |
| c. | All other correspondence and forms. | Destroy when 6 months old. | |
| 18. | <u>Supervisor's Personnel Files and Duplicate OPF Documentation</u> | GRS 1/18 | |
| a. | Supervisors' Personnel Files | | |
| | Correspondence, forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action and records on individual employees duplicated in or not appropriate for the OPF. | Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer. | |
| b. | Duplicate Documentation | | |
| | Other copies of documents duplicated in OPF's not provided for elsewhere in this schedule. | Destroy when 6 months old. | |
| 19. | <u>Individual Non-Occupational Health Record Files</u> | GRS 1/19 | Alphabetical |
| | Forms, correspondence, and other records, including summary records, documenting an individual employee's medical history, physical condition, and visits to Governmental health facilities, for non-work related purposes, EXCLUDING records covered by item 21 of this schedule. | Destroy 6 years after date of last entry. | |

20. **Health Unit Control Files** GRS 1/20
- Logs or registers reflecting daily number of visits to dispensaries, and health units.
- a. If information is summarized on statistical report. Destroy 3 months after last entry.
 - b. If information is not summarized. Destroy 2 years after last entry.
21. **Employee Medical Folder (EMF)** GRS 1/21
(See Note after item 21c).
- a. Long-term medical records as defined in 5 CFR Part 293, Subpart E.
 - (1) Transferred employees. See 5 CFR Part 293, Subpart E for instructions.
 - (2) Separated employees. Transfer to NPRC, St. Louis, MO, 30 days after separation. NPRC will destroy 75 years after birth date of employee; 60 years after date of the earliest document in the folder, if the date of birth cannot be ascertained; or 30 years after latest separation, whichever is later.
 - b. Temporary or short-term records as defined in the Federal Personnel Manual (FPM). Destroy 1 year after separation or transfer of employee.
 - c. Individual employee health case files created prior to establishment of the EMF system that have been retired to a NARA records storage facility. Destroy 60 years after retirement to the NARA records storage facility.
- (NOTE: Electronic master files and data bases created to supplement or replace the records covered by item 21 are not authorized for disposal under the GRS. Such files must be scheduled on an SF-115).
22. **Statistical Summaries** GRS 1/22
(See note after this item)
- Copies of statistical summaries and reports with related papers pertaining to employee health, retained by the reporting unit. Destroy 2 years after date of summary or report.

23. **Employee Performance File System Records** (See note after item 23b(4).) GRS 1/23 Alphabetical

- a. Non-SES appointees (as defined in 5 U.S.C. 4301(2).)
- (1) Appraisals of unacceptable performance, where a notice of proposed demotion or removal is issued but not effected, and all related documents. Destroy after the employee completes 1 year of acceptable performance from the date of the written advance notice of proposed removal or reduction-in-grade notice.
 - (2) Performance records superseded through an administrative, judicial, or quasi-judicial procedure. Destroy when superseded.
 - (3) Performance-related records pertaining to a former employee.
 - (a) Latest rating of record 3 years old or less and performance plan upon which it is based and any summary rating. Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee separates (see item 1b of this schedule). An agency retiring an OPF from NPRC will dispose of these documents in accordance with item 23a(3)(b) of this schedule.
 - (b) All other performance plans and ratings. Destroy when 4 years old.
 - (4) All other summary performance appraisal records, including performance appraisals and job elements and standards upon which they are based. Destroy 4 years after date of appraisal.
 - (5) Supporting documents. Destroy 4 years after date of appraisal.

- b. SES appointees (as defined in 5 U.S.C. 3132a(2)).
- (1) Performance records superseded through an administrative, judicial, or quasi-judicial procedure. Destroy when superseded.
 - (2) Performance-related records pertaining to a former SES appointee.
 - (a) Latest rating of record that is less than 5 years old, performance plan upon which is based, and any summary rating. Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee leaves Federal service (see item 1b of this schedule). An agency retrieving an OPF from NPRC will dispose of those documents in accordance with item 23b(2)(b) of this schedule.
 - (b) All other performance ratings and plans. Destroy when 5 years old.
 - (3) All other performance appraisals, along with job elements and standards (job expectations) upon which they are based, EXCLUDING those for SES appointees serving on a Presidential appointment (CFR 214). Destroy 5 years after of appraisal.
 - (4) Supporting documents. Destroy 5 years after date of appraisal.

(NOTE: Performance records pertaining to Presidential appointees are not covered by the GRS. Such records must be scheduled by submitting an SF-115 to NARA.)

24.	<u>Financial Disclosure Reports</u>	GRS 1/24	Alphabetical/ Chronologically
a.	Reports and related documents submitted by individuals as required under the Ethics in Government Act of 1978 (Pub. L. 95-521).		
	(1) Records including SF-278A for individuals filing according to Section 201b of the Act, and not subsequently confirmed by the U.S. Senate.	Destroy 1 year after nominee ceases to be under consideration for appointment; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.	
	(2) All other records including SF-278.	Destroy when 6 years old EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.	
b.	All other statements of employment and financial interests and related records, including confidential statements filed under Executive Order 11222.	Destroy when 6 years old EXCEPT that documents needed in an ongoing investigation.	

(NOTE: See GRS 9, item 6, for semiannual reports to the Office of Government Ethics on non--Federally funded travel.)

25.	<u>Equal Employment Opportunity (EEO) Records</u>	GRS 1/25	Alphabetical
a.	Official Discrimination Complaint Case Files.		
	Originating agency's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222. Cases resolved within the agency, by Equal Employment Opportunity Commission, or by a U.S. Court.	Destroy 4 years after resolution of case.	
b.	Copies of Complaint Case Files		
	Duplicate case files or documents pertaining to case files retained in Official Discrimination Complaint Case Files.	Destroy 1 years after resolution of case.	

- c. Preliminary and Background Files.
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| (1) | Background records not filed in the Official Discrimination Complaint Case Files. | Destroy 2 years after final resolution of case. |
| (2) | Record documenting complaints that do not develop into Official Discrimination Complaint Cases. | Destroy when 2 years old. |
- d. Compliance Records
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| (1) | Compliance Review Files. | |
| | Reviews, background documents, and correspondence relating to contractor employment practices. | Destroy when 7 years old. |
| (2) | EEO Compliance Reports | Destroy when 3 years old. |
- e. Employee Housing Requests.
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| | Forms requesting agency assistance in housing matters, such as rental or purchase. | Destroy when 1 year old. |
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- f. Employment Statistics Files.
(See note after this item.)
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| | Employment statistics relating to race and sex. | Destroy when 5 years old. |
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- (NOTE: Electronic master files and data bases created to supplement or replace the records covered by this sub-item are not authorized for disposal under the GRS. Such files must be scheduled on a SF-115.
- g. EEO General Files
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| | General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent later legislation, and agency EEO Committee meeting records, including minutes and reports. | Destroy when 3 years old, or when superseded or obsolete, whichever is applicable. |
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- h. EEO Affirmative Action Plans (AAP)
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| (1) | Agency copy of consolidated AAP(s) | Destroy 5 years from date of plan. |
| (2) | Agency feeder plan to consolidated AAP(s) | Destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner. |

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| | (3) | Report of on-site reviews of Affirmative Action Programs. | Destroy 5 years from date of report. |
| | (4) | Agency copy of annual report of Affirmative Action accomplishments. | Destroy 5 years from date of report. |
| 26. | | <u>Personnel Counseling Records</u> | GRS 1/26 |
| | a. | Counseling Records | |
| | | Reports of interviews, analyses, and related records. | Destroy 3 years after termination of counseling. |
| | b. | Alcohol and Drug Abuse Program | |
| | | Records created in planning, coordinating, and directing an alcohol and drug abuse program. | Destroy when 3 years old. |
| 27. | | <u>Standards of Conduct Files</u> | GRS 1/27 |
| | | Correspondence, memoranda, and other records relating to codes of ethics and standards of conduct. | Destroy when 3 years old. |
| 28. | | <u>Labor Management Relations Records.</u> | GRS 1/28 |
| | a. | Labor Management Relations General and Case Files. | |
| | | Correspondence, memoranda, reports, and other records relating to the relationship between management and employee unions or other groups. | |
| | (1) | Office negotiating agreement. | Destroy 5 years after Expiration of agreement. |
| | (2) | Other offices | Destroy when superseded of obsolete. |
| | b. | Labor Arbitration General and Case Files. | |
| | | Correspondence, forms, and background papers relating to labor arbitration cases. | Destroy 5 years after final resolution of case. |

29. **Training Records**

GRS 1/29

EXCLUDING records of formally established schools which train agency employees in specialized program areas, such as law enforcement and national defense. (See note after item 29b.)

a. General file of agency-sponsored training, EXCLUDING record copy of manuals, syllabuses, textbooks, and other training aides developed by the agency.

(1) Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training courses and conferences.

Destroy when 5 years old or 5 years after completion of a specific training program.

(2) Background and working files.

Destroy when 3 years old.

b. Employee training

Correspondence, memoranda, reports, and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-Government institutions.

Destroy when 5 years old or when superseded or obsolete, whichever is sooner.

(NOTE: Records excluded from this item must be scheduled by submission of an SF-115 to NARA).

30. **Administrative Grievance, Disciplinary, and Adverse Action Files** (See note after item 30B.)

GRS 1/30

a. Administrative Grievance Files (5 CFR 771). Records relating to grievances raised by agency employees, except EEO complaints. These case files include statement of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to reconsideration request.

Destroy no sooner than 4 years but no later than 7 years after case is closed.

b. Adverse Action Files (5CFR 752) and Performance-Based Actions (5 CFR 432).

Case files and records related to adverse actions and performance-based action (removal, suspension, reduction -in-grade, furlough) against employees. The file includes a copy of the proposed adverse action with supporting documents; statements of witnesses; employee's reply; hearing notices, reports, and decisions; reversal or action; and appeal records, EXCLUDING letters of reprimand which are filed in the OPF.

Destroy no sooner than 4 years but no later than 7 years after case is closed.

(NOTE: OPM has determined that agencies may decide how long, within the range of 4 to 7 years, grievance and adverse action files need to be retained. To implement this authority, each agency must select one fixed retention period, between 4 and 7 years, for the entire series of its closed cases. Agencies are not authorized to use different retention periods for individual cases. The agency should publish the chosen retention period in the Privacy Act notice for these records, the agency's records disposition manual, and any other issuance dealing with the disposition of these records.)

31. **Personal Injury Files**

GRS 1/31

Forms, reports, correspondence, and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made, EXCLUDING copies filed in the employee Medical Folder and copies submitted to the Department of Labor.

Cut off on termination of compensation or when deadline for filing a claim has passed. Destroy 3 years after cutoff.

32. **Merit Promotion Case Files**

GRS 1/32

Records relating to the promotion of an individual that document qualification standards, evaluation methods, selection procedures, and evaluations of candidates.

Destroy after OPM audit or 2 years after the personnel action is completed, whichever is sooner.

33. **Employee Assistance Health Record**

NC 362-75 item 1

Alphabetical

Health records maintained under the Employment Assistance Program which serve as resource material for medical personnel or counseling personnel. Contains from HSM-55. Personnel will place record in inactive file upon employee separation agency.

Destroy 1 year after separation or transfer of employee.

34.	<u>Employee Occupational Injury and Illness Reports</u>	NC-362-77-3 item 4	Alphabetical
	These files consist of reports of occupational injuries and illness and medical reports on Corporation staff employees who have had job-related injuries or illness.		Cut-off on termination of compensation or when deadline for filling a claim has passed. Destroy 3 years after cut-off.
35.	<u>Merit Promotion Files</u>	NC 174-189 item 163	Alphabetical/ Chronologically
	Correspondence regarding merit promotion with employees and supervisors. These are filed on the left side of the Official Personnel Folders.		Destroy after OPM audit 2 years after the personnel action is completed, whichever is sooner.
36.	<u>Minority Complaint Case Files</u>	NC 362-751 item 9	Alphabetical
	This is a full documentation of the minority complaint cases.		
	a. Cases resolved by the Corporation.		(a) Remove cases from File. FRC will hold 5 and destroy.
	b. Cases resolved by OPM		(b) Cases resolved will be retained by OPM and the official case file will be disposed of according to OPM Records Control Schedule.
			(c) All other office destroy 1 year after final adjustment.
37.	<u>Employee Relations Case Files</u>	NC 174-189 item 165	Alphabetical
	These files consist of adverse actions, background material, and correspondence. These files are based on disciplinary or adverse actions taken against a Corporation employee. Arranged in 2 tabbed folders, one considered the office file and the other the appeal file. Both files are essentially the same.		Destroy 4 years after case is closed.

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| 38. | <u>Employee Relations Grievances Case File</u> | NC 174-189 item 167 | Alphabetical |
| | These files are arranged alphabetically by employee name and contain all the related documentation of the grievance and the action taken. These case are initiated by the employee who is complaining of working conditions and hours. These cases usually are settled in the office. | | <p>(a) The Personnel Division will hold 3 years after close of case and destroy.</p> <p>(b) All other offices will hold 2 years after close of case and destroy.</p> <p>(c) All other offices destroy</p> |
| 39. | <u>Equal Employment Opportunity (EEO) Files</u> | GRS 1/25 | Chronologically/
Alphabetical |
| | This is usually a case file documenting a complaint. May also contain request for information and related matters relative to minorities. (Supersedes NC 362-75-2 item 1) | | Destroy 4 years after resolution of case. |
| 40. | <u>Incentive Awards Program Files</u> | | Alphabetical |
| | These files are arranged by name of award, such as Sustained Superior Performance, Distinguished Voluntary Service, Authur Fleming Award, etc. (Supersedes NC 174-189 item 165) | | <p>(a) The Personnel Division will hold 2 years and destroy.</p> <p>(b) The Personnel Division will file a copy in the employee's OPF on the left side. When employee leaves the agency, the copy will be removed and destroyed.</p> |
| 40. | <u>Labor Relations Case Files</u> | NC 174-189 item 165 | Alphabetical |
| | These files are arranged by name of award, such as Sustained Superior Performance, Distinguished Voluntary Service, Arthur Fleming Award, etc. | | <p>(a) The HR Division will hold 2 years and destroy.</p> <p>(b) The HR Division will file a copy in the employee's OPF on the left side. When employee leaves the agency, the copy will be removed and destroyed.</p> |

41.	<u>Labor Relation Case File</u>	NC 174-189 item 168	Chronologically/ Alphabetical
	These files consist of Union correspondence of a general nature, backup material or labor relations policy, and drafts of labor relations policy orders. NOTE These files are not the hearing or transcript files.	(a) The HR Branch will hold 5 years after completion of case and destroy.	
		(b) All other offices will hold 2 years after final resolution of case.	
42.	<u>Labor Relations Hearing File</u>	NC 174-189 item 178	Chronologically
	These files consist of hearings and transcripts and a history file of the case usually related to a specific union activity.	(a) The Labor and Employee Relations Branch will destroy 5 years after final resolution of case.	
		(a) All other office will hold 2 years after close of case and destroy.	
43.	<u>Human Resources Security Clearance Files</u>	NC 174-187 item 16	Chronologically
	Files of individual SF-171's which are retain to be used if a vacancy occurs.	State Offices will re-Return forms to applicants, if so requested, or applications will be destroy 30 days after a selection has been made.	
44.	<u>Human Resources Clearance Files</u>	NC 174-189 item 170	Chronologically/ Alphabetical
	These files contain a record of investigations of personnel employed by the Corporation or persons seeking employment with the Corporation. (Supersedes NC 174-189 item 170)	Destroy when 3 years old. Investigative reports conducted by the FBI and OPM are returned to originator. Investigative reports remain with the case.	
45.	<u>Staff Position Candidate Case Files</u>	NC 174-189 item 10	Alphabetical
	These files consist of resumes and SF-171's from potential candidates for domestic staff positions GS-13 and above.	Remove and destroy inactive folders after 2 years.	

46. **Federal Workplace Drug Testing
Program Files. (See notes after 26e(2).)**

Drug testing program records created under Executive Order 12564 and Public Law 100-71, Section 503 (101 Stat. 468), EXCLUDING consolidated statistical and narrative reports concerning the operation of agency programs, including annual reports to Congress, as required by Pub. L. 100-71, 503(f).

Destroy when 3 years old or when superseded or obsolete. (See note (2) after item 36e(2).)

This authorization does not apply to oversight program records of the Department of Health and Human Services, the Office of Personnel Management, the Office of Management and Budget, the Office of National Drug Control Policy, and the Department of Justice.

- a. Drug test and procedures, EXCLUDING documents that are filed in record sets of formal issuances (directives, procedures handbooks, operating manuals, and the like.)

Agency copies of plans and procedures, with related drafts, correspondence, memoranda, and other records pertaining to the development of procedures for drug testing programs, including the determination of testing incumbents in designated positions.

- b. Employee acknowledgment of notice forms.

Forms completed by employees whose positions are designated sensitive for drug testing purposes acknowledging that they have received notice that they may be tested.

Destroy when employee separates from testing-designated position.
(See note (2) after item 36e(2).)

- c. Selection/scheduling records.

Records relating to the selection of specific employees/applicants for testing and the scheduling of tests. Included are lists of selectees, notification letters, and testing schedules.

Destroy when 3 years Old. (See note (2) after item 36e(2).)

- d. Record relating to the collection and handling of specimens. Destroy 3 years after date of last entry. (See note (2) after item 36e(2).)

(1) "Permanent" Record Books.

Bound books containing identifying data on each specimen, recorded at each collection site in the order in which the specimens were collected.

(2) Negative results. Destroy when 3 years old.

(NOTES: (1) Disciplinary action case files pertaining to actions taken against employees for drug use, drug possession, failure to comply with drug testing procedures, and similar matters are covered by GRS 1, item 30b, which authorizes destruction of records between 4 and 7 years after the case is closed. (2) Any records covered by item 36 a-e that are relevant to litigation or disciplinary actions should be disposed of no earlier than the relating litigation or adverse action case file(s).)

47. **Donated Leave Program Case Files.** GRS 1/37

Case files documenting the receipt and donation of leave for medical emergencies, including recipient applications, agency approvals or denials, medical or physician certifications, leave donation records or OF 630-A, supervisor/time-keeper approvals, leave transfer records, payroll notification records, and leave program termination records.

48. **Wage Survey Files.** GRS 1/38

Wage survey reports and data, background documents and correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and request for an authorization of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets). Destroy after completion of second succeeding wage survey.

49. **Retirement Assistance File.** GRS 1/39
 Correspondence, memoranda, annuity estimates, and other records used to assist retiring employees or survivors claim insurance or retirement benefits. Destroy when 1 year old.
50. **Handicapped Individuals Appointment Case Files.** GRS 1/40
 Case files containing position title and description; fully executed SF 171; medical examiner's report; a brief statement explaining accommodation of impairment; and other documents related to previous appointment, certification, and/or acceptance or refusal, created in accordance with FPM chapter 306-11, subchapter 4-2. Destroy 5 years following the date of approval or disapproval of each case.
51. **Pay Comparability Records.** GRS 1/41
 Records created under implementation of the Federal Employees Pay Comparability Act including written narratives and computerized transaction registers documenting use of retention, relocation and recruitment bonuses, allowances, and supervisory differentials, bonuses and retention allowances. Destroy 3 years following the date of approval or upon completion of the relevant service agreement or allowance, whichever is later.
52. **Alternate Worksite Records.** GRS 1/42
- a. Approved requests or applications to participate in an alternate worksite program; agreements between the agency and the employee; and records relating to the safety of the worksite, the installation and used of equipment, hardware, and software, and the use of secure, classified information or data subject to the Privacy Act. Destroy 1 year after end of employee's participation in the program.
 - b. Unapproved request. Destroy 1 year after request is rejected.
 - c. Forms and other records generated by the agency or the participating employee evaluating the alternate worksite program. Destroy when 1 year old, or when no longer needed, whichever is later.

53. **Electronic Mail and Word Processing System Copies.** GRS 1/43

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

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| a. | Copies that have not further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. | Destroy/delete within 180 days after the recordkeeping copy has been produced. |
| b. | Copies used for dissemination, revision, or updating the are maintained in addition to the recordkeeping copy. | Destroy/delete when dissemination, revision, or updating is completed. |

HISTORICAL DOCUMENTATION
CHAPTER 7

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	<u>FILE ARRANGEMENT</u>
1.	<p><u>ACTION Goals Case Files</u></p> <p>These files are arranged by office and contain statistics, charts, graphs, reports and narrative comments. The file reflects the programmed objectives and goals and the degree of successful achievement of reaching these goals.</p>	<p>NC 174-189 item 8</p> <p>(a) Permanent. Hold 5 years and retire to FRC (Offer to National Archives 10 years after retirement).</p> <p>(b) Destroy all other copies when no longer needed.</p>	Geographical
2.	<p><u>ACTION Merger and Reorganization Task Force File</u></p> <p>This file contains correspondence, reports, and other records dated 1971 addressed to Henry Kissinger, John D. Ehrlichman, H.R. Haldeman, and other White House personalities indicating the level of coordination and support. It is a comprehensive file documenting the actions of the Task Force, ideas considered, proposed reorganization, and agencies or program that should be merged.</p>	<p>NC 174-188 item 10</p> <p>Permanent. Retire to FRC. (Offer to Archives in 10 years).</p>	Chronologically
3.	<p><u>DO Goals</u></p> <p>Correspondence, memorandums, and reports depicting the goals in Domestic and Anti-Poverty Operations, such as innovative projects and budget.</p>	<p>NC 174-189 item 18</p> <p>Permanent. Retire to FRC. Cut-off at the end of the year, hold 2 years, and Retire to FRC. (Offer to Archives in 10 years).</p>	Chronologically
4.	<p><u>Historical Documentation File</u></p> <p>This file contains reports documenting the recruitment and placement procedures of ACTION. These reports are used to prepare additional reports with detailed graphs and charts showing year by year comparative analyses of VISTA.</p>	<p>NC 174-189 item 987</p> <p>Permanent. Cut-off at the end of 2 years, hold 5 additional years and retire to FRC. (Transfer to Archives in 10 years).</p>	Chronologically

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| 5. | <u>Organization Project</u> | NC 174-189 item 122 | Chronologically |
| | Reports and studies regarding organizational practices and procedures all ACTION offices created upon request for management analysis and evaluation. | | |
| | | (a) Permanent. Cut-off their files at the end of the year, hold 2 years and Retire to FRC. (Transfer to Archives in 10 years). | |
| | | (b) All other copies when no longer needed. | |
| 6. | <u>Organization, Mission and Function Files</u> | NC 174-189 item 123 | Chronologically |
| | Studies, reports, correspondence, and organizational charts reflecting the ACTION organization, mission and functions. (Supersedes NC 174-189 item 123) | | |
| | | (a) Permanent. Cut-off these files at the end of the year, and retire to FRC. (Transfer to Archives in 10 years). | |
| | | (b) Destroy all other copies when no longer needed. | |
| 7. | <u>NSVP Historical Files</u> | NC 174-189 item 59 | Chronologically |
| | Correspondence, reports, decision papers, program and planning documents describing the functions, responsibilities and organization of NSVP from its inception. | | |
| | | Permanent. Retire to FRC after 3 years. (Transfer to Archives in 10 years). | |
| 8. | <u>Proposed Merger File</u> | NC 174-189 item 100 | Chronologically |
| | This file relates to the current proposed merger of the Peace Corps and VISTA selection, recruitment and placement functions. | | |
| | | (a) Permanent. Cut-off at the end of study, hold 5 years and retire to FRC. Transfer to Archives in 10 years). | |
| | | (b) Destroy all other copies when no longer needed. | |
| 9. | <u>VISTA Organization and Functions</u>
Chronologically | NC 174-189 item 28 | |
| | This file which documents the VISTA Organization and functions since 1971 contains management analysis and techniques used in VISTA. It is a comprehensive file describing the VISTA organizations since its merger into ACTION in 1971. | | |
| | | (a) Permanent. Cut-off at the end of the year, hold 5 years, and retire to FRC. (Transfer to Archives in 10 years). | |
| | | (b) All other offices will destroy after 5 years. | |

PROCUREMENT
CHAPTER 8

<u>ITEM</u> <u>No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED</u> <u>DISPOSITION</u>	<u>FILE</u> <u>ARRANGEMENT</u>
1.	<p><u>Billing Office Address Code Files</u></p> <p>Contains correspondence and requests for services relating to the Activity Address Codes (AAC) and the Billing Office Address Code (BOAC), e.g. new codes, delete codes, address changes and other similar requests. Arranged by name of region, thereunder chronologically.</p>	<p>GRS 23/1</p> <p>Cut off at end of calendar year. Destroy 2 years after cutoff.</p>	<p>Chronologically</p>
2.	<p><u>Administrative Interagency Agreements</u></p> <p>Contains administrative interagency agreements for procurement for Headquarters and the Regions. Includes reports, correspondence and minutes of meetings between CNS and other government agencies. Arranged by fiscal year, thereunder numerically by purchase order number. (NOTE: Purchase orders stemming from these agreements are destroyed according to the applicable authorities of GRS 3/3).</p>	<p>GRS 3/3</p>	<p>Numerically</p>
	<p>a. <u>Records Copy.</u> Paper files Arranged by fiscal year, Thereunder chronologically.</p>	<p>Cut off at end of fiscal year in which Agreement is concluded. Destroy 6 Years and w months After cutoff. (Supersedes NI-362-91-4, item 2.)</p>	<p>Chronologically</p>
	<p>b. <u>Electronic Copies.</u> Electronic copies created on electronic mail and word processing systems.</p>	<p>Delete after record-keeping copy is produced.</p>	

3. **Credit Card Files** NI-362-98-3
- a. **Credit Card Account Files.** Cutoff at end of fiscal year in which account is closed. Destroy 6 years and 3 months after cutoff. (GRS 6/1)
 Contains cardholder account information, account agreement signature forms, account cancellation forms and other related materials. (NOTE: Purchasing documentation is destroyed according to the applicable authorities of GRS 3/3.)
 - b. **Credit Card Administrative Files.** Cutoff off at end of fiscal year. Destroy 3 years after Cutoff. (GRS 6/5b)
 Contains office and statistical report.
 - c. **Nonrecord Credit Card Materials.** Destroy when no longer needed for administrative purposes.
 Contains manuals, forms, and other credit card servicer issuances.
4. **Purchase Orders and Contracts.** NI-362-98-3
 Contains files pertaining to the entire procurement process (and procedures) including payment records, payment modifications, receiving reports and related documentation.
- a. Transactions dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold"), that exceed the simplified acquisition threshold and all construction exceeding \$2,000. Cut off at end of fiscal year in which purchase order is fully paid. Retire to Records Center 3 years after cutoff. Destroy 6 years and 3 months after cutoff. (GRS 3/3a) (Supersedes NC-362-75-1, Item 7b(2) and item 3a(2)).
 - b. Transactions dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold"), at or below the simplified acquisition threshold and all construction under \$2,000. Cut off at end of fiscal year in which purchase order is fully paid. Destroy 3 years after cutoff. (GRS 3/3ab) (Supersedes NC-362-75-1, item 7b(1) and item 3a(1)).
5. **Unsuccessful Bidders Files.**
 Contains bids received upon advertisement of contract that were not accepted. Includes correspondence regarding solicitations or proposals submitted and the scoring evaluation sheets. Arranged numerically by proposal number.

- a. Relating to small purchases as defined in the Federal Acquisition Regulation, 48 CFR Part 13. Destroy 1 year after award or final payment, whichever is later. (GRS 3/5b(1)) (Supersedes NC-174-189, item 141).

- b. Relating to transactions above the small purchase limitations in 48 CFR Part 13. Destroy when related contract is completed. (General Records Schedule 3, item 5b(2)(a)).

PROGRAMS
CHAPTER 9

<u>ITEM</u> <u>No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED</u> <u>DISPOSITION</u>	<u>FILE</u> <u>ARRANGEMENT</u>
1.	<u>AmeriCorps*State/National Grant Files.</u>	GRS 3/13	Alphabetically
	a. Unsuccessful Applications. Solicited and unsolicited grant applicants correspondence and other records relating to unsuccessful (rejected or withdrawn applications).	Destroy 3 years after rejection or withdrawal. (GRS 3, Item 13) NOTE: Successful applications and accompanying case File will be scheduled separately as an agency-wide functional item.	
	b. Progress Reports and Related Correspondence. Contains periodic Progress Reports submitted to CNS, as required, from all grantees such as State Commissions for Community Service, National Non-Profit Organizations, Federal Programs, Native American Tribes, Territories and direct educational award recipients regarding the progress of the programs funded through AmeriCorps *State/National grants and related correspondence. Arranged alphabetically by name of State or State Clusters, American Tribe or national non-profit organization, thereunder sequentially by numerical scheme incorporating the fiscal year when originally funded, the type of organization and a sequential number. Dates: 1994-Present. Estimated annual accumulation: 30 cubic feet.	Cut off at end of fiscal year in which grant funded for the programs in concluded. Retire to Records Center 1 year after cutoff. Destroy 5 years after cutoff.	
2.	<u>Updates.</u> Contains monthly newsletter consisting of a compilation of information from CNS affecting the AmeriCorps*State/National grantees. The updates include official guidance and policies, changes in legislation, the program of specific	NI-362-98-5	

a grant programs from the regions and other like information. Arranged chronologically by year, thereunder by month. Dates from 1994-Present. Current volume: 4 cubic feet. Estimated annual accumulation: cubic foot.

a. **Record Copy.**

Cut off at end of fiscal Year of a 3-year block. Transfer immediately to the National Archives. Note: Records 1994 - 1997; cut off Oct. 1, 1997; transfer to NARA, Oct. 1, 1997. Records 1997 - 1998. 2000; cut off Oct. 1, 1999. 1, 2000; transfer to 2000. NARA Oct. 1, 2000.

b. **Reference Copy.** Consists of all duplicate and reference copies of the Updates.

Destroy when no longer needed for reference.

3. **CEO Decision Notebooks.**

NI-362-98-5

Contains briefing notebooks developed by AmeriCorps*State/National staff to present to CNS senior management (AmeriCorps Director), the Chief Executive Officer (CEO) and the Board of Directors in the grant approval process. The Decision Notebooks contain supporting materials for new programs, recompeting programs and renewals. The materials may have program summaries; projected costs of programs; and other related information. The Decision Notebooks contain program materials that may not make it to the Board of Director. Arranged chronologically. Date: 1994-present. Current volume: approximately 6 cubic feet. Estimated annual accumulation: 6 inches.

a. **CEO Decision Notebooks.**

Cut off at end of fiscal year in which the decision is made concerning the Decision Notebook grant programs. Destroy 5 years after cutoff or when no longer needed for reference, whichever is sooner.

- a. **All Other Copies of CEO Decision Notebooks.** Contains duplicate copies of the CEO Decision Notebooks for distribution or used for reference. Destroy when no longer needed for reference.

4. **Board Decision Notebooks.** NI-362-98-5

Contains final briefing notebooks (Decision Notebook materials) presented by the CEO to the Board of Directors for final approval. The Notebooks contain supporting materials for new programs and re-competing programs. Included in the materials are program summaries; projected costs of proposed or re-competing programs; and other related information. Arranged chronologically. Dates: 1994 - Present. Current volume: 4 cubic feet. Estimated annual accumulation: 3 inches.

- a. **Record Copy Board Decision Notebooks.** Cut off at the end of fiscal year of a 5-year block. Retire to the Record Center 2 years after cutoff. Transfer to the National Archives 5 years after cutoff.

NOTE:
 Records 1994-1998; Cut off Oct. 1, 1998; Retire Oct. 1, 2000 Transfer Oct. 1, 2003.
 Records 1999-2003; Cut off Oct. 1, 2003; Retire Oct., 1, 2005; cut off Oct. 1, 2008.
 Records 2004-2008; Cut off Oct. 1, 2008; Retire Oct. 1, 2010; Transfer Oct. 1, 2013.
 Records 2009-2013; Cut off Oct. 1, 2013; Retire Oct. 1, 2015; Transfer Oct. 1, 2018.
 Record 2014-2018; Cut off Oct. 1, 2018; Retire Oct. 1, 2020, transfer Oct. 1, 2023.

- b. **All Other Copies of Board Decision Notebooks.** Contains duplicate copies of Board Decision Notebooks used for distribution or reference. Destroy when no longer needed for reference.

5. **Conference and Training Workshop Records.** NI-362-98-5 Chronologically

a. **Program Directors Conference Records.** AmeriCorps*State/National sponsors an annual conference to train the newly approved and renewed grantees regarding the requirements they must meet to demonstrate progress in their programs.

- 1) **Record Copy Program Directors Conference Records.** Contains conference training materials; agenda; speakers bios; and related materials. Arranged chronologically. Dates: 1994-Present. Current volume: 1 cubic foot. Estimated annual accumulation: about 3 inches. Cut off at end of fiscal year of a 5-year block. Retire to Record Center 2 years after cutoff. Transfer to the National Archives 5 years after cutoff.
- 2) **Reference Copies.** All duplicates used for distribution or reference. Destroy when no longer needed for reference.

b. **Cluster Training Workshop Materials.** Contains geographic cluster training materials developed by AmeriCorps*State/National headquarters staff directly related to program/mission activities not part of the annual conference.

- 1) **Record Copy Cluster Training Workshop Materials.** Contains workshop training materials; agenda; speaker bios; and related materials. Arranged Chronologically. Dates: 1994-Present. Current volume: 2 cubic feet. Estimated annual accumulation: 1: cubic foot. Cut off at end of fiscal year of a 5-year block. Retire to Record Center 2 years after cutoff. Transfer to the National Archives 5 years after cutoff.

- 2) **Reference Copies.** All duplicates of the Training Workshop Materials used for distribution or reference. Destroy when no longer needed for reference.
6. **NCCC Advisory Council** Chronological
- The records contain biographic data and correspondence on members and potential members (generally appointed by the President), agenda minutes of meetings, reports, trips, and various boards and councils established to carry out the NCCC mission. Hold for five years and then destroy.
7. **Executive Correspondence Log.** Chronological
- Incoming and outgoing chronological log of controlled correspondence handle by the Office of the Director NCCC. PERMANENT. Hold until incumbent leaves. Transfer to FRC 2 years after incumbent leave. (Retire to Archives 10 years after retirement).
8. **NCCC Program File** Chronological
- This file contains legislation enacting the program, functions, responsibilities, goals, and correspondence regarding the program. PERMANENT. Transfer to Archives in 10 years.
9. **Applicant Medical Case File.** Alphabetically
- Documentation contains correspondence, application, forms, and other records regarding medical information including physical examinations and eye glass prescriptions. TEMPORARY.
- a. Destroy rejected applicants files after 1 Year. b. Acceptable applicants files will become part of volunteers official medical records and will be held for 6 years at campus.
10. **NCCC Volunteer Applicant System** Chronological
- This information is used for verification of data entry, monitoring progress in filling placement of volunteers, accountability purposes, statistical analysis of placement performance and evaluating progress of goal implementation. TEMPORARY. Destroy inactive computer disks on an end of year basis. (Fiscal year).

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| 11. | <u>NCCC Volunteer Payroll Record.</u> | Alphabetical by Name |
| | This is a payroll and overpayment record documenting earnings of each NCCC Volunteer. | TEMPORARY. Retire these files to FRC 3 months after termination of the volunteer's service. FRC will hold 7 years and destroy. |
| 12. | <u>Legislation Files</u> | Chronological |
| | Includes legislation of interest to NCCC, pending bills, proposed legislation, and congressional presentations regarding the NCCC organization, reorganization, and the modification of an NCCC procedure. | PERMANENT. Hold 10 years and retire to FRC. (Transfer to Archives in 10 years). |
| 13. | <u>Program Legislative History Files.</u> | Chronological |
| | Proposed bills, opinions, recommendations, debates and related records pertaining to the preparation and coordination of proposed NCCC legislation and other laws of particular interest to NCCC. | PERMANENT. Cut-off at end of second session of Congress and retain. (Transfer to Archives in 10 years). |
| 14. | <u>Disaster Assistance Guidelines.</u> | Chronological |
| | Correspondence and memorandums about using Volunteers willing to serve in event of a disaster. | PERMANENT. DO will hold 5 years and retire to FRC. (Transfer to Archives in 10 years). |
| 15. | <u>NCCC Weekly Deployment Table.</u> | Chronological |
| | A report of Team Deployment Table. This report list location, number of teams members, address, phone number (if applicable). | TEMPORARY. Cut-off end of year. Hold 2 years and retire or destroy. |
| 16. | <u>Campus Director's Bi-Weekly Reports.</u> | Chronological |
| | Narrative summaries of subordinate office functions during period. Reports are submitted by all branches through channels to their campus Director, who combines them into one report for submission to the National Director. | PERMANENT. Cut-off at end of year, hold 2 years and retire to FRC. (Transfer to Archives 10 years after retirement). |
| 17. | <u>NCCC Training Case Files.</u> | Alphabetical |
| | Documented here are the curriculum, training needs assessment, type of manual given to participants, and evaluation of training sessions. | TEMPORARY. Cut-off at end of year, hold and retire to FRC. (Offer to Archives in 10 years.) |

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| 18. | <u>NCCC Questionnaires.</u> | Chronological |
| | The questionnaires contain the answer provided by the returned Volunteers regarding future employment or academic training desired. | TEMPORARY. Retire to FRC after 2 years. FRC will hold 3 years and destroy. |
| 19. | <u>Special Studies and Evaluation File.</u> | Chronological |
| | This file contains studies and reports relating to the recruitment, selection and placement of NCCC corps members. | PERMANENT. Cut-off at end of 2 years, hold 5 additional years and retire to FRC. (Offer to Archives in 10 years). |
| 20. | <u>Recruiter's Manual.</u> | Chronological |
| | This file contains background material, previous issues of the recruiter's manual comments and suggestions from the recruitment office for improvements in the manual and clearances by affected offices. | PERMANENT. Cut-off when project is completed hold 3 years and retire to FRC. Transfer to Archives when 5 years old. |
| 21. | <u>AmeriCorps*VISTA Leaders Conference</u> | Subject |
| | Subject file classification system. Includes correspondence, agenda, minutes, list of conference participants, discussion topics, summary fact sheets, and decisions reached documenting the scope and depth of the conference. | PERMANENT. Retire FRC. (Transfer to National Archives 10 years after retirement. |
| 22. | <u>Training Proposal.</u> | Subject |
| | Subject file classification system. Training proposals that are accepted by the Program Training and Development Unit for the Training of AmeriCorps*VISTA members. The proposals are submissions from private concerns and are arranged | PERMANENT. Program Training and Development Unit will cut-off at termination of training year, hold 1 year, and retire to FRC. FRC will retain 10 years and destroy. |
| 23. | <u>Compendium of AmeriCorps*VISTA Project</u> | Subject |
| | Subject file classification system. Collection of project summaries from the "best" local projects for a given year. | PERMANENT. |

24. **AmeriCorps*VISTA Project Director.** Alphabetical by Name
- AmeriCorps*VISTA Project Director consists of complete mailing address, telephone number, name of each project sponsor and project director, and brief summary of what each project is about. TEMPORARY. Destroy when superseded, obsolete or no longer needed.
25. **Alumni Records for AmeriCorps* VISTA Members.** Alphabetical by Name
- Alumni cards are submitted from former members. Information collected includes name, address, telephone, occupation, where and when the member served, SSN, and if they would like to help in recruitment, meetings. PERMANENT.
26. **AmeriCorps*VISTA Resource Library.** Subject
- Subject file classification system. News clips, reports, films, videos, cassette, historic memos, slides, photos, handbooks, various governmental proclamations and other items relating to VISTA history. PERMANENT.
27. **Interagency Agreements.** Alphabetical by Subject
- Files maintained by the Corporation which include reports, correspondence, and minutes of meetings between the Corporation other TEMPORARY. Cut-off files at the end of the end of the agreement. Hold two years and destroy.
28. **Experimental Program Files** NC 174-189 item 121 Chronologically
- File by name of program. Contains correspondence, reports, working papers and statistics regarding the new program. These programs are being tested to be sure that they can produce the desired effect.
- a. Effective, on-going programs will be transferred to the office responsible for the function on a permanent basis. The responsible office will hold for 5 years and retire to the FRC will hold 5 years and destroy.
- b. Ineffective, or otherwise inactive programs, will be held 1 year and destroyed.

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| 29. | <u>Foster Grandparent Program File</u> | NC 174-189-item 53 | Chronologically |
| | Correspondence, legislation, substantive memorandums regarding the establishment of the program and its continuing progress which is currently designated an Archives File. This file documents Foster Grandparent Program from its inception in 1965 to the present. | Permanent. Cut-off at the end of the year hold 5 years, and retire to FRC. (Offer to Archives in ten years). | |
| 30. | <u>Intern Program Case File</u> | NC 174-189-item 103 | Alphabetically |
| | Case files are arranged alphabetically by College or University name. Correspondence, reports, cables and other records regarding the Intern Program are filed here. Examples are: Request for Proposal, contract proposal from the university, copy of the negotiated contracts and amendments, vouchers for purchases, project description and progress, status, and final reports describing the recruitment process on campus. | Hold 1 year after close of contract and retire to FRC. FRC will hold 5 years and destroy. | |
| 31. | <u>Project Case File (DO)</u> | NC 174-189 item 29 | Numerical |
| | These case files are funded upon approval and become on-going projects with ACTION'S primary contribution the of VISTA volunteers. | Cut-off at the end of year of termination, hold 1 year, and retire to FRC. FRC will retain 10 years and destroy. | |
| 32. | <u>Project Case File-OAVP</u> | NC 174-187 item 1 | Numerical |
| | These files are arranged by grant number by state. The files may include the grant application, clearinghouse certification, monitoring and progress reports, Notice of Grant Awards, FSR's RARs, purchase orders, and other correspondence and Memorandums. | Cut-off at the end of year of termination of project, hold 1 year, and retire to FRC. FRC will retain six years and destroy. | |
| 33. | <u>Project Profile - (Regional)</u> | NC 174-187 item 15 | Alphabetical |
| | This is an optional case file arranged alphabetically by project and covers all projects in the region. The file gives the contract number, date, amount, supervisor, coordinator and a resume of the project | Retain one year after termination of project and destroy. | |

34.	<u>Project Proposal File</u>		Numerical
	The proposals are submitted to the Corporation by various state and city volunteer groups for the Corporation's participation, but are disapproved or not funded for various reasons.	Destroy after 6 months after disapproval.	
35.	<u>School Partnership Program State Case File</u>	NC 174-189 item 83	Alphabetical
	Case files arranged alphabetically by U.S. State. The file contains letters and forms from U.S. schools interested in or stating a commitment to the program. Included in the file are letters, mailing lists, annual reports and promotional material of U.S. philanthropic foundations used to stimulate interest in the program.	Destroy after 2 years.	
36.	<u>Senior Companion Program</u>	NC 174-189 item 52	Chronologically
	This file contains legislation enacting the program, functions, responsibilities, goals, and correspondence regarding the program which tentatively began in 1969; however, legislation was passed in 1973. This program documents using low income persons age 60 and over, who serve persons, other than children with special needs.	Transfer to the Archives in 10 years.	
37.	<u>VISTA Project Case Files</u>	NC 124-189 item 35	Alphabetical
	Filed alphabetically by state, these files document the VISTA volunteer projects. They contain grant information, VISTA proposal, Project Description (VISTA form 42a), VISTA Volunteer Maintenance and Support (VISTA Form 42b), Reporting Instructions (VISTA Form 42c) Orientation Schedule (VISTA Form 42d, Compliance with Civil Rights Act (VISTA Form 42f), Guidelines, Project summary, project budget, Assignment of Volunteer, and Memorandum of Agreement.	a. VISTA will place Project in inactive file upon termination, hold 1 year, and retire to FRC. FRC will retain 6 years and destroy. b. Destroy all other copies 1 year after completion of project.	
38.	<u>FGP Case File</u>	NC 174-189 item 47	Chronologically
	A convenience case file that usually includes the following: Notice of Grant Award, Memo of Agreement, Procurement Request, Site visits, Status Reports and correspondence.	Cut-off at end of year of termination hold 1 year and retire to FRC. FRC will hold 5 years and destroy.	

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| 39. | <u>Outstation (Regional)</u> | NC 174-187 item 28 | Alphabetical |
| | This file is arranged alphabetically by state with a separate folder for each state having an outstation. The file will include memoranda and correspondence, house-keeping records, including travel plans, and materials of interest to the outstation. | | Cut-off at the end of the year, hold 2 years and destroy. |
| 40. | <u>VISTA Cost Sharing Case File</u> | NC 174-189 item 25 | Chronologically |
| | Graphs, statistics, memorandums and correspondence regarding the cost sharing regionalization strategy, cooperative program. | | a. Permanent. Cut-off at the end of 3 year, hold 1 additional year, and retire to FRC. (Transfer to Archives in 10 years).

b. All other copies will be destroyed after 3 years. |
| 41. | <u>VISTA Incident Case File</u> | NC 174-189 item 25 | Numerical |
| | These case files are filed numerically by region. They contain White House, Congressional and Volunteer correspondence; letters of project support; TWX and telegrams; some final reports and adjudication of the incident. | | Permanent. Cut-off these files at end of year of incident, hold 2 years, and retire to FRC. |
| 42. | <u>VISTA Policies and Procedures</u> | NC 174-189 item 24 | Chronologically |
| | Correspondence, interagency agreements, VISTA organization and reorganizations, policy statements and procedures which direct the activities of the various VISTA operations. | | a. Permanent. DO will retire to FRC at the end of 2 years. (Transfer to Archives in 10 years).

b. Transfer all other copies destroy when superseded. |
| 43. | <u>Volunteers to America (VTA Subject Files).</u> | NC 174-188 | Chronologically |
| | This is a group of miscellaneous folders, dated 1976-1972, containing substantive policies and procedures material; for example, letters of support from Congress and states, program slides and tapes, handbooks for local supervisors, lesson plans, policy on VTA's remaining in the U.S., fact sheets, program descriptions, assignment sites, and a complete record set of all publication and press releases. Program discontinued. | | Permanent. Retire to FRC. (Transfer to Archives in 10 years). |

44. **Student Community Service Program
Grant Project Files (SCS)**

NI 362-91-2

Chronologically

This case file contains SCS project applications, grant awards and correspondence relating to the project.

Cut-off at the end of the year, hold 3 years and Destroy.

VOLUNTEERS CHAPTER 10

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	<u>FILE ARRANGEMENT</u>
1.	<p><u>Applicant Medical Case File</u></p> <p>Case files are arranged alphabetically by applicant's name. Documentation contains correspondence, application, forms, and other records regarding medical information including physical examination and eyeglass prescriptions.</p>	<p>NC 362-77-3 item 1</p> <p>(a) Destroy rejected applicants files after 1 year.</p> <p>(b) Acceptable applicants files will become a part of the volunteers official medical record and will be held for a total of six years.</p>	Alphabetical
2.	<p><u>Certification of Volunteer Service</u></p> <p>Letters from volunteers and employing organizations requesting certification of the period of volunteer's service and the VISTA response thereto on form A-95, Certification of Volunteer's Service.</p>	<p>NC 174-189 item 38</p> <p>DO/VISTA will cut-off at the end of year, and destroy.</p>	Chronologically
3.	<p><u>Domestic Volunteer Applicant System</u></p> <p>This information is used for verification of data entry, monitoring progress in filling placement of volunteers, accountability purposes statistical analysis of placement performance and evaluating progress of goal implementation.</p>	<p>NC 362-77-1</p> <p>Destroy inactive computer tapes on an end of fiscal year basis when these applicant records are three years old.</p>	Chronologically
4.	<p><u>Domestic Volunteer Medical File and Medical Claims</u></p> <p>These are medical case history files maintained on any person applying as a volunteer in a full-time domestic ACTION program and subsequently accepted as a volunteer.</p>	<p>NC 362-77-item 3</p> <p>Retain the records for one year and retire to FRC. FRC will hold 6 years and destroy.</p>	Alphabetical
5.	<p><u>Domestic Volunteer Payroll Record</u></p> <p>This is a payroll and overpayment record documenting the earnings of each VISTA volunteer.</p>	<p>NC 362-76 item 1</p> <p>Retire these files to FRC 3 months after termination of the volunteer's service. FRC will hold 7 years and destroy.</p>	Alphabetical

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| 6. | <u>Early Volunteer Terinee Case Files</u> | NC 362-76-4 item 2 | Alphabetical |
| | Case files are arranged alphabetically by volunteer name. Contains information dealing with problems which may require early termination of service, such as illness and injury, general maladjustment, misconduct, or marriage. | Cut-off these files at termination of volunteer service, hold 3 years and retire to FRC. FRC will hold 3 additional Years and destroy | |
| 7. | <u>Full-Time Domestic Volunteers Federal Employees Compensation Claims</u> | NC 1 362 item 5 | Alphabetical |
| | They consist of claims, correspondence and medical reports of all Corporation's full-time Volunteers who file compensation claims under the Federal Compensation Act due to job-related injury or illness. | Hold for 10 years after filing of claim and retire to FRC. FRC will hold 5 years and destroy. | |
| 8. | <u>Inactive Applicant Case Files</u> | NC 362 75-5 item 1 | Numerical |
| | Case file arranged by social security number in modified terminal digit sequence containing an application, reference letters, assessment and evaluation of the applicant. | Hold 1 year and destroy. | |
| 9. | <u>Deferment of Student Loans</u> | NI 362-91-2 | Chronologically |
| | This file contains request for deferment of student loans while serving as a VISTA volunteers. | Cut-off at the end of the year, after completion of service and destroy. | |
| 10. | <u>Official Full Time Domestic Volunteer Personnel File</u> | NC 362-76-1 item 1 | Numerical |
| | Case files arranged by social security number in a modified terminal digit sequence. Includes correspondence, forms and other records documenting the volunteer's employment history, such as application, notices of all personnel actions, travel, pay and leave allowance, vouchers, National Agency Checks and Forms W-4, Tax Withholding. | Place in an inactive file When volunteer terminates hold 1 year and retire to FRC. FRC will hold 6 years and destroy. | |
| 11. | <u>General Correspondence</u> | NC 362-75-3 | Alphabetical |
| | Correspondence files relating to routine day-to-day operations of Corporation, containing no policy or precedents and otherwise provided for in a disposition schedule. | Cut-off at the end of the year, hold 3 years and destroy. | |

CONGRESSIONAL & LEGAL CORRESPONDENCE & INQUIRES
CHAPTER 11

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	<u>FILE ARRANGEMENT</u>
1.	<p><u>Congressional Correspondence</u></p> <p>A comprehensive file consisting of a copy of each document written by ACTION to the Congress.</p>	<p>NC 174-189 item 179</p> <p>Permanent. Cut-off at the end of the second Session of each Congress, hold 2 years and retire to FRC. (Transfer to Archive in 10 years).</p>	<p>Subjective</p>
2.	<p><u>Correspondence Subject Files (Office of Voluntary Action Liaison)</u></p> <p>Files are arranged alphabetically by subject. Day to day correspondence regarding various functions of the Office is contained herein.</p>	<p>NC 174-188 item 13</p> <p>Permanent. Retire to FRC.</p>	<p>Subjective</p>
3.	<p><u>Executive Correspondence (Director)</u></p> <p>Correspondence addressed to the Director requiring an answer. Contains copies of all outgoing responses signed by the Director and personally answered letters with incoming original letters. The official file copy of correspondence signed by the Director is filed by subject in the appropriate office of responsibility.</p>	<p>NC 174-189 item 1</p> <p>Permanent. Cut-off at end of the year. Once the incumbent leaves, send files to the FRC. (Transfer to Archives in 10 years).</p>	<p>Subjective</p>
4.	<p><u>Executive Correspondence (DO)</u></p> <p>Correspondence referred from the Director's office for answering. Contains responses to Congress and others for information, and sensitive subject content regarding DO operations.</p>	<p>NC 174-189 item 2</p> <p>Permanent. Cut-off at end of the year, hold 2 years, and retire to FRC. (Transfer to Archives in 10 years).</p>	<p>Chronologically</p>
5.	<p><u>Executive Correspondence Log</u></p> <p>Incoming and outgoing chronological log of controlled correspondence handled by the Office of the Director, ACTION.</p>	<p>NC 174-189 item 2</p> <p>Permanent. Hold until incumbent leaves. Transfer to FRC 2 years after incumbent leaves. (Offer to National Archives 10 years after retirement).</p>	<p>Chronologically</p>

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| 6. | <u>Congressional Hearing File</u> | NC 174-189 | Chronologically |
| | These records are arranged chronologically. The file contains a register by date of the hearing, subject matter, name of Committee and ACTION officials appearing as witnesses, with a copy of the Congressional Records containing the testimony. | Permanent. LA will cut-off at the end of year, hold 5 years and retire to FRC. (Transfer to Archives in 10 years). | |
| 7. | <u>Daily Report of Congressional Activity</u> | NC 174-189 | Chronologically |
| | This is a chronological report of congressional activities that related to ACTION. This compilation is prepared by LA for information and guidance for top management. | (a) Permanent. LA will Cut-off at the end of the second session of Congress hold 2 years and Retire to FRC. (Transfer to Archives in 10 years).

(b) All other copies will be cut-off at the end of 2 years and destroyed. | |
| 8. | <u>Legislation File</u> | NC 174-189 | Chronologically |
| | Includes legislation of interest of ACTION, pending bills, proposed legislation, and congressional presentations regarding the ACTION organization, reorganization or the modification of an Action procedure. | Permanent. Hold 10 years and retire to FRC. (Transfer to Archives in 10 years). | |
| 9. | <u>Legislative History Files</u> | NC 174-189 | Chronologically |
| | Proposed bills, opinions, recommendations, debates and related records dated 1971 to current date pertaining to the preparation and coordination of proposed ACTION legislation and other laws of particular interest to ACTION. | Permanent. LA will cut-off at the end of the second session of Congress and retain. (Transfer to Archives in 10 years). | |
| 10. | <u>Correspondence with Lawyers</u> | NC 174-189 | Geo/Chronologically |
| | This material is filed by city in which lawyer is located. The lawyers are under contract with VISTA to defend VISTA Volunteers under indictment in the city or region where the volunteer resides. Correspondence regarding specific cases are filed in the case folder. | General Counsel will cut-off at the end of the year, hold 3 years, and send to FRC. FRC will Hold 3 years and destroy. | |

11.	<u>Federal Register</u>	NC 362-75-6	Numerical
	These are case files of items that are published in the Federal Register. They include regulations, proposed regulations, notices of advisory committee meetings and other documents. The items are divided into notices filed alphabetically and publications filed numerically.	General Counsel will cut-off files at the end of the year. Hold until no longer administratively needed.	
12.	<u>Legal Assistance File (Regional)</u>	NC 174-187	Alphabetical
	Records related to arrest or detention of volunteer, usually minor alleged offenses.	Regional Office will cut-off at the end of the year in which case is closed, retain an additional year and retire to FRC. FRC will hold 3 years and destroy.	
13.	<u>Litigation Case Files</u>	NC 174-189	Alphabetical
	Records relate to criminal and Volunteer incident cases. They provide the rationale, the verdict, and the disposition of the case. File closed cases in a separate file.	Hold 1 year case is closed and retire to FRC. FRC Will destroy after 3 years.	
14.	<u>Policy and Precedent Files</u>	NC 174-189	Chronologically
	Subject file regarding policy or precedent procedure on ACTION functions.	Permanent. General Counsel will set up a new file each 10 years, hold 2 additional years, and retire to FRC. During the 2 years any policy or procedure referred to would be removed from the file and brought forward to the new file. (Transfer to Archives in 10 years).	
15.	<u>UYA Congressional Subject Files</u>	NC 174-189	Chronologically
	This file contains Congressional Record clippings regarding UYA and legislative correspondence along with pertinent bills having an impact on UYA responsibilities.	Permanent. Cut-off two years, hold one year, and retire to FRC. (Transfer to FRC. (Transfer to Archives in 11 years).	

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| 16. | <u>Motor Vehicle Accident Files.</u> | GRS 10/5 | Chronologically |
| | Records relating to motor vehicle accidents, maintained by transportation offices, including SF-91, Motor Vehicle Accident Report, investigative reports, and SF-94, Statement of Witness. | | Destroy 6 years after case is closed. |
| 17. | <u>Appropriations Hearings</u> | | Chronologically |
| | Includes congressional bills, hearings and legislative history relating to ACTION expenditures, operations and appropriations. | | Cut-off each fiscal year; transfer to FRC 2 years after cut-off; and destroy 6 years after cut-off. |
| 18. | <u>General Correspondence</u> | NC 362-75-3 | Chronologically |
| | Correspondence file relating to routine day-to-day operations of ACTION, containing no policy or precedents and not otherwise provided for in a disposition schedule. | | Cut-off at the end of the year, hold 3 years and destroy. |

REPORTS AND PLANS
CHAPTER 12

<u>ITEM NO.</u>	<u>DESCRIPTION FOR RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	<u>FILE ARRANGEMENT</u>
1.	<p data-bbox="316 426 722 489"><u>Agency Statistical Reports, Compilations, and Related Backup</u></p> <p data-bbox="316 520 771 730">This is an agency report made quarterly. It is an eight or nine page summary of statistics. These reports deal with subjects. These reports deal with subject such as breakdown by minority groups in key positions, super-grades, women, Spanish surnamed, etc.</p>	<p data-bbox="787 426 1031 457">NC 174-189 item 186</p> <p data-bbox="787 520 1063 699">(a) Permanent. EO will cut-off at the end of the Year, hold 2 years, and retire to FRC. (Transfer to National Archives 10 years after retirement).</p> <p data-bbox="787 762 1047 882">(b) All other offices cut-off at the end of the year, hold 2 years, and destroy.</p>	Chronologically
2.	<p data-bbox="316 913 673 945"><u>Disaster Assistance Guidelines</u></p> <p data-bbox="316 976 771 1129">Correspondence and memorandums about using Volunteers willing to serve in event of a disaster. This organization will possibly be designated Emergency Volunteer Corps.</p>	<p data-bbox="787 913 1015 945">NC 174-189 item 17</p> <p data-bbox="787 976 1063 1096">(a) Permanent. DO will hold 5 years and retire to FRC. (Transfer to Archives in 10 years).</p> <p data-bbox="787 1129 1063 1192">(b) All other copies will be destroy after 3 years.</p>	Chronologically
3.	<p data-bbox="316 1218 690 1249"><u>Emergency Preparedness Plans</u></p> <p data-bbox="316 1281 771 1371">Plans, correspondence and reports regarding protection of life and property during emergency conditions.</p>	<p data-bbox="787 1218 1031 1249">NC 174-189 item 138</p> <p data-bbox="787 1281 1063 1434">(a) Permanent. Cut-off the file at the end of the year, hold 2 years, and retire. (Transfer to Archives in 10 years).</p> <p data-bbox="787 1465 1063 1528">(b) Destroy all other copies when superseded.</p>	Chronologically
4.	<p data-bbox="316 1554 446 1585"><u>Fact Book</u></p> <p data-bbox="316 1617 771 1801">The Fact Book contains statistics, charts, graphs, reports, and narrative information derived from information gathered from Management Services Branch The book is published semi annually with revised pages published as required.</p>	<p data-bbox="787 1554 998 1585">NC 174-189 item 9</p> <p data-bbox="787 1617 1063 1829">Permanent. Retain a record set of these books until no longer needed by the Agency and retire to FRC. (Transfer to National Archives 10 years from retirement).</p>	Chronologically

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| 5. | <u>Foster Grandparent Narrative Reports</u> | NC 174-189 item 7 | Geographical |
| | Arranged by regions, and contains detailed quarterly and semi-annual reports from each FGP Project. | Permanent. Retain a record set of these books Until no longer needed by the Agency and retire to FRC. (Transfer to National Archives 10 years from retirement). | |
| 6. | <u>Regional Reports (DO)</u> | NC 174-189 item 26 | Geographical |
| | Arranged numerically by regions, these files consist of monthly reports and highlight reports describing the regional functions being performed. | Permanent. Cut-off at the end of the year, hold 2 years, and retire to FRC. (Offer to Archives in 10 years). | |
| 7. | <u>SCORE Task Force Report (Regional)</u> | NC 174-189 item 18 | Chronologically |
| | This material is arranged in chronological order and consists of correspondence, report of task force concerning innovative ideas of SCORE aid to local businesses, with suggested corrective action. | Permanent. Regional Office will hold until no longer needed and retire to FRC. (Transfer to Archives in 10 years). | |
| | <u>Weekly/Monthly Activity Report - Director</u> | NC 174-189 item 4 | Chronologically |
| | Narrative summaries of subordinate office functions during the week. Reports and submitted by all branch through channels to their Office Director, who combines them into one report for submission to the Executive Assistant. | (a) Permanent. Cut-off at the end of the year, hold 2 years and retire to FRC. (Transfer to National Archives 10 years after Retirement).

(b) Destroy all other copies after 2 years. | |

TRAINING & TECHNICAL ASSISTANCE
CHAPTER 13

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	<u>FILE ARRANGEMENT</u>
1.	<u>Regional Training File</u> This file consists of procedures, techniques, requirements, and statistics of volunteer training, also drafts and memos relative to regional training manuals and training cycle.	NC 174-187 item 23 Permanent. Regional Offices will cut-off at the end of year, hold 2 years, and retire to FRC. (Transfer to Archives in 10 years).	Chronologically
2.	<u>Staff Training File (DO)</u> Domestic and Anti-Poverty staff personnel training records which contain original staff training.	NC 174-189 item 32 (a) Permanent. Program and Training Branch will Cut-off at end of year, hold 3 years, and retire to FRC. (Transfer to Archives in 10 years).	Chronologically
3.	<u>Training Conference Reports</u> This is a calendar of proposed training by quarters arranged on a fiscal year basis.	NC 174-189 item 12 Permanent. Cut-off at the end of year, hold, 4 years, and retire to FRC. (Transfer to National Archives 10 years after retirement).	Chronologically
4.	<u>VISTA Training Subject File</u> This file consists of procedures, techniques, requirements, and statistics of volunteer training.	NC 174-189 item 27 Permanent. Cut-off at the end of the year, hold 2 years, and retire FRC. (Transfer to Archives in 10 years).	Chronologically
5.	<u>Training and Development System (TADS) Files</u> Files pertaining to the creation and periodic updating of the TADS Handbook which is comprised of six components designed to enhance the technical competence of volunteers and staff. Curricula and lesson plan are included in the handbook. a. Record set of each edition of the handbook.	NI 362-91-2 Permanent. Transfer to the National Archives in 5 year blocks when 10 year old.	Chronologically

- b. Files pertaining to the creation and updating of TADS. Temporary. Cut-off When pertinent TADS section revision is completed. Retire to Washington National Records Center when 2 years old. Destroy when 5 years old.

EVALUATIONS & SURVEYS

CHAPTER 14

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| 1. | <u>Evaluation Reports and Studies</u> | 174-189 item 44 | Chronologically |
| | Evaluation reports and studies on the Retired Senior Volunteer program (RSVP) and the Foster Grandparent Program (FGP), including their effectiveness and the cost benefits from each program. | | |
| | | Permanent. Hold 7 year and retire to FRC. (Transfer to Archives in 10 years). | |
| 2. | <u>Foster Grandparent Program Research</u> | NC-179-item 54 | Chronologically |
| | This file contains surveys and evaluations of various Foster Grandparent Programs. | | |
| | | Permanent. Retire to FRC after 3 year. (Offer to Archives in 10 years). | |
| 3. | <u>Project Evaluation Case File</u> | NC 174-189 item 20 | Alphabetical |
| | An evaluation instrument was prepared by the contractor on each program. These instruments are analyzed in relation to the previous evaluations to determine the effectiveness of the program. | | |
| | | Permanent. Cut-off the end of the year, hold 3 years, and retire to FRC. (Offer to Archives in 10 years). | |
| 4. | <u>Special Studies and Evaluation File</u> | NC 174-189 item 99 | Chronologically |
| | This file contains studies and reports relating to the recruitment, selection and placement of volunteers for VISTA. Studies were generally prepared under contract and without any backup materials. | | |
| | | Permanent. Cut-off at the end of 2 years, hold 5 Additional years and retire to FRC. (Offer to Archives in 10 years). | |
| 5. | <u>UYA School Evaluation Case File</u> | NC 174-189 item 65 | Alphabetical |
| | School Case Files contain correspondence and reports about sponsor volunteer surveys, independent evaluations, and audit reports. | | |
| | | Permanent. Cut-off files every 3 years, hold 2 years and retire to FRC. (Transfer to Archives in 10 years). | |

RECRUITMENT
CHAPTER 16

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	<u>FILE ARRANGEMENT</u>
1.	<p data-bbox="321 426 542 457"><u>Recruiter's Manual</u></p> <p data-bbox="321 489 769 638">This file contains background materials, previous issues of the recruiter's manual, comments and suggestions from the recruitment office for improvements in the manual and clearances by affected offices.</p>	<p data-bbox="792 426 927 457">NI 362-91-2</p> <p data-bbox="792 489 1040 695">Permanent. Cut-off when project is completed, hold 3 years and retire to FRC. Transfer to National Archives when 5 years old.</p>	Chronologically
2.	<p data-bbox="321 730 699 791"><u>Recruitment/Selection/Placement Evaluation Reports</u></p> <p data-bbox="321 823 748 942">This file contains evaluation studies and reports relating to the recruitment, selection and placement of volunteers for VISTA.</p>	<p data-bbox="792 730 927 762">NI 362-91-2</p> <p data-bbox="792 823 1057 1062">Permanent. Cut-off every 2 years. Retire to FRC in 2 year block When oldest record is 7 years old. Transfer to National Archives when oldest record is 15 years old.</p>	Chronologically
3.	<p data-bbox="321 1098 737 1159"><u>Recruiting and Placement Historical Documentation Files</u></p> <p data-bbox="321 1190 776 1373">This file contains reports documenting the recruitment and placement procedures of VISTA. These reports are used to prepare additional reports with detailed graphs and charts showing year by year comparative analysis of VISTA.</p>	<p data-bbox="792 1098 927 1129">NI 362-91-2</p> <p data-bbox="792 1190 1117 1400">Permanent. Cut-off every year. Retire of FRC in 2 year blocks when oldest record is 7 years old. Transfer to National Archives when oldest records is 15 years old.</p>	Chronologically

ELECTRONIC RECORDS
CHAPTER 17

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	<u>FILE ARRANGEMENT</u>
1.	<u>Files/Records Created in Central ADP Facilities to Create, Use, and Maintain Master Files.</u>	GRS 20/1	Chronologically
	a. Electronic files or records created solely to test system performance, as well as hard-copy printouts and related documentation for the electronic files/records.	Delete/destroy when no longer needed.	
	b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records.	Delete after information has been transferred to the master file and verified.	
	c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in-files, system usage audit trail files, system usage files, and cost-back files used to assess charges for system use.	Delete/destroy when no longer needed in accordance with sound business practice and agency standard operating procedures.	
2.	<u>Input/Source Records</u>	GRS 20/3	Chronologically
	a. Non-electronic documents or forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes.	Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file, whichever comes later.	
	b. Electronic records, except as noted in item 2c, entered into the system during an update process, and not required for audit and legal purposes.	Delete when data have been entered into the master file or database and verified, or when no longer required to support the construction of, or database, whichever is later.	

c.	Electronic records received from another agency and used as input/source records by the receiving agency, EXCLUDING records produced by another agency under the terms of an interagency agreement, or records created by another agency in response to the specific information needs of the receiving agency.	Delete after the necessary data have been incorporated into a master file.	
d.	Computer files or records containing uncalibrated and unvalidated digital or analog data collected using observation or measurement activities or research and development programs and used as input for a digital master file or database.	Delete after the necessary data have been incorporated into a master file.	
3.	<u>Data Files Consisting of Summarized Information.</u>	GRS 20/4	Chronologically
	Records that contain summarized or aggregated information created by combining data elements or individual observations from a single master file or database that is disposable under a GRS item or is authorized for deletion by a disposition job approved by NARA after January 1, 1988, EXCLUDING data files that are:	Delete when no longer needed for current business.	
	<p>a. created as disclosure-free files to allow public access to the data; or</p> <p>b. created from a master file or database that is unscheduled, that was scheduled as permanent but no longer exists, or can no longer be accessed; which may not be destroyed before securing NARA approval.</p>		
4.	<u>Records Consisting of Extracted Information</u>	GRS 20/5	Chronologically
	Electronic files consisting solely of records extracted from a single master file or data base that is disposable under GRS 20 or approved for deletion by a NARA approved disposition job, EXCLUDING extracts that are:	Delete when no longer needed for current business.	

a.	produced as disclosure-free files to allow public access to the data; or		
b.	produced from a master file or database that is unscheduled, or that was scheduled as permanent but no longer exists, or can no longer be assessed; or		
c.	produced by an extraction process which changes the informational content of the source master file or database; which may not be destroyed before securing NARA approval.		
5.	<u>Print File</u>	GRS 20/6	Chronologically
	Electronic file extracted from a master file or database without changing it and used solely to produce hard-copy publications and/or printouts of tabulations, ledgers, registers, and reports.	Delete when no longer needed.	
6.	<u>Technical Reformat File</u>	GRS 20/7	Chronologically
	Electronic file consisting of data copies from a master file or database for the specific purpose of information interchange and written with varying technical specifications, EXCLUDING files created for transfer to the National Archives.	Delete when no longer needed.	
7.	<u>Security Backup file</u>	GRS 20/8	Alphabetical
	Electronic file consisting of data identical in physical format to a master file or database that is damaged or inadvertently erased.		
a.	File identical to record scheduled for transfer to the National Archives.	Delete when the identical records have been transferred to the National Archives and successfully copied, or when replaced by a subsequent security backup file.	
b.	File identical to records authorized for disposal in a NARA-approved records schedule.		
8.	<u>Finding Aids (or indexes)</u>	GRS 20/9	Alphabetical
	Electronic indexes, lists, registers, and other finding aids used only to provide access to records authorized for destruction by the GRS or a NARA approved SF-115.	Delete with related records or when no longer needed, whichever is later.	

9.	<u>Special Purpose Program</u>	GRS 20/10	Alphabetical
	Application software necessary solely to use or maintain a master file or data base authorized for disposal in a GRS item or a NARA-approved records schedule.	Delete when related master file or database have been deleted.	
10.	<u>Word Processing File</u>	GRS 23/2	Alphabetical
	Documents such as letters, messages, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes:		
	a. When used to produce hard copy which is maintained in organized files	Delete when no longer needed to create a hard copy.	
	b. When maintained only in electronic form, and duplicates the information in and takes the place of records that would otherwise be maintained in hard copy, providing that the hard copy, has been authorized for destruction by the GRS or a NARA approved SF-115.	Delete after the expiration of the retention period authorized for the hard copy by the GRS or a NARA approved SF-115.	
11.	<u>Administrative Databases</u>	GRS 23/3	Alphabetical
	Databases that support administrative or housekeeping functions, containing information derived from hard copy records authorized for destruction by the GRS or a NARA approved SF-115, if the hard copy records are maintained in organized files, and hard copy printouts from these data bases are created for short term administrative purposes.	Delete information in the data base when no longer needed.	
12.	<u>Electronic Spreadsheet.</u>	GSR 23/4	Chronologically
	Spreadsheets that are recorded on electronic media such as hard disks or floppy diskettes:		
	a. When used to produce hard copy that is maintained in organized files.	Delete when no longer needed to update or produce hard copy.	

b.	When maintained only in electronic form.	Delete after the expiration of the retention period authorized for the hard copy by the GRS or a NARA-approved SF-115. If the electronic version replaces hard copy records with differing retention periods, and agency software does not readily permit selective delete after the longest retention period has expired.	
13.	<u>Schedules of Daily Activities</u>	GRS 23/5	Alphabetically
	Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity, created and maintained in hard copy or electronic form, EXCLUDING materials determined to be personal.		
a.	Records containing substantive information relating to official activities, the substance of which has not been incorporated into official files, EXCLUDING records relating to the official activities of high government officials.	Destroy or delete when 2 years old.	
b.	Records documenting routine activities containing substantive information, the substance of which has been incorporated into organized files.	Destroy or delete when no longer needed.	
14.	<u>Records.</u>	GRS 23/8	Alphabetically
	Logs, registers, and other records in hard copy or electronic form used to control or document the status of correspondence, reports, or other records that are authorized for destruction by the GRS or a NARA approved SF-115.	Destroy when no longer needed.	

15.	<u>Finding Aids (or indexes).</u>	GRS 23/9	Alphabetically
	Indexes, lists, registers, and other finding aids in hard copy or electronic form used only to provide access to records authorized for destruction by GRS or a NARA-approved SF-115, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records.	Destroy or delete when the records are no longer needed.	

AUDIO-VISUAL RECORDS
CHAPTER 18

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>	<u>FILE ARRANGEMENT</u>
1.	<u>Still Pictures</u> Subjects which document the program and/or mission of ACTION such as recruitment, service projects, etc.	NI 362-91-2 Permanent. Transfer to National Archives in 5 year blocks when the oldest material is 10 years old.	Subject
	a. Black and white photographs: an original negative and a captioned print. If the original negative is nitrate or glass, a duplicate negative is also needed.		
	b. Color photographs: The original color transparency or color negative, a captioned print, and an inter-negative if one exists.		
	c. For slide sets, the original and a reference set, and the related audio recording and script if one exists.		
	d. For other pictorial records such as original artwork and filmstrips, the original and a reference print.		
	e. All find aids and indexes, including any electronically - produced ones (bother hard copy and/or a floppy disk in ASCII or Comms Delimited format) relating to items 5a to d.		
	f. Related documentation such as production files, contracts, and releases that explain the origin, development, acquisition, use, and ownership of still pictures.		

2.	<u>Motion Picture Films</u>	NI 362-91-2	Subjective
	ACTION/Corporation sponsored films which reflect the agency's programs and/or mission such as films produced for public distribution, including informational, educational and recruitment files.		Permanent. Transfer to National Archives in 5 year blocks when the oldest film is 10 years old. (For example, films created in 1981 - 1985 would be transferred to Archives in 1991, films created in 1988 - 1990 would be transferred in 1996, etc.)
	a. Agency created or sponsored Films:		
	(1) Original negative or color original plus separate optical sound track.		
	(2) Sound projection print.		
	(3) Intermediate master positive or duplicate negative plus optical sound track.		
	b. Agency acquired motion picture films:		Permanent. Transfer to National Archives in 5 year blocks when the oldest film is 10 years old.
	c. Projection Prints		
	d. Finding aids such as indexes, short lists, or other lists which described and/or facilitate use of the motion pictures.		Transfer to National Archives with corresponding film.
	e. Production documentation bearing on the origin, acquisition, release, and ownership of the production such as case files containing projection contracts, scripts, transcripts, etc.		Transfer to National Archives with corresponding film.
	f. Unedited outtakes and trims:		
	(1) Original negative or color original.		Offer to National Archives Stock film depository when edited final version of film is transferred to the National Archives for permanent retention as described above, or when no longer needed by agency, whichever is sooner (See OMB Circular A-114). All outtakes and trims accepted for deposit by the National Archives stock film depository remain the property of
	(2) Work Print		

the depositing agency.
In accordance with OMB,
Circular A-114, the footage
may be retained or destroy-
ed at the discretion of the
National Archives follow-
ing agency notification,

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| 3. | <u>Video Tapes</u> | NI 362-91-2 | Subjective |
| | Subjects which reflect the agency's pro-grams and/or mission such as tapes per-taining to recruitment, ad campaigns, public service announcements, and media coverage. | Permanent. Transfer to National Archives in 5 year blocks when the oldest tape is 10 years old. | |
| | a. The original or the earliest genera-tion or the video recording plus one dubbing of same. | | |
| | b. Finding aids such as indexes, shot list, or other lists which describe and/or facilitate use of the video tapes. | Permanent. Transfer to National Archives with Corresponding tapes. | |
| | c. Production documentation bear-ing on the origin, acquisition, re-lease, and ownership of the pro-duction such as case files contain-ing production contracts, scripts, transcripts, etc. | | |
| | d. Raw camera footage. | | |
| 4. | <u>Sound Recordings</u> | NI 362-91-2 | Subjective |
| | Subjects which document the agency's program and/or mission such as promo-tional Ad Council radio spots, official speeches, etc. | Permanent. Transfer original sound recording plus one dubbing, if available, to the National Archives within 10 years after creation of the sound recording. | |
| 5. | <u>Posters</u> | NI 362-91-2 | Subjective |
| | Recruitment, anniversary, OAVP and other promotional posters which are basic to the operation and mission of ACTION. | Permanent. Transfer 2 copies of each poster When produced by add-ing the National Archives to the distribution list and | |

shipping the posters flat or in tubes to the Still Picture Branch.
Annual rate of accumulation: Approximately 5 per year.

6. **Official Portrait Photographs**

NI 362-91-2

Alphabetical

Includes official portrait photographs of ACTION/Corporation officials at the office level and above.

Permanent. Offer to Archives after incumbent leaves service.

GRANTS/CONTRACT
CHAPTER 19

<u>ITEM</u> <u>No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED</u> <u>DISPOSITION</u>	<u>FILE</u> <u>ARRANGEMENT</u>
1.	<p><u>Contractors' Payroll Files.</u></p> <p>Contractors' payrolls (construction contracts) submitted in accordance with Department of Labor regulations, with related certification, anti-kick-back affidavits, and other related papers.</p>	GRS 3/11	
		Destroy 3 years after date of completion of contract unless contract performance is subject of enforcement action on such date.	
2.	<p><u>Unsuccessful Grant Application Files.</u></p> <p>Applications, correspondence, and other records relating to unsuccessful (rejected or withdrawn) applications.</p>	GRS 3/13	
		Destroy 3 years after rejection or withdrawal.	
3.	<p><u>Grant Administrative Files</u> (See note after this item.)</p> <p>Correspondence and/or subject files relating to routine operation and daily activities in administration of the grant program.</p> <p>(NOTE: Grant case files, which include accepted applications among many other documents, substantive correspondence and subject files relating to grant programs, and final product files, cannot be scheduled in the GRS. The types and significance of grant programs and the contents of the files vary, so no single disposition can be applied to the files on a Government-wide basis. To schedule these records, agencies must submit an SF 115 to NARA.)</p>	GRS 3/14	
		Destroy when 2 years old.	
3.	<p><u>Contract Appeals Case Files</u></p> <p>Contract appeals case files arising under the Contracts Dispute Act, consisting of notices of appeals and acknowledgments thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits; change orders, and amendments; transcripts of hearings; documents received from parties concerned; final decisions; and all other related papers.</p>	GRS 3/15	

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|----|--|--|----------------------------|
| a. | Records created prior to October 1, 1979. | Destroy 6 years, 3 months after final action on decision. | |
| b. | Records created after September 30, 1979. | Destroy 1 year after final Action on decision. | |
| 4. | <u>Contractor's Statement of Contingent or Other Fees</u> | GRS 3/16 | |
| | SF 119, Statement of Contingent or Other Fees, or statement in lieu of the Forms, filed separately from the contract case file and maintained for enforcement or report purposes. | Destroy when superseded or obsolete. | |
| 5. | <u>Grant and Cooperative Agreement Case Files</u> | | Alphabetical/
Numerical |
| | Cooperative Agreements, Grants Documentation, Provisions, Budget Office Funds Certification, Correspondence Grant Review and Negotiation Notes. | TEMPORARY.
Destroy: Correspondence, Awards, and FSRS 3 years following date of receipt. | |
| 6. | <u>Electronic Mail and Word Processing System Copies</u> | GRS 3/18 | |
| | Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing system that are maintained for updating, revision, or dissemination. | | |
| a. | Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. | Destroy/delete within 180 days after the recordkeeping copy has been produced. | |
| b. | Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. | Destroy/delete when dissemination, revision, or updating is completed. | |