

Request for Records Disposition Authority

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| Records Schedule Number | DAA-0149-2013-0001 |
| Schedule Status | Modified Approved Version |
| Agency or Establishment | Government Printing Office |
| Record Group / Scheduling Group | Records of the Government Printing Office |
| Records Schedule applies to | Agency-wide |
| Schedule Subject | Government Printing Office (GPO) Comprehensive Records Schedule |
| Internal agency concurrences will be provided | Yes |

Background Information

The United States Government Printing Office (GPO) prints, binds, and distributes the publications of the Congress, as well as the publications of the Executive and Judicial Branches of the Federal Government. The GPO began operations in accordance with the Congressional Joint Resolution 25 of June 23, 1860. The activities of the GPO are outlined and defined in U.S.C. 101 et seq. as amended, originally passed on October 22, 1968.

The congressional Joint Committee on Printing serves in an oversight capacity for the GPO. The Public Printer, who serves as head of the agency, is required by law to be a practical printer versed in the art of bookbinding and is appointed by the President with the advice and consent of the Senate.

The Government Printing Office executes orders for printing and binding placed by Congress and the departments, agencies, and establishments of the Federal Government. It furnishes blank paper, inks, and similar supplies to all governmental agencies on order. It prepares catalogs and distributes and sells Government publications.

The GPO sells publications that originate in Federal Government agencies by mail orders, subscriptions, and through a Government bookstore located in Washington, D.C. It also administers the Federal Depository Library Program through which selected government publications are made available in libraries throughout the United States.

This Comprehensive Records Schedule identifies ongoing series of records maintained throughout GPO by all operating units and divisions, and provides authorized disposition instructions for all the records created and maintained at GPO regardless of media type.

This Comprehensive Records Schedule supersedes N1-149-95-1 The schedule should be used by all GPO units for records management and disposition activities. The use of this schedule is mandatory in determining when records should be transferred to the National Archives, to the Federal Records Center when it is appropriate, and for authorizing the destruction of temporary records.

This Comprehensive Records Schedule is arranged by business function based on the current way the Government Printing Office conducts business. The schedule has been arranged by business function due to the fact that the Government Printing Office has a history of reorganizing on regular basis. By arranging the schedule by business function, the schedule will be prone to more accurate implementation in the event of future reorganizations. There are 15 identified business functions within GPO. They are Administration; Budget; Business Operations; Congressional Operations; Finance, Billing and Accounts; Human Resources; Information Technology Operations; Informational Services; Inspector General; Law and Litigation; Management; Plant Operations; Safety and Risk Management; Secure Document Operations; and Security and Police.

For assistance concerning the disposition of records not listed in this schedule, or for questions concerning the definition of Federal records, records management at GPO, the procedures to retire records from active office space to other storage facilities, records destruction procedures, or other records matters, contact the GPO Records Officer in the Office of Finance and Administration.

Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 244 | 14 | 230 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-0149-2013-0001

| Sequence Number | |
|-----------------|---|
| 1 | Administration |
| 1.1 | Parking Program Release and Consent Forms Disposition Authority Number: DAA-0149-2013-0001-0001 |
| 2 | Budget |
| 2.1 | Joint Committee on Printing Correspondence Subject Files Disposition Authority Number: DAA-0149-2013-0001-0002 |
| 2.2 | Official Government Printing Office Budget Submissions Disposition Authority Number: DAA-0149-2013-0001-0003 |
| 2.3 | Official Government Printing Office Budget Estimates and Justifications Disposition Authority Number: DAA-0149-2013-0001-0004 |
| 2.4 | Appropriation Laws, Reports, and Hearings Disposition Authority Number: DAA-0149-2013-0001-0005 |
| 2.5 | Joint Committee on Printing Annual Finance Plan Disposition Authority Number: DAA-0149-2013-0001-0006 |
| 3 | Business Operations |
| 3.1 | Approval Memorandums for Scale of Prices Disposition Authority Number: DAA-0149-2013-0001-0007 |
| 3.2 | Monthly Paper Price Adjustment Memorandums Disposition Authority Number: DAA-0149-2013-0001-0008 |
| 3.3 | Machine Reports for Production Areas Disposition Authority Number: DAA-0149-2013-0001-0009 |
| 3.4 | Organizational Business Analysis Subject Files Disposition Authority Number: DAA-0149-2013-0001-0010 |
| 3.5 | Organizational Business Analysis Reports and Presentations Disposition Authority Number: DAA-0149-2013-0001-0011 |
| 3.6 | Customer Services General Correspondence Subject Files Disposition Authority Number: DAA-0149-2013-0001-0012 |
| 3.7 | Institute for Federal Printing and Publishing General Subject Files Disposition Authority Number: DAA-0149-2013-0001-0013 |
| 3.8 | Institute at Government Printing Office Government Agency Training Records Disposition Authority Number: DAA-0149-2013-0001-0014 |
| 3.9 | Cost Estimates Disposition Authority Number: DAA-0149-2013-0001-0015 |
| 3.10 | Compliance Exception Reports Disposition Authority Number: DAA-0149-2013-0001-0016 |

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| 3.11 | Termination for Convenience Disposition Authority Number: DAA-0149-2013-0001-0017 |
| 3.12 | Business Products & Services General Program and Mission Subject Files Disposition Authority Number: DAA-0149-2013-0001-0018 |
| 3.13 | Documents Workload and Statistical History (DWISH) System Reports Disposition Authority Number: DAA-0149-2013-0001-0019 |
| 3.14 | Service, Division, and Branch Production and Operations Statistical Profiles Disposition Authority Number: DAA-0149-2013-0001-0020 |
| 3.15 | Routine Order, Inventory, Productivity, Stock Number, and Other Computer Output Status Reports Disposition Authority Number: DAA-0149-2013-0001-0021 |
| 3.16 | Market Research and Promotions Subject Files Disposition Authority Number: DAA-0149-2013-0001-0022 |
| 3.17 | Market Research Project Files Disposition Authority Number: DAA-0149-2013-0001-0023 |
| 3.18 | Sample Promotional Materials and Records Disposition Authority Number: DAA-0149-2013-0001-0024 |
| 3.19 | Mail List Requests and Renewal Records Disposition Authority Number: DAA-0149-2013-0001-0025 |
| 3.20 | Status 2 Subscription Renewal Program Records Disposition Authority Number: DAA-0149-2013-0001-0026 |
| 3.21 | Receiving and Inspection Ticket Records Disposition Authority Number: DAA-0149-2013-0001-0027 |
| 3.22 | Detailed Functional Systems Requirements (DFSR) Manuals and Reports Disposition Authority Number: DAA-0149-2013-0001-0028 |
| 3.23 | Incoming Mail Sample Report and Database System Disposition Authority Number: DAA-0149-2013-0001-0029 |
| 3.24 | Sales Management Program Subject Files Disposition Authority Number: DAA-0149-2013-0001-0030 |
| 3.25 | Print Orders Disposition Authority Number: DAA-0149-2013-0001-0031 |
| 3.26 | Documents Data Entry Form Disposition Authority Number: DAA-0149-2013-0001-0032 |
| 3.27 | Sales Stock Adjustment Worksheets Disposition Authority Number: DAA-0149-2013-0001-0033 |
| 3.28 | Requests for Special Inventory Disposition Authority Number: DAA-0149-2013-0001-0034 |
| 3.29 | Bookstores Operations Subject Files |

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| | Disposition Authority Number: DAA-0149-2013-0001-0035 |
| 3.30 | Bookstores Daily Reports Disposition Authority Number: DAA-0149-2013-0001-0036 |
| 3.31 | Bookstores Weekly and Monthly Reports Disposition Authority Number: DAA-0149-2013-0001-0037 |
| 3.32 | Pueblo Documents Distribution Center Files (PUDDC Records) Disposition Authority Number: DAA-0149-2013-0001-0038 |
| 3.33 | Order Logs and Daily Summaries Disposition Authority Number: DAA-0149-2013-0001-0039 |
| 3.34 | Superintendent of Documents (SuDOC) Unit and Employee Production Reports Disposition Authority Number: DAA-0149-2013-0001-0040 |
| 3.35 | Rollback Transaction Records Disposition Authority Number: DAA-0149-2013-0001-0041 |
| 3.36 | Special Inventory Request Records Disposition Authority Number: DAA-0149-2013-0001-0042 |
| 3.37 | Contractor Billing, Invoice, and Manifest Records Disposition Authority Number: DAA-0149-2013-0001-0043 |
| 3.38 | Subscription Stock Control Records Disposition Authority Number: DAA-0149-2013-0001-0044 |
| 3.39 | Publications Order Division General Office Correspondence Files Disposition Authority Number: DAA-0149-2013-0001-0045 |
| 3.40 | Customer Publication Orders and Related Records Disposition Authority Number: DAA-0149-2013-0001-0046 |
| 3.41 | Agency Action Requests Disposition Authority Number: DAA-0149-2013-0001-0047 |
| 3.42 | Acquisitions Unit Subscription Notices Disposition Authority Number: DAA-0149-2013-0001-0048 |
| 3.43 | Drop or Subscription Refund Card Files Disposition Authority Number: DAA-0149-2013-0001-0049 |
| 3.44 | Discontinued Subscriptions Records Disposition Authority Number: DAA-0149-2013-0001-0050 |
| 3.45 | Special Handling Customer Account Records Disposition Authority Number: DAA-0149-2013-0001-0051 |
| 3.46 | Bookdealer Designation Files Disposition Authority Number: DAA-0149-2013-0001-0052 |
| 3.47 | Nuclear Regulatory Commission (NRC) System packing Slips Disposition Authority Number: DAA-0149-2013-0001-0053 |
| 3.48 | Nuclear Regulatory Commission (NRC) Sales Order Records |

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| | Disposition Authority Number: DAA-0149-2013-0001-0054 |
| 3.49 | Nuclear Regulatory Commission (NRC) Distribution Records Disposition Authority Number: DAA-0149-2013-0001-0055 |
| 3.50 | Standing Order Title Files Disposition Authority Number: DAA-0149-2013-0001-0056 |
| 3.51 | Standing Order Run Requests Disposition Authority Number: DAA-0149-2013-0001-0057 |
| 3.52 | Standing Order Requests Disposition Authority Number: DAA-0149-2013-0001-0058 |
| 3.53 | Standing Order Cancellation Records Disposition Authority Number: DAA-0149-2013-0001-0059 |
| 3.54 | Returned Orders Files Disposition Authority Number: DAA-0149-2013-0001-0060 |
| 3.55 | Money and Book Files (MB Files) Disposition Authority Number: DAA-0149-2013-0001-0061 |
| 3.56 | Mail Surveys Disposition Authority Number: DAA-0149-2013-0001-0062 |
| 3.57 | Monthly Reports of Circulation Disposition Authority Number: DAA-0149-2013-0001-0063 |
| 3.58 | Project Analysis Records Disposition Authority Number: DAA-0149-2013-0001-0064 |
| 3.59 | Automated Data Processing (ADP) Purchase Requests Disposition Authority Number: DAA-0149-2013-0001-0065 |
| 3.60 | Sales Record Cards Disposition Authority Number: DAA-0149-2013-0001-0066 |
| 3.61 | Strategic Planning and Project Files Disposition Authority Number: DAA-0149-2013-0001-0067 |
| 4 | Congressional Operations |
| 4.1 | Outstanding Obligations Reports (Congressional Printing and Binding) Disposition Authority Number: DAA-0149-2013-0001-0068 |
| 4.2 | Official Journals of Government Congressional Government Services General Subject Files Disposition Authority Number: DAA-0149-2013-0001-0069 |
| 4.3 | Cost Estimates Disposition Authority Number: DAA-0149-2013-0001-0070 |
| 4.4 | Congressional Requisition System Records Disposition Authority Number: DAA-0149-2013-0001-0071 |
| 4.5 | Congressional Envelope Order System Records |

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| | Disposition Authority Number: DAA-0149-2013-0001-0072 |
| 4.6 | Congressional Orders Disposition Authority Number: DAA-0149-2013-0001-0073 |
| 4.7 | Congressional Record Ledger Cards Disposition Authority Number: DAA-0149-2013-0001-0074 |
| 4.8 | Public Law Card Files Disposition Authority Number: DAA-0149-2013-0001-0075 |
| 4.9 | Congressional and Public Affairs Subject Files Disposition Authority Number: DAA-0149-2013-0001-0076 |
| 5 | Finance, Billing, and Accounts |
| 5.1 | Congressional Billings for Committee Reports Disposition Authority Number: DAA-0149-2013-0001-0077 |
| 5.2 | Financial Planning Projections Disposition Authority Number: DAA-0149-2013-0001-0078 |
| 5.3 | Financial Accounting Subject Files Disposition Authority Number: DAA-0149-2013-0001-0079 |
| 5.4 | Cumulative Analysis and Summary Source and Financial Reports Disposition Authority Number: DAA-0149-2013-0001-0080 |
| 5.5 | Jacket Billing Records Disposition Authority Number: DAA-0149-2013-0001-0081 |
| 5.6 | Commercial Printing Vouchers Disposition Authority Number: DAA-0149-2013-0001-0082 |
| 5.7 | General Expense Files Disposition Authority Number: DAA-0149-2013-0001-0083 |
| 5.8 | Daily and Monthly Journal Files Disposition Authority Number: DAA-0149-2013-0001-0084 |
| 5.9 | Advance Billing System (System 2521) Records Disposition Authority Number: DAA-0149-2013-0001-0085 |
| 5.10 | Daily Billing Records Disposition Authority Number: DAA-0149-2013-0001-0086 |
| 5.11 | Deferred Credit Records Disposition Authority Number: DAA-0149-2013-0001-0087 |
| 5.12 | Future Billing Records Disposition Authority Number: DAA-0149-2013-0001-0088 |
| 5.13 | Finished Work Cost Records Disposition Authority Number: DAA-0149-2013-0001-0089 |
| 5.14 | Cost Center Codes and Titles Disposition Authority Number: DAA-0149-2013-0001-0090 |

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| 5.15 | Accounts Receivable and Charge Back Packet Disposition Authority Number: DAA-0149-2013-0001-0091 |
| 5.16 | Printing and Binding Jackets (Large Work Jackets) Disposition Authority Number: DAA-0149-2013-0001-0092 |
| 5.17 | Identification/W9 Forms Disposition Authority Number: DAA-0149-2013-0001-0093 |
| 5.18 | Special Customer (STAR) Accounts Ordering and Correspondence Files Disposition Authority Number: DAA-0149-2013-0001-0094 |
| 5.19 | Special Customer (STAR) Accounts Cancellation Cards Disposition Authority Number: DAA-0149-2013-0001-0095 |
| 5.20 | Customer Order Adjustment Claims Records Disposition Authority Number: DAA-0149-2013-0001-0096 |
| 5.21 | Unidentified Money Files Disposition Authority Number: DAA-0149-2013-0001-0097 |
| 5.22 | Refund Source Documents Disposition Authority Number: DAA-0149-2013-0001-0098 |
| 5.23 | Annual inventory Reports and Related Records Disposition Authority Number: DAA-0149-2013-0001-0099 |
| 5.24 | Procurement Case Files Disposition Authority Number: DAA-0149-2013-0001-0100 |
| 5.25 | Project Files Disposition Authority Number: DAA-0149-2013-0001-0101 |
| 5.26 | Capital Expenditure Analysis Disposition Authority Number: DAA-0149-2013-0001-0102 |
| 5.27 | Chief Financial Officer's Subject Files Disposition Authority Number: DAA-0149-2013-0001-0103 |
| 6 | Human Resources |
| 6.1 | Subject Files Disposition Authority Number: DAA-0149-2013-0001-0104 |
| 6.2 | Alcohol and Drug Testing Results Records Disposition Authority Number: DAA-0149-2013-0001-0105 |
| 6.3 | Employee Performance File Records (Presidential Appointee) Disposition Authority Number: DAA-0149-2013-0001-0106 |
| 6.4 | Salary and Wage Schedules Disposition Authority Number: DAA-0149-2013-0001-0107 |
| 6.5 | Federal Merit Promotion Program (FMPP) Files Disposition Authority Number: DAA-0149-2013-0001-0108 |
| 6.6 | Work Release Files |

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| | Disposition Authority Number: DAA-0149-2013-0001-0109 |
| 6.7 | Office of Worker's Compensation (OWCP) Procedural Manuals Disposition Authority Number: DAA-0149-2013-0001-0110 |
| 6.8 | Chargeback Listing Files Disposition Authority Number: DAA-0149-2013-0001-0111 |
| 6.9 | Office of Personnel Management Instructions or Directives Disposition Authority Number: DAA-0149-2013-0001-0112 |
| 7 | Information Technology Operations |
| 7.1 | Project Files and Feasibility Studies Disposition Authority Number: DAA-0149-2013-0001-0113 |
| 7.2 | Computer Systems Access Requests Disposition Authority Number: DAA-0149-2013-0001-0114 |
| 7.3 | Systems Analysis and Programming (SAP) Records Disposition Authority Number: DAA-0149-2013-0001-0115 |
| 7.4 | Correspondence Subject Files Disposition Authority Number: DAA-0149-2013-0001-0116 |
| 7.5 | Software Site Licenses, Inventories, and Warranties Disposition Authority Number: DAA-0149-2013-0001-0117 |
| 7.6 | Software Upgrade Records Disposition Authority Number: DAA-0149-2013-0001-0118 |
| 7.7 | Congressional and Legislative Branch Technology Liaison Files Disposition Authority Number: DAA-0149-2013-0001-0119 |
| 7.8 | Computer Control and Unit Configuration Records Disposition Authority Number: DAA-0149-2013-0001-0120 |
| 7.9 | Requests for Direct Access Storage Devices (DASD) Disposition Authority Number: DAA-0149-2013-0001-0121 |
| 7.10 | Requests for Personal Computers Disposition Authority Number: DAA-0149-2013-0001-0122 |
| 7.11 | Customer Information Control System Program and File Requests Disposition Authority Number: DAA-0149-2013-0001-0123 |
| 7.12 | Automated Services Inventory/Data Automation Plan Disposition Authority Number: DAA-0149-2013-0001-0124 |
| 7.13 | Computer Run Instructions Disposition Authority Number: DAA-0149-2013-0001-0125 |
| 7.14 | Applications Systems Work Files Disposition Authority Number: DAA-0149-2013-0001-0126 |
| 8 | Informational Services |
| 8.1 | Government Printing Office Program and Mission Publications |

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| | Disposition Authority Number: DAA-0149-2013-0001-0127 |
| 8.2 | Negatives, Photographic Prints, Slides, Posters, and Graphic Arts Disposition Authority Number: DAA-0149-2013-0001-0128 |
| 8.3 | Audiovisual Disposition Authority Number: DAA-0149-2013-0001-0129 |
| 8.4 | Duplicate or Distribution Copies of Audiovisual Records Disposition Authority Number: DAA-0149-2013-0001-0130 |
| 8.5 | Federal Bulletin Board System Subject Files Disposition Authority Number: DAA-0149-2013-0001-0131 |
| 8.6 | Historic Apprenticeship Yearbooks Disposition Authority Number: DAA-0149-2013-0001-0132 |
| 8.7 | Superintendent of Documents Subject Files Disposition Authority Number: DAA-0149-2013-0001-0133 |
| 8.8 | Ordering Forms Disposition Authority Number: DAA-0149-2013-0001-0134 |
| 8.9 | Marketing and Survey Files Disposition Authority Number: DAA-0149-2013-0001-0135 |
| 8.10 | Federal Depository Library Program (FDLP) Conference Planning Materials Disposition Authority Number: DAA-0149-2013-0001-0136 |
| 8.11 | Federal Depository Library Program (FDLP) Council Nomination Files Disposition Authority Number: DAA-0149-2013-0001-0137 |
| 8.12 | Distribution Management Files Disposition Authority Number: DAA-0149-2013-0001-0138 |
| 8.13 | Depository Distribution Files Disposition Authority Number: DAA-0149-2013-0001-0139 |
| 8.14 | Statistical Reports Disposition Authority Number: DAA-0149-2013-0001-0140 |
| 8.15 | Legislative Project Records Disposition Authority Number: DAA-0149-2013-0001-0141 |
| 8.16 | Mailing (Library) Listings and Title Listings Disposition Authority Number: DAA-0149-2013-0001-0142 |
| 8.17 | The By-Law Database Disposition Authority Number: DAA-0149-2013-0001-0143 |
| 9 | Inspector General |
| 9.1 | Audit Reports Disposition Authority Number: DAA-0149-2013-0001-0144 |
| 9.2 | Audit and Inspection Case Files Disposition Authority Number: DAA-0149-2013-0001-0145 |

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| 9.3 | Investigative Case Files Disposition Authority Number: DAA-0149-2013-0001-0146 |
| 9.4 | Complaint Files Disposition Authority Number: DAA-0149-2013-0001-0147 |
| 9.5 | Semi-Annual Report to Congress Disposition Authority Number: DAA-0149-2013-0001-0148 |
| 9.6 | Hot Line Tracking System Disposition Authority Number: DAA-0149-2013-0001-0149 |
| 9.7 | Internal and External Audit Follow-up Reports Disposition Authority Number: DAA-0149-2013-0001-0150 |
| 9.8 | Office of Information Resources Management Open Recommendations Record Disposition Authority Number: DAA-0149-2013-0001-0151 |
| 10 | Law and Litigation |
| 10.1 | Administrative Law Judge Program Subject Files Disposition Authority Number: DAA-0149-2013-0001-0152 |
| 10.2 | Closed Contract Appeals Case Files Disposition Authority Number: DAA-0149-2013-0001-0153 |
| 10.3 | Contract Appeals Case Working Files Disposition Authority Number: DAA-0149-2013-0001-0154 |
| 10.4 | Personnel Claims Case File Disposition Authority Number: DAA-0149-2013-0001-0155 |
| 10.5 | Ethics Case Files Disposition Authority Number: DAA-0149-2013-0001-0156 |
| 10.6 | General Counsel Opinions Disposition Authority Number: DAA-0149-2013-0001-0157 |
| 10.7 | Unemployment Claims Case Files Disposition Authority Number: DAA-0149-2013-0001-0158 |
| 10.8 | Reading Files Disposition Authority Number: DAA-0149-2013-0001-0159 |
| 11 | Management |
| 11.1 | Committee and Conference Files Disposition Authority Number: DAA-0149-2013-0001-0160 |
| 11.2 | Public Printer's Subject Files Disposition Authority Number: DAA-0149-2013-0001-0161 |
| 11.3 | Deputy Public Printer's Subject Files Disposition Authority Number: DAA-0149-2013-0001-0162 |
| 11.4 | Correspondence Control and Tracking Records Disposition Authority Number: DAA-0149-2013-0001-0163 |

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| 11.5 | Appointment Books and Calendars of Public Printer and Deputy Public Printer Disposition Authority Number: DAA-0149-2013-0001-0164 |
| 11.6 | Staff Assistant's Subject File Disposition Authority Number: DAA-0149-2013-0001-0165 |
| 11.7 | Joint Committee on Printing and Government Printing Office Reports of Active and Completed Items Disposition Authority Number: DAA-0149-2013-0001-0166 |
| 11.8 | Standard Operating Procedures Disposition Authority Number: DAA-0149-2013-0001-0167 |
| 11.9 | Superintendent's Subject Files Disposition Authority Number: DAA-0149-2013-0001-0168 |
| 11.10 | Controlled Correspondence Records Disposition Authority Number: DAA-0149-2013-0001-0169 |
| 11.11 | Policy Coordination Program Subject Files Disposition Authority Number: DAA-0149-2013-0001-0170 |
| 11.12 | Government Printing Office Directives Disposition Authority Number: DAA-0149-2013-0001-0171 |
| 12 | Plant Operations |
| 12.1 | Machine and Equipment History Disposition Authority Number: DAA-0149-2013-0001-0172 |
| 12.2 | Engineering Services Project Files Disposition Authority Number: DAA-0149-2013-0001-0173 |
| 12.3 | Technical Specifications Disposition Authority Number: DAA-0149-2013-0001-0174 |
| 12.4 | Building and Equipment Plans Disposition Authority Number: DAA-0149-2013-0001-0175 |
| 12.5 | Maintenance Service Call Disposition Authority Number: DAA-0149-2013-0001-0176 |
| 12.6 | Inventory Lists and Reports Disposition Authority Number: DAA-0149-2013-0001-0177 |
| 12.7 | Production Services General Subject Files Disposition Authority Number: DAA-0149-2013-0001-0178 |
| 12.8 | Printing and Binding Jackets, Cards, and Related Records Disposition Authority Number: DAA-0149-2013-0001-0179 |
| 12.9 | Employee Daily Reports Disposition Authority Number: DAA-0149-2013-0001-0180 |
| 12.10 | Blank Paper Order Logs and Related Records Disposition Authority Number: DAA-0149-2013-0001-0181 |

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| 12.11 | Proof and Copy Markup Manuscripts Disposition Authority Number: DAA-0149-2013-0001-0182 |
| 12.12 | Work Slates Disposition Authority Number: DAA-0149-2013-0001-0183 |
| 12.13 | Character Grids Disposition Authority Number: DAA-0149-2013-0001-0184 |
| 12.14 | Page Formats Disposition Authority Number: DAA-0149-2013-0001-0185 |
| 12.15 | Quality Assurance Procedures, Specifications, and Manuals Disposition Authority Number: DAA-0149-2013-0001-0186 |
| 12.16 | Contractor Quality Level Inspection Reports and Samples Disposition Authority Number: DAA-0149-2013-0001-0187 |
| 12.17 | Printing Procurement Test Case Files (Jackets) Disposition Authority Number: DAA-0149-2013-0001-0188 |
| 12.18 | Quality Rejection Case and Files Samples Disposition Authority Number: DAA-0149-2013-0001-0189 |
| 12.19 | Paper, Ink, and Adhesive Sample Records Disposition Authority Number: DAA-0149-2013-0001-0190 |
| 12.20 | Quality Control and Assurance Project Files Disposition Authority Number: DAA-0149-2013-0001-0191 |
| 12.21 | Annual, Monthly, or Periodic Quality Program Reports Disposition Authority Number: DAA-0149-2013-0001-0192 |
| 12.22 | Material Safety Data Sheets Disposition Authority Number: DAA-0149-2013-0001-0193 |
| 12.23 | Product Specifications and Standards Records Disposition Authority Number: DAA-0149-2013-0001-0194 |
| 12.24 | Joint Committee on Printing Advisory Committee on Paper Specifications Disposition Authority Number: DAA-0149-2013-0001-0195 |
| 12.25 | Production Services Reports Disposition Authority Number: DAA-0149-2013-0001-0196 |
| 13 | Safety and Risk Management |
| 13.1 | Safety Program Subject Files Disposition Authority Number: DAA-0149-2013-0001-0197 |
| 13.2 | Employee Reports of Hazardous Conditions Disposition Authority Number: DAA-0149-2013-0001-0198 |
| 13.3 | Safety Inspection Reports Disposition Authority Number: DAA-0149-2013-0001-0199 |
| 13.4 | Safety, Hazardous Waste and Chemicals Reports |

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| | Disposition Authority Number: DAA-0149-2013-0001-0200 |
| 13.5 | Safety Accident Investigation Reports Disposition Authority Number: DAA-0149-2013-0001-0201 |
| 13.6 | Continuity of Operations Files Disposition Authority Number: DAA-0149-2013-0001-0202 |
| 13.7 | Non-Presidential Declared Major Disaster Response Subject Files Disposition Authority Number: DAA-0149-2013-0001-0203 |
| 14 | Secure Document Operations |
| 14.1 | Passport Product Planning and Engineering Change Control Committee Meeting Records Disposition Authority Number: DAA-0149-2013-0001-0204 |
| 14.2 | Engineering Change Orders Disposition Authority Number: DAA-0149-2013-0001-0205 |
| 14.3 | Monthly Passport Schedule Disposition Authority Number: DAA-0149-2013-0001-0206 |
| 14.4 | Daily Government Printing Office Passport Production Report Disposition Authority Number: DAA-0149-2013-0001-0207 |
| 14.5 | Daily Machine Reports Disposition Authority Number: DAA-0149-2013-0001-0208 |
| 14.6 | Daily Production Report Disposition Authority Number: DAA-0149-2013-0001-0209 |
| 14.7 | Passport Material Order Forms Disposition Authority Number: DAA-0149-2013-0001-0210 |
| 14.8 | Smart Card Daily Production Report Disposition Authority Number: DAA-0149-2013-0001-0211 |
| 14.9 | Security and Intelligent Documents Billing Reports Disposition Authority Number: DAA-0149-2013-0001-0212 |
| 14.10 | Plate Inventory Records Disposition Authority Number: DAA-0149-2013-0001-0213 |
| 14.11 | Product Development Project Binder Disposition Authority Number: DAA-0149-2013-0001-0214 |
| 14.12 | Memorandums of Agreement/Understanding and Inter-Agency Agreements Disposition Authority Number: DAA-0149-2013-0001-0215 |
| 14.13 | Prospective Project Documentation Disposition Authority Number: DAA-0149-2013-0001-0216 |
| 14.14 | Specifications and Standards Disposition Authority Number: DAA-0149-2013-0001-0217 |
| 14.15 | Job Tickets |

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| | Disposition Authority Number: DAA-0149-2013-0001-0218 |
| 14.16 | Card Destruction Ticket Disposition Authority Number: DAA-0149-2013-0001-0219 |
| 14.17 | Incoming Card Stock Inspection Form Disposition Authority Number: DAA-0149-2013-0001-0220 |
| 14.18 | Card Manufacturer Packing List Disposition Authority Number: DAA-0149-2013-0001-0221 |
| 14.19 | United States Postal Service Mailing Manifest Disposition Authority Number: DAA-0149-2013-0001-0222 |
| 14.20 | Card Log Books Disposition Authority Number: DAA-0149-2013-0001-0223 |
| 14.21 | Material Receivable Receipts Disposition Authority Number: DAA-0149-2013-0001-0224 |
| 14.22 | Datacard Service Maintenance Records Disposition Authority Number: DAA-0149-2013-0001-0225 |
| 14.23 | Government Printing Office Machine Maintenance Records Disposition Authority Number: DAA-0149-2013-0001-0226 |
| 14.24 | Management Review Records Disposition Authority Number: DAA-0149-2013-0001-0227 |
| 14.25 | Product Realization Planning Records Disposition Authority Number: DAA-0149-2013-0001-0228 |
| 14.26 | Product Realization Records Disposition Authority Number: DAA-0149-2013-0001-0229 |
| 14.27 | Traceability Records Disposition Authority Number: DAA-0149-2013-0001-0230 |
| 14.28 | Customer Property Records Disposition Authority Number: DAA-0149-2013-0001-0231 |
| 14.29 | Calibration and Verification Records Disposition Authority Number: DAA-0149-2013-0001-0232 |
| 14.30 | Internal Audit Records Disposition Authority Number: DAA-0149-2013-0001-0233 |
| 14.31 | Product Release Authorizations Disposition Authority Number: DAA-0149-2013-0001-0234 |
| 14.32 | Product Non-conformities Records Disposition Authority Number: DAA-0149-2013-0001-0235 |
| 14.33 | Corrective Action Records Disposition Authority Number: DAA-0149-2013-0001-0236 |
| 14.34 | Supplemental Receipts |

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|-------|---|
| | Disposition Authority Number: DAA-0149-2013-0001-0237 |
| 14.35 | Destruction Logs Disposition Authority Number: DAA-0149-2013-0001-0238 |
| 14.36 | Manual Receipt Logs Disposition Authority Number: DAA-0149-2013-0001-0239 |
| 14.37 | Department of State Destruction Log Disposition Authority Number: DAA-0149-2013-0001-0240 |
| 14.38 | Destroy and Dispute Reports Disposition Authority Number: DAA-0149-2013-0001-0241 |
| 14.39 | Passport Security Files Disposition Authority Number: DAA-0149-2013-0001-0242 |
| 15 | Security and Police |
| 15.1 | Official Security Subject Files Disposition Authority Number: DAA-0149-2013-0001-0243 |
| 15.2 | Audit and Financial Investigation Reports Disposition Authority Number: DAA-0149-2013-0001-0244 |

Records Schedule Items

| Sequence Number | |
|-----------------|--|
| 1 | Administration |
| 1.1 | Parking Program Release and Consent Forms Disposition Authority Number DAA-0149-2013-0001-0001 Releases of liability for the use of parking facilities the Government Printing Office provides to its employees. Final Disposition Temporary Item Status Active Is this item media neutral? Yes Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No GRS or Superseded Authority N1/149/95/1/24.4 Citation Disposition Instruction Cutoff Instruction Cutoff at the end of the fiscal year. Retention Period Destroy 3 year(s) after cutoff. Additional Information GAO Approval Not Required |
| 2 | Budget |
| 2.1 | Joint Committee on Printing Correspondence Subject Files Disposition Authority Number DAA-0149-2013-0001-0002 Copies of letters, reports, and other correspondence received or sent to the Budget Office, and submitted to the Joint Committee on Printing (JCP) through the Public Printers Office. Official copy is in Public Printer Subject Files. Final Disposition Temporary Item Status Active Is this item media neutral? Yes Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No |

| 2.2 | GRS or Superseded Authority Citation | N1/149/95/1/3.1 | | | | | | | | | |
|---|---|---|--|--------------------------|---------------------|--------------------|--|--|-------|--------------|--------------|
| | Disposition Instruction | | | | | | | | | | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. | | | | | | | | | |
| | Retention Period | Destroy 3 year(s) after cutoff. | | | | | | | | | |
| | Additional Information | | | | | | | | | | |
| | GAO Approval | Not Required | | | | | | | | | |
| | Official Government Printing Office Budget Submissions | | | | | | | | | | |
| | Disposition Authority Number | DAA-0149-2013-0001-0003 | | | | | | | | | |
| | The official copy of the Government Printing Office annual budget submission to the Office of Management and Budget. | | | | | | | | | | |
| | Final Disposition | Permanent | | | | | | | | | |
| 2.2 | Item Status | Active | | | | | | | | | |
| | Is this item media neutral? | Yes | | | | | | | | | |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No | | | | | | | | | |
| | GRS or Superseded Authority Citation | N1/149/95/1/3.8 | | | | | | | | | |
| | Disposition Instruction | | | | | | | | | | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. | | | | | | | | | |
| | Transfer to the National Archives for Accessioning | Transfer to the National Archives 15 year(s) after cutoff | | | | | | | | | |
| | Additional Information | | | | | | | | | | |
| | What will be the date span of the initial transfer of records to the National Archives? | From 1996 To 1998 | | | | | | | | | |
| | How frequently will your agency transfer these records to the National Archives? | Every 1 Years | | | | | | | | | |
| <table border="1"> <thead> <tr> <th></th><th>Estimated Current Volume</th><th>Annual Accumulation</th></tr> </thead> <tbody> <tr> <td>Electronic/Digital</td><td></td><td></td></tr> <tr> <td>Paper</td><td>3 Cubic feet</td><td>1 Cubic feet</td></tr> </tbody> </table> | | | | Estimated Current Volume | Annual Accumulation | Electronic/Digital | | | Paper | 3 Cubic feet | 1 Cubic feet |
| | Estimated Current Volume | Annual Accumulation | | | | | | | | | |
| Electronic/Digital | | | | | | | | | | | |
| Paper | 3 Cubic feet | 1 Cubic feet | | | | | | | | | |

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| | <table border="1"><tr><td>Microform</td><td></td><td></td></tr><tr><td>Hardcopy or Analog Special Media</td><td></td><td></td></tr></table> | Microform | | | Hardcopy or Analog Special Media | | |
| Microform | | | | | | | |
| Hardcopy or Analog Special Media | | | | | | | |
| 2.3 | <p>Official Government Printing Office Budget Estimates and Justifications</p> <p>Disposition Authority Number DAA-0149-2013-0001-0004</p> <p>Background materials used to create the Government Printing Office budget. Includes related correspondence, briefing books, hearings, and testimony.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>GRS or Superseded Authority Citation N1/149/95/1/3.10</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the fiscal year.</p> <p>Transfer to Inactive Storage Transfer to the FRC when 5 years old.</p> <p>Retention Period Destroy 20 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p> | | | | | | |
| 2.4 | <p>Appropriation Laws, Reports, and Hearings</p> <p>Disposition Authority Number DAA-0149-2013-0001-0005</p> <p>Records containing relevant laws, regulations, reports, and testimony at hearings concerning budget submissions and appropriations.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> | | | | | | |

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| 2.5 | GRS or Superseded Authority Citation | N1/149/95/1/3.11 |
| | Disposition Instruction | |
| | Retention Period | Destroy when superseded or obsolete. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Joint Committee on Printing Annual Finance Plan | |
| | Disposition Authority Number | DAA-0149-2013-0001-0006 |
| | Report listing the annual recurring expenses and other program requirements of more than \$50,000. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| 3 | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/3.16 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Business Operations | |
| | Approval Memorandums for Scale of Prices | |
| 3.1 | Disposition Authority Number | DAA-0149-2013-0001-0007 |
| | Requests and approvals of adjustments, additions, and deletions in the Government Printing Office scale of prices. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in | No |

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| | electronic format(s) other than e-mail and word processing? |
| | GRS or Superseded Authority Citation N1/149/95/1/3.2 . |
| | Disposition Instruction |
| | Retention Period Destroy when superseded or obsolete. |
| | Additional Information |
| | GAO Approval Not Required |
| 3.2 | Monthly Paper Price Adjustment Memorandums |
| | Disposition Authority Number DAA-0149-2013-0001-0008 |
| | Paper price index data used for procurement purposes. |
| | Final Disposition Temporary |
| | Item Status Active |
| | Is this item media neutral? Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No |
| | GRS or Superseded Authority Citation N1/149/95/1/3.3 |
| | Disposition Instruction |
| | Cutoff Instruction Cutoff at the end of the fiscal year. |
| | Retention Period Destroy 3 year(s) after cutoff. |
| | Additional Information |
| | GAO Approval Not Required |
| 3.3 | Machine Reports for Production Areas |
| | Disposition Authority Number DAA-0149-2013-0001-0009 |
| | Monthly printouts, reports, and graphs relating to the status of workloads for Government Printing Office production units. |
| | Final Disposition Temporary |
| | Item Status Active |
| | Is this item media neutral? Yes |
| | Do any of the records covered by this item currently exist in No |

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| | electronic format(s) other than e-mail and word processing? |
| | GRS or Superseded Authority N1/149/95/1/3.17 Citation |
| | Disposition Instruction |
| | Retention Period Destroy when 7 years old or when superseded, consolidated, or summarized in annual reports, whichever is sooner. |
| | Additional Information |
| | GAO Approval Not Required |
| 3.4 | Organizational Business Analysis Subject Files |
| | Disposition Authority Number DAA-0149-2013-0001-0010 |
| | Subject files that include correspondence, organizational chart drafts, memorandum's, fact finding, performance plans, etc. related to analyzing Government Printing Office business-related problems and possible solutions. |
| | Final Disposition Temporary |
| | Item Status Active |
| | Is this item media neutral? Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No |
| | Disposition Instruction |
| | Cutoff Instruction Cutoff at the end of the fiscal year. |
| | Retention Period Destroy 15 year(s) after cutoff. |
| | Additional Information |
| | GAO Approval Not Required |
| 3.5 | Organizational Business Analysis Reports and Presentations |
| | Disposition Authority Number DAA-0149-2013-0001-0011 |
| | Reports and presentations pertaining to changes in policy, as a result of business analysis. |
| | Final Disposition Temporary |
| | Item Status Active |
| | Is this item media neutral? Yes |

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| 3.6 | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | Disposition Instruction | |
| | Retention Period | Destroy 15 year(s) after issuance of report or presentation. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Customer Services General Correspondence Subject Files | |
| | Disposition Authority Number | DAA-0149-2013-0001-0012 |
| | Correspondence, memorandums, administrative, budget reviews, analyses, research studies, customer service policies, contract practices, office operating procedures, requirement reviews, plans and objectives related to training programs, training courses, conferences, and other records pertaining to the customer services function at Government Printing Office. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| 3.7 | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/5.1 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 5 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Institute for Federal Printing and Publishing General Subject Files | |
| | Disposition Authority Number | DAA-0149-2013-0001-0013 |
| | Correspondence, memorandums, agreements, authorizations, reports, requirement reviews, plans and objectives relating to the establishment and operation of the Institute for Federal Printing and Publishing (IFPP) training program, training courses, conferences, and training objectives of the Institute. | |

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| 3.8 | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/5.2 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 5 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| 3.9 | Institute at Government Printing Office Government Agency Training Records | |
| | Disposition Authority Number | DAA-0149-2013-0001-0014 |
| | Correspondence, memorandums, reports and similar records relating to the availability of training and customer agency employee participation in the Institute for Federal Printing and Publishing (IFPP) training programs sponsored by other government agencies. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/5.3 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| 3.9 | Retention Period | Destroy 5 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Cost Estimates | |

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| | Disposition Authority Number | DAA-0149-2013-0001-0015 |
| <p>Customer requests for printing cost estimates received prior to the submission of a printing order, cost estimate work sheets, and replies to customers.</p> | | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/5.4 |
| <p>Disposition Instruction</p> | | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| <p>Additional Information</p> | | |
| | GAO Approval | Not Required |
| 3.10 | <p>Compliance Exception Reports</p> | |
| | Disposition Authority Number | DAA-0149-2013-0001-0016 |
| | <p>Reports describing the cause for exception of outstanding job. Tracks the status of outstanding jobs.</p> | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| <p>Disposition Instruction</p> | | |
| | Cutoff Instruction | Cutoff when outstanding job has been completed. |
| | Retention Period | Destroy immediately after cutoff. |
| <p>Additional Information</p> | | |
| | GAO Approval | Not Required |
| 3.11 | <p>Termination for Convenience</p> | |

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| 3.12 | Disposition Authority Number | DAA-0149-2013-0001-0017 |
| | Cause/Cure Notices to contractors. These are monthly letters to vendors for jobs which are late or if Government Printing Office wishes to terminate a contract with a contractor for various reasons. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff after termination of contract with contractor. |
| | Retention Period | Destroy 5 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| Business Products & Services General Program and Mission Subject Files | | |
| Disposition Authority Number | | |
| DAA-0149-2013-0001-0018 | | |
| Copies of correspondence, internal and external memorandums, reports, plans, directives, policies, procedures, desk instructions, budget and financial records, productivity reports, periodic monthly and annual reports, and similar materials that pertain to and document the programs and functions of the Superintendent of Documents office and its subdivisions. | | |
| Final Disposition | Temporary | |
| Item Status | Active | |
| Is this item media neutral? | Yes | |
| Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No | |
| GRS or Superseded Authority Citation | N1/149/95/1/23.1 | |
| Disposition Instruction | | |
| Cutoff Instruction | Cutoff inactive files at the end of each fiscal year. | |
| Retention Period | Destroy 5 year(s) after cutoff. | |
| Additional Information | | |

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| | GAO Approval | Not Required |
| 3.13 | Documents Workload and Statistical History (DWISH) System Reports | |
| | Disposition Authority Number | DAA-0149-2013-0001-0019 |
| | Daily, weekly, monthly, quarterly, and annual reports form the Documents Workload and Statistical History System (DWISH) automated system that provide On-Hand, Received, Processed, and Balance figures for a variety of operations and class descriptions for all work in the Documents organization. Classes of work include general sales orders, account transactions, and publication classification.. Reports include, but are not limited to, Daily Transaction Edit, Branch List reports, Operation List, Summary Report, File Maintenance Transaction Error List, and Master File Update report. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.2a |
| | Disposition Instruction | |
| | Retention Period | a.) Annual Reports - Destroy 3 years after submission of report. b.) Quarterly Reports - Destroy 3 years after submission of report. c.) Monthly, Weekly, or Daily reports - Destroy once summarized or compiled into quarterly or annual reports. |
| | Additional Information | |
| | GAO Approval | Not Required |
| 3.14 | Service, Division, and Branch Production and Operations Statistical Profiles | |
| | Disposition Authority Number | DAA-0149-2013-0001-0020 |
| | Records that are used to compile statistical profiles of the Business Products and Services operations, production, individual employee productivity and performance, manpower and equipment predictions, staffing requirements, and the like. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |

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| 3.15 | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.4 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 5 year(s) after cutoff or when no longer needed for current agency business occurs, whichever is sooner |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Routine Order, Inventory, Productivity, Stock Number, and Other Computer Output Status Reports | |
| | Disposition Authority Number | DAA-0149-2013-0001-0021 |
| | Routine daily, weekly, and monthly reports from Government Printing Office mainframe systems or other computer system that track the status of work, subscriptions, stock or inventory on hand, unfilled orders, account activity logs, schedules of payments, standing orders, filled orders, accepted/rejected deposit accounts, check issue listings, dishonored check reports, mailing list master file analysis reports, mail list update reports, financial edit and verification reports, and similar records. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.5 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff after production of report. |
| | Retention Period | Destroy 3 year(s) after cutoff or when report is updated or superseded occurs, whichever is sooner |
| | Additional Information | |

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| | GAO Approval | Not Required |
| 3.16 | Market Research and Promotions Subject Files | |
| | Disposition Authority Number | DAA-0149-2013-0001-0022 |
| | Official correspondence, memorandums, reports, projects, plans, agreements, meeting summaries and minutes, samples of promotional and marketing products, testimonials, data collection materials including letters, cards, and questionnaires, mail list requests and orders, and subscription renewal program materials including draft and sample letters. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.12 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff inactive files at the end of the fiscal year. |
| | Retention Period | Destroy 5 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| 3.17 | Market Research Project Files | |
| | Disposition Authority Number | DAA-0149-2013-0001-0023 |
| | Market research project case files consisting of plans, designs, correspondence, agreements, samples of data collections instruments, data tables, and analytical reports. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.13 |
| | Disposition Instruction | |

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| 3.18 | Cutoff Instruction | Cutoff inactive files annually at the end of each fiscal year. |
| | Retention Period | Destroy 5 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Sample Promotional Materials and Records | |
| | Disposition Authority Number | DAA-0149-2013-0001-0024 |
| | Promotional materials and samples of marketing and sales materials that are sent to new subscribers for informational purposes. The records include sample renewal letters, order cards, flyers, handouts, and brochures. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| 3.19 | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.14 |
| | Disposition Instruction | |
| | Retention Period | Destroy when 5 years old, or when no longer needed for current agency business, whichever is sooner. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Mail List Requests and Renewal Records | |
| | Disposition Authority Number | DAA-0149-2013-0001-0025 |
| | Government agency and private sector requests for Government Printing Office mailing lists. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
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| 3.20 | GRS or Superseded Authority Citation | N1/149/95/1/23.15 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Status 2 Subscription Renewal Program Records | |
| | Disposition Authority Number | DAA-0149-2013-0001-0026 |
| | Records filed alphabetically by subscription title that include samples, promotional materials, and other information that are necessary for second renewal mailings. | |
| | Final Disposition | Temporary |
| 3.21 | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.19 |
| | Disposition Instruction | |
| | Retention Period | Destroy when publication leaves the sales program, or when no longer needed for current agency business. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Receiving and Inspection Ticket Records | |
| | Disposition Authority Number | DAA-0149-2013-0001-0027 |
| Copies of receiving and inspection tickets for the Order Division, Marketing Division, and Technical Support Group. Receiving and inspection tickets are submitted to the ordering area along with the materials or supplies ordered. | | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |

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| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.26 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| 3.22 | Detailed Functional Systems Requirements (DFSR) Manuals and Reports | |
| | Disposition Authority Number | DAA-0149-2013-0001-0028 |
| | Functional requirement manuals for various automated systems within the Documents organization. The records contain correspondence, memorandums, periodic reports, final reports, systems analyses, and other pertinent information related to the stages of development of Business Products and Services automated systems. Records are maintained for all systems currently in development, and those that have been deferred or rejected. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.28 |
| | Disposition Instruction | |
| | Retention Period | Destroy when the system the manual pertains to is no longer operational, or when superseded or obsolete. |
| | Additional Information | |
| | GAO Approval | Not Required |
| 3.23 | Incoming Mail Sample Report and Database System | |
| | Disposition Authority Number | DAA-0149-2013-0001-0029 |

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| Monthly reports and materials used to analyze incoming mail from a statistically valid sample to identify customer demographics, customer needs, order type, and mail type queries. | |
| Final Disposition | Temporary |
| Item Status | Active |
| Is this item media neutral? | Yes |
| Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| GRS or Superseded Authority Citation | N1/149/95/1/23.29 |
| Disposition Instruction | |
| Cutoff Instruction | Cutoff at the end of the fiscal year. |
| Retention Period | Destroy 20 year(s) after cutoff |
| Additional Information | |
| GAO Approval | Not Required |
| 3.24 Sales Management Program Subject Files | |
| Disposition Authority Number | DAA-0149-2013-0001-0030 |
| Correspondence, memorandums, office notices, forms, minutes of staff meetings, and similar records relating to product development, price lists and price changes, general sales management policies and procedures, information system development, operation and subscription management records, and similar materials. | |
| Final Disposition | Temporary |
| Item Status | Active |
| Is this item media neutral? | Yes |
| Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| GRS or Superseded Authority Citation | N1/149/95/1/23.36 |
| Disposition Instruction | |
| Cutoff Instruction | Cutoff at the end of the fiscal year. |
| Retention Period | Destroy 5 year(s) after cutoff. |

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| | Additional Information | |
| 3.25 | GAO Approval | Not Required |
| | Print Orders | |
| | Disposition Authority Number | DAA-0149-2013-0001-0031 |
| | Government Printing Office Form 2511, or equivalent, Print Orders for Publications | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.38 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| | Additional Information | |
| 3.26 | GAO Approval | Not Required |
| | Documents Data Entry Form | |
| | Disposition Authority Number | DAA-0149-2013-0001-0032 |
| | Government Printing Office Form 3871, or equivalent, that identifies new publications, updates, receipt and exchange, reprints, printing and binding information, distribution plans, and the like. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.42 |
| | Disposition Instruction | |

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| 3.27 | Retention Period | Destroy immediately after data is entered into PMS/ PFS System. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Sales Stock Adjustment Worksheets | |
| | Disposition Authority Number | DAA-0149-2013-0001-0033 |
| | Government Printing Office Form 3841, or equivalent, used to identify stock to be destroyed, stock to be retained, value of destroyed materials, stock number of item destroyed, and the like. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| 3.28 | GRS or Superseded Authority Citation | N1/149/95/1/23.43 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff when stock is destroyed. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Requests for Special Inventory | |
| | Disposition Authority Number | DAA-0149-2013-0001-0034 |
| | Government Printing Office Forms 1815, 3447, or equivalent, used to note quality defects in stock, damage, shortage, or other reason for an inventory adjustment. | |
| | Final Disposition | Temporary |

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| 3.29 | Disposition Instruction | |
| | Cutoff Instruction | Cutoff when adjustment to stock is complete. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Bookstores Operations Subject Files | |
| | Disposition Authority Number | DAA-0149-2013-0001-0035 |
| | Correspondence, memorandums, reports, studies, employee relations records, maintenance contracts, budget and financial records, employee performance records and ratings. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| 3.30 | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.50 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 5 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Bookstores Daily Reports | |
| | Disposition Authority Number | DAA-0149-2013-0001-0036 |
| Daily sales and financial transaction reports for Bookstore Operations. Reports include but are not limited to the Daily Summary, Credit Card slips, Bank Deposit slips, Inventory Received, Fax/Phone/Mail Orders Received, Discount Sales, Void Forms, Refund Memorandums, Verification of Funds, Detail Tapes, Non-Inventory Orders, Stock Cards, and similar records. | | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |

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| 3.31 | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.52 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Bookstores Weekly and Monthly Reports | |
| | Disposition Authority Number | DAA-0149-2013-0001-0037 |
| | Estimate of Revenue and Expense, Customer Activity reports, Postage reports, Time and Attendance sheets, Occupational and Illness reports, and similar reports received at Government Printing Office from all bookstores. | |
| 3.32 | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.53 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 1 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| Pueblo Documents Distribution Center Files (PUDDC Records) | | |
| Disposition Authority Number | | DAA-0149-2013-0001-0038 |
| Copies of bills of lading, purchase orders, replenishment orders, maintenance contracts, Government Services Administration billings, reimbursable mail services billings, distribution sheets, and similar records relating to the Pueblo, Colorado Distribution Center. | | |

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| 3.33 | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.54 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| 3.34 | Order Logs and Daily Summaries | |
| | Disposition Authority Number | DAA-0149-2013-0001-0039 |
| | Records that detail all monies received for publications including cash, credit cards, deposit accounts, and purchase orders received through mail-in and fax orders. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.55 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| 3.34 | Retention Period | Destroy 6 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| 3.34 | Superintendent of Documents (SuDOC) Unit and Employee Production Reports | |
| | Disposition Authority Number | DAA-0149-2013-0001-0040 |

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| | Periodic reports related to shipping, receiving and storage; orders processed and distributed; reimbursable reports for other agencies or contractors; received and processed Congressional, Federal Express, metered mail, and high values mail; received and processed carton lots and storage of stock; received and processed Retail Order Processing System tickets; bookstore customer pickups, and government bookstore orders, and the like. These records may also be used for employee productivity evaluations, unit productivity reports, and financial tracking. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.58 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| | Additional Information | |
| 3.35 | GAO Approval | Not Required |
| | Rollback Transaction Records | |
| | Disposition Authority Number | DAA-0149-2013-0001-0041 |
| | Records of completed rollback transactions indicating a return of stock to storage warehouse or other space. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.59 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |

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| | Retention Period | Destroy 3 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| 3.36 | Special Inventory Request Records | |
| | Disposition Authority Number | DAA-0149-2013-0001-0042 |
| | Requests for special inventory, correspondence, memorandums, and other records related to investigations of discrepancies in publication counts. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.60 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff when request is completed. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| 3.37 | Contractor Billing, Invoice, and Manifest Records | |
| | Disposition Authority Number | DAA-0149-2013-0001-0043 |
| | Records of reimbursable mailing services provided to client agencies, copies of invoices for contractors such as United Parcel Service and other mailing contractors, original manifest records, and copies of all jobs sent to the contractor. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.61 |

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| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Subscription Stock Control Records | |
| | Disposition Authority Number | DAA-0149-2013-0001-0044 |
| | Notices, memorandums, forms, Government Printing Office Form 195, card files and other records for all publications that are mailed containing title, change of subscription, publication problems, issue date, date the stock was received, and locations of stock. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.62 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 3 year(s) after cutoff or when superseded or obsolescence occurs, whichever is sooner |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Publications Order Division General Office Correspondence Files | |
| | Disposition Authority Number | DAA-0149-2013-0001-0045 |
| | Order Division and unit files that include all incoming and outgoing correspondence, memorandums, fax transmissions, budget and financial reports, special studies, computer reports such as production statistics, productivity, and inventory status reports, monthly reports of circulation, official copy of all division and branch policies, procedures, annual data automation plans; computer system productivity reports, computer system financial reports, annual reports of the division and branches, and other similar documentation relating to the management of the publications order division and its units. | |

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| 3.40 | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.63 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff inactive files at the end of each fiscal year. |
| | Retention Period | Destroy 5 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| Customer Publication Orders and Related Records | | |
| Disposition Authority Number DAA-0149-2013-0001-0046 | | |
| The original copy of all customer orders for publications, consigned agent orders, bookstore subscription orders, and in-house subscription orders processed by Government Printing Office employees. Records may include Government Printing Office Form 1080, or the equivalent, and government purchase orders (purchase order forms and SF-1s). | | |
| Final Disposition | Temporary | |
| Item Status | Active | |
| Is this item media neutral? | Yes | |
| Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No | |
| GRS or Superseded Authority Citation | N1/149/95/1/23.68a | |
| Disposition Instruction | | |
| Retention Period | a.) Original customer order - Destroy 5 years after completion of order. b.) Customer invoice records - Destroy 3 years after payment is received. c.) Order edit and correction reports - Destroy when action is verified; or when no longer needed for current agency business, whichever is sooner. | |

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| | Additional Information | |
| 3.41 | GAO Approval | Not Required |
| | Agency Action Requests | |
| | Disposition Authority Number | DAA-0149-2013-0001-0047 |
| | Mail list maintenance correspondence, requests to discontinue mailing lists, or other agency action requests received from Government Printing Office customers. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.72 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| | Additional Information | |
| 3.42 | GAO Approval | Not Required |
| | Acquisitions Unit Subscription Notices | |
| | Disposition Authority Number | DAA-0149-2013-0001-0048 |
| | The original and distribution copies of all issuance s concerning new and special subscriptions, discontinued subscriptions, and other notices that pertain to subscriptions, prices, titles, frequency, and revisions, issued by the Acquisitions Unit. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.74 |
| | Disposition Instruction | |

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| 3.43 | Cutoff Instruction | Cutoff at the end of the fiscal year. | |
| | Retention Period | Destroy 3 year(s) after cutoff. | |
| | Additional Information | | |
| | GAO Approval | Not Required | |
| | Drop or Subscription Refund Card Files | | |
| | Disposition Authority Number | DAA-0149-2013-0001-0049 | |
| | Card files created for each refund initiated by the Subscription Research Section. Information contained on each card includes key line, list ID, customer name/address, order code, date entered, date deleted, refund amount, and credit card or deposit account number. Records are maintained for subscription research purposes and for customer inquiries regarding refunds. | | |
| | Final Disposition | Temporary | |
| | Item Status | Active | |
| | Is this item media neutral? | Yes | |
| 3.44 | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No | |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.75 | |
| | Disposition Instruction | | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. | |
| | Retention Period | Destroy 3 year(s) after cutoff. | |
| | Additional Information | | |
| | GAO Approval | Not Required | |
| | Discontinued Subscriptions Records | | |
| | Disposition Authority Number | DAA-0149-2013-0001-0050 | |
| | Records pertaining to all discontinued subscriptions such as Mail List System List ID Deletion Report, discontinued subscription notices, refund sheets, and copies of customer notification letters. | | |
| | Final Disposition | Temporary | |
| | Item Status | Active | |
| | Is this item media neutral? | Yes | |
| | Do any of the records covered by this item currently exist in | No | |

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| | electronic format(s) other than e-mail and word processing? |
| | GRS or Superseded Authority N1/149/95/1/23.78 Citation |
| | Disposition Instruction |
| | Cutoff Instruction Cutoff at the end of the fiscal year. |
| | Retention Period Destroy 3 year(s) after cutoff. |
| | Additional Information |
| | GAO Approval Not Required |
| 3.45 | Special Handling Customer Account Records |
| | Disposition Authority Number DAA-0149-2013-0001-0051 |
| | Records that contain orders, payments, adjustments, and reports related to Eastern National Park and Monument Association, Barnes and Noble, or other accounts that require special attention and handling. This is maintained as a separate series due to special claims, complaints, refunds, adjustments, invoices, payments, and other requirements or problems. |
| | Final Disposition Temporary |
| | Item Status Active |
| | Is this item media neutral? Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No |
| | GRS or Superseded Authority N1/149/95/1/23.79 Citation |
| | Disposition Instruction |
| | Cutoff Instruction Cutoff when account is settled. |
| | Retention Period Destroy immediately after cutoff. |
| | Additional Information |
| | GAO Approval Not Required |
| 3.46 | Bookdealer Designation Files |
| | Disposition Authority Number DAA-0149-2013-0001-0052 |
| | Correspondence received from customers requesting designation or information on becoming a Government Printing Office book dealer, and copies of letters designating Government Printing Office book dealers. |

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| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.80 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff when designation is terminated. |
| | Retention Period | Destroy 5 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| 3.47 | Nuclear Regulatory Commission (NRC) System packing Slips | |
| | Disposition Authority Number | DAA-0149-2013-0001-0053 |
| | Original carbon copies of packing slips generated from order entry into the Nuclear Regulatory Commission System for paid orders only. The packing slips are used to verify data entry for Nuclear Regulatory Commission paid orders. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.81 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff when data entry has been verified. |
| | Retention Period | Destroy after data has been verified or when no longer needed. |
| | Additional Information | |
| | GAO Approval | Not Required |
| 3.48 | Nuclear Regulatory Commission (NRC) Sales Order Records | |

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| 3.49 | Disposition Authority Number | DAA-0149-2013-0001-0054 |
| | Records consisting of original orders for Nuclear Regulatory Commission publications sold to the general public. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.82 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff when order is completed. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Nuclear Regulatory Commission (NRC) Distribution Records | |
| | Disposition Authority Number | DAA-0149-2013-0001-0055 |
| | Records consisting of original orders from government agencies for free Nuclear Regulatory Commission publications. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.83 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff when order is completed. |
| | Retention Period | Destroy after cutoff or when no longer needed. |
| | Additional Information | |
| | GAO Approval | Not Required |

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| 3.50 | <p>Standing Order Title Files</p> <p>Disposition Authority Number DAA-0149-2013-0001-0056</p> <p>Standing Order Title files that includes title, list ID, stock number of each update mailed, and the date mailed.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>GRS or Superseded Authority Citation N1/149/95/1/23.84</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff when title is no longer on standing order service.</p> <p>Retention Period Destroy immediately after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p> |
| 3.51 | <p>Standing Order Run Requests</p> <p>Disposition Authority Number DAA-0149-2013-0001-0057</p> <p>Records consisting of the original standing order run request. One request is prepared for each standing order title when the next update is received in inventory.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>GRS or Superseded Authority Citation N1/149/95/1/23.85</p> <p>Disposition Instruction</p> <p>Retention Period Destroy when no longer needed</p> <p>Additional Information</p> |

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| | GAO Approval | Not Required |
| 3.52 | Standing Order Requests | |
| | Disposition Authority Number | DAA-0149-2013-0001-0058 |
| | Standing order service requests from customers. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.86 |
| | Disposition Instruction | |
| | Retention Period | Transfer to Standing Order Cancellation records when the original standing order request is cancelled. |
| | Additional Information | |
| | GAO Approval | Not Required |
| 3.53 | Standing Order Cancellation Records | |
| | Disposition Authority Number | DAA-0149-2013-0001-0059 |
| | Standing order cancellation requests received from customers, and a copy of the original standing order request. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.87a |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 10 year(s) after cutoff or when no longer needed for current agency business occurs, whichever is sooner |

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| | Additional Information | |
| 3.54 | GAO Approval | Not Required |
| | Returned Orders Files | |
| | Disposition Authority Number | DAA-0149-2013-0001-0060 |
| | Correspondence received from customers regarding the return of orders without authorization from the Government Printing Office. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.88 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| | Additional Information | |
| 3.55 | GAO Approval | Not Required |
| | Money and Book Files (MB Files) | |
| | Disposition Authority Number | DAA-0149-2013-0001-0061 |
| | Suspense file for correspondence relating to customer requests for authorization to return Government Printing Office publications. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.89 |
| | Disposition Instruction | |

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| 3.56 | Retention Period | Destroy 3 year(s) after customer request or when return is received and processed occurs, whichever is sooner |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Mail Surveys | |
| | Disposition Authority Number | DAA-0149-2013-0001-0062 |
| | Production reports and data for (1) inquiry mail: number of pieces received and processed, (2) Federal Prison Industry: number of pieces sent, date mailed, cost of mailing, date received, actual quantity processed, and (3) typing unit: number of envelopes and pro forma letters typed. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| 3.57 | GRS or Superseded Authority Citation | N1/149/95/1/23.90 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 4 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Monthly Reports of Circulation | |
| | Disposition Authority Number | DAA-0149-2013-0001-0063 |
| | Correspondence and reports relating to monthly circulation prepared to Joint Committee on Printing, Department of Labor, Department of Commerce, Monthly Labor Review/Occupational Outlook Quarterly that contain information on the current number of subscribers for subscription services, number of copies mailed, and the like. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |

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| 3.58 | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.93 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Project Analysis Records | |
| | Disposition Authority Number | DAA-0149-2013-0001-0064 |
| | Records relating to project assignments in the Order Division that contain correspondence, memorandums, requirement analyses, alternative analyses, statements of work, requests for proposals, system requirements, proposals, system administrator guides, operating procedures, agreements, reports, and other similar records that relate to such projects as Nuclear Regulatory Commission Coordination, Federal Express agreements, National Technical Information Service, Computer Output to Laser Disk System (COLDS) procurement, and the Integrated Processing System (IPS). | |
| 3.59 | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.95 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the completion of the project. |
| | Retention Period | Destroy 5 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| Automated Data Processing (ADP) Purchase Requests | | |

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| 3.60 | Disposition Authority Number | DAA-0149-2013-0001-0065 |
| | Automated Data Processing Purchase Requests submitted to the Information Resource Management office for Superintendent of Documents units. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.96 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| Additional Information | | |
| GAO Approval | | |
| Sales Record Cards | | |
| Disposition Authority Number | | |
| DAA-0149-2013-0001-0066 | | |
| Government Printing Office Forms 3408, 3581, or equivalent, used to record a history of sales, receipts, pricing, weight, lifecycle, stock number, reorders, notes, and similar information on each publication printed and distributed by Government Printing Office. | | |
| Final Disposition | Temporary | |
| Item Status | Active | |
| Is this item media neutral? | Yes | |
| Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No | |
| GRS or Superseded Authority Citation | N1/149/95/1/23.41 | |
| Disposition Instruction | | |
| Cutoff Instruction | Cutoff at the end of the fiscal year. | |
| Retention Period | Destroy 10 year(s) after all stock is depleted, superseded by new editions, or out of print. | |

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| | Additional Information | |
| 3.61 | GAO Approval | Not Required |
| | Strategic Planning and Project Files | |
| | Disposition Authority Number | DAA-0149-2013-0001-0067 |
| | Correspondence, memorandums, reports, and other project team records documenting the creation of strategic planning programs. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/17.1 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff inactive files at the end of each fiscal year. |
| | Retention Period | Destroy 5 year(s) after cutoff. |
| | Additional Information | |
| 4 | GAO Approval | Not Required |
| 4.1 | Congressional Operations | |
| | Outstanding Obligations Reports (Congressional Printing and Binding) | |
| | Disposition Authority Number | DAA-0149-2013-0001-0068 |
| | Outstanding obligations for Congressional printing and binding services. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/3.20 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |

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| 4.2 | Retention Period | Destroy 3 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Official Journals of Government Congressional Government Services General Subject Files | |
| | Disposition Authority Number | DAA-0149-2013-0001-0069 |
| | Correspondence to and from the Official Journals of Government Congressional Publishing Services office from Government Printing Office customers, Congressional government services, and others. Memorandums, reports, meeting notes, time estimates, cost estimates, copies of directives, staff personnel and leave records, office operating procedures, and other records pertaining to the Official Journal of Government Congressional Publishing Services function of the Government Printing Office. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| 4.3 | GRS or Superseded Authority Citation | N1/149/95/1/5.1 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 5 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Cost Estimates | |
| | Disposition Authority Number | DAA-0149-2013-0001-0070 |
| | Congressional requests for printing cost estimates received prior to the submission of a printing order, cost estimate work sheets, and replies to Congress. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in | No |

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| | electronic format(s) other than e-mail and word processing? | |
| | GRS or Superseded Authority Citation | N1/149/95/1/5.4 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| 4.4 | Congressional Requisition System Records | |
| | Disposition Authority Number | DAA-0149-2013-0001-0071 |
| | Congressional Requisition System records sorted by publication type (hearing, report, telephone directory, and the like), jacket number, and billing address code. The records are used to create mailing labels for the requested publication distribution, and to generate billing information. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/5.8 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff when mailing label has been produced. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| 4.5 | Congressional Envelope Order System Records | |
| | Disposition Authority Number | DAA-0149-2013-0001-0072 |
| | Records that track the usage of Public Document envelopes by members of Congress. Records are sorted by ID number assigned to each member of Congress, and provides monthly summaries of usage. | |
| | Final Disposition | Temporary |

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| 4.6 | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/5.9 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of full session of Congressional Session. |
| | Retention Period | Destroy 6 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Congressional Orders | |
| 4.7 | Disposition Authority Number | DAA-0149-2013-0001-0073 |
| | Government Printing Office Form 3358, Congressional Order, or the equivalent. Original file copies of all Congressional orders for Government Printing Office publications. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.69a |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 5 year(s) after cutoff. |
| 4.7 | Additional Information | |
| | GAO Approval | Not Required |
| | Congressional Record Ledger Cards | |
| | Disposition Authority Number | DAA-0149-2013-0001-0074 |

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| 4.8 | Card files that contain a daily listing of pagination for each issue of the Congressional Record. The cards list number of House pages, number of Senate pages, number of extension of remarks pages, and number of daily digest pages. Information is used to direct customers to appropriate back issues and/or pages of the Congressional Record. This information is not duplicated on Government Printing Office mainframe or other computer systems. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.91 |
| | Disposition Instruction | |
| | Retention Period | Destroy when no longer needed |
| | Additional Information | |
| | GAO Approval | Not Required |
| Public Law Card Files | | |
| Disposition Authority Number | | |
| Card files for each bill enacted into law. The purpose of the files is to have an accurate record of the legislative history of all public laws. The card contain Bill number, date passed House/Senate, date enacted into law, and Public Law number. This information is not duplicated on Government Printing Office mainframe or other computer systems. | | |
| Final Disposition | | |
| Temporary | | |
| Item Status | | |
| Active | | |
| Is this item media neutral? | | |
| Yes | | |
| Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | | |
| No | | |
| GRS or Superseded Authority Citation | | |
| N1/149/95/1/23.92 | | |
| Disposition Instruction | | |
| Retention Period | | |
| Destroy when no longer needed | | |

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| | Additional Information | |
| 4.9 | GAO Approval | Not Required |
| | Congressional and Public Affairs Subject Files | |
| | Disposition Authority Number | DAA-0149-2013-0001-0076 |
| | Director's Congressional correspondence including inquiries from the House or Senate, the White House, and Joint Committee on Printing copies of Government Printing Office responses; constituent correspondence; copies of pending legislation; biographies, public events, public inquiries, press releases, financial statements and budgets, and similar records. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/4.1 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff inactive files every 2 fiscal years or at the end of each Congress. |
| | Retention Period | Destroy 25 year(s) after cutoff. |
| | Additional Information | |
| 5 | GAO Approval | Not Required |
| 5.1 | Finance, Billing, and Accounts | |
| | Congressional Billings for Committee Reports | |
| | Disposition Authority Number | DAA-0149-2013-0001-0077 |
| | Records of billings to various Congressional Committees for printing services. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |

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| 5.2 | GRS or Superseded Authority Citation | N1/149/95/1/3.13 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Financial Planning Projections | |
| | Disposition Authority Number | DAA-0149-2013-0001-0078 |
| | Projected profit and loss statements for 2 fiscal years which are submitted to the Joint Committee on Printing 2 months prior to the first fiscal year covered in the projections. | |
| | Final Disposition | Temporary |
| 5.3 | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/3.14 |
| | Disposition Instruction | |
| | Retention Period | Destroy when superseded or obsolete. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Financial Accounting Subject Files | |
| | Disposition Authority Number | DAA-0149-2013-0001-0079 |
| Official copies of correspondence, memorandums, studies, reports, and other records concerning financial and accounting management, production and cost accounting, audits, appropriations, hearings and testimony, requests for financial information, reports to other Government Printing Office divisions, Joint Committee on Printing requests, agency procedures, accounting directives, instructions, and similar records. | | |
| Final Disposition | | |
| Item Status | | |

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| 5.4 | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/8.1 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 7 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Cumulative Analysis and Summary Source and Financial Reports | |
| | Disposition Authority Number | DAA-0149-2013-0001-0080 |
| 5.5 | Consolidated and cumulative financial analysis, source reports, and financial accounting reports that document receipts, billings, and expenditures, such as House and Senate Billings, Joint Committee on Printing reports, Statements of Income and Expenses, General Ledger reports, and similar analytical financial information in summary form. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/8.2 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 20 year(s) after cutoff. |
| | Additional Information | |
| 5.5 | GAO Approval | Not Required |
| | Jacket Billing Records | |
| | Disposition Authority Number | DAA-0149-2013-0001-0081 |
| | Records of all financial billings from billing jackets records. | |

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| 5.6 | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/8.6a |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 10 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| Commercial Printing Vouchers | | |
| Disposition Authority Number DAA-0149-2013-0001-0082 | | |
| Commercial printing vouchers. | | |
| 5.7 | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/8.7a |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 10 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| General Expense Files | | |
| Disposition Authority Number DAA-0149-2013-0001-0083 | | |
| General Expense vouchers. | | |

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| 5.8 | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/8.8 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 10 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| Daily and Monthly Journal Files | | |
| Disposition Authority Number DAA-0149-2013-0001-0084 | | |
| Daily and monthly journal files. | | |
| 5.9 | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/8.9 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 7 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| Advance Billing System (System 2521) Records | | |
| Disposition Authority Number DAA-0149-2013-0001-0085 | | |
| Records downloaded from the daily billing program. Records are used to produce a monthly printout. | | |

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| 5.10 | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/8.10 |
| | Disposition Instruction | |
| | Retention Period | Destroy when no longer needed |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Daily Billing Records | |
| 5.11 | Disposition Authority Number | DAA-0149-2013-0001-0086 |
| | Daily accumulation of billing records including jacket number, print order, and the like. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/8.11 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff after master file in mainframe is verified. |
| | Retention Period | Destroy 6 year(s) after cutoff. |
| 5.11 | Additional Information | |
| | GAO Approval | Not Required |
| | Deferred Credit Records | |
| | Disposition Authority Number | DAA-0149-2013-0001-0087 |
| Records of deferred credits from the daily billing program. Used to produce a monthly printout. | | |

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| 5.12 | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/8.12 |
| | Disposition Instruction | |
| | Retention Period | Destroy when no longer needed |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Future Billing Records | |
| 5.13 | Disposition Authority Number | DAA-0149-2013-0001-0088 |
| | Records of future billing from the daily billing program. Used to produce a monthly printout. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/8.13 |
| | Disposition Instruction | |
| | Retention Period | Destroy when no longer needed |
| | Additional Information | |
| 5.13 | GAO Approval | Not Required |
| | Finished Work Cost Records | |
| | Disposition Authority Number | DAA-0149-2013-0001-0089 |
| | Records of finished work cost from the mainframe for use in the billing process. | |
| | Final Disposition | Temporary |
| | Item Status | Active |

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| 5.14 | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/8.14 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff records when work has been billed and jacket cost summaries verified. |
| | Retention Period | Destroy immediately after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Cost Center Codes and Titles | |
| | Disposition Authority Number | DAA-0149-2013-0001-0090 |
| The current listing of all Government Printing Office Cost Center codes and titles. | | |
| 5.15 | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/8.24 |
| | Disposition Instruction | |
| | Retention Period | Destroy when no longer needed |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Accounts Receivable and Charge Back Packet | |
| Disposition Authority Number | | |
| DAA-0149-2013-0001-0091 | | |
| Research materials created to prove an agency owes money. | | |
| 5.15 | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |

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| | <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> |
| | <p>Disposition Instruction</p> |
| | <p>Cutoff Instruction Cutoff once case is closed.</p> |
| | <p>Retention Period Destroy 7 year(s) after cutoff.</p> |
| | <p>Additional Information</p> |
| | <p>GAO Approval Not Required</p> |
| 5.16 | <p>Printing and Binding Jackets (Large Work Jackets)</p> |
| | <p>Disposition Authority Number DAA-0149-2013-0001-0092</p> |
| | <p>Government Printing Office work jackets created by Customer Services for each printing order received. The work jacket lists the Jacket Number, Date, Classification Code, Form Number, Title, Quantity, and all printing and binding specifications for composition, proofs, press work, ink, binding, and delivery instructions on the envelope. Contents of the jacket may include a final printed version of the product, jacket distribution lists, memorandums, and jacket delivery slips. The work jacket follows each printing job through production of the publication and is initialed or stamped at the completion of each process. The jacket is sent to Financial Management for billing purposes with the Billing Jacket.</p> |
| | <p>Final Disposition Temporary</p> |
| | <p>Item Status Active</p> |
| | <p>Is this item media neutral? Yes</p> |
| | <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> |
| | <p>GRS or Superseded Authority Citation N1/149/95/1/5.5</p> |
| | <p>Disposition Instruction</p> |
| | <p>Cutoff Instruction Cutoff at the end of the fiscal year.</p> |
| | <p>Retention Period Destroy 3 year(s) after cutoff.</p> |
| | <p>Additional Information</p> |
| | <p>GAO Approval Not Required</p> |
| 5.17 | <p>Identification/W9 Forms</p> |
| | <p>Disposition Authority Number DAA-0149-2013-0001-0093</p> |

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| Assigned contractors code and tax information for contractors doing business with Government Printing Office. | |
| Final Disposition | Temporary |
| Item Status | Active |
| Is this item media neutral? | Yes |
| Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| Disposition Instruction | |
| Cutoff Instruction | Cutoff when contractor ends its relationship with Government Printing Office. |
| Retention Period | Destroy 5 year(s) after cutoff. |
| Additional Information | |
| GAO Approval | Not Required |
| Special Customer (STAR) Accounts Ordering and Correspondence Files | |
| Disposition Authority Number | DAA-0149-2013-0001-0094 |
| Incoming and outgoing correspondence, orders, adjustments, claims, and other records that pertain to the handling of Special Customer (STAR) Accounts and orders. | |
| Final Disposition | Temporary |
| Item Status | Active |
| Is this item media neutral? | Yes |
| Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| GRS or Superseded Authority Citation | N1/149/95/1/23.66 |
| Disposition Instruction | |
| Cutoff Instruction | Cutoff inactive files annually at the end of each fiscal year. |
| Retention Period | Destroy 3 year(s) after cutoff. |
| Additional Information | |
| GAO Approval | Not Required |

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| 5.19 | Special Customer (STAR) Accounts Cancellation Cards | |
| | Disposition Authority Number | DAA-0149-2013-0001-0095 |
| Card indexes created for each cancellation of a subscription or product by a Special Customer (STAR Account). Information includes List ID, key lines, customer address, order code, date entered, date deleted, refund amount, MS number, and credit card/deposit account number (if applicable). | | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.67 |
| Disposition Instruction | | |
| | Cutoff Instruction | Cutoff card files annually at the end of each fiscal year the cancellation occurs. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| Additional Information | | |
| | GAO Approval | Not Required |
| 5.20 | Customer Order Adjustment Claims Records | |
| | Disposition Authority Number | DAA-0149-2013-0001-0096 |
| Claims correspondence; Government Printing Office Form 3355, Telephone Adjustment Form, or the equivalent; and similar records related to order adjustment, refunds, credits. | | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.71a |
| Disposition Instruction | | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |

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| 5.21 | Retention Period | Destroy 5 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Unidentified Money Files | |
| | Disposition Authority Number | DAA-0149-2013-0001-0097 |
| | Files containing copies of all checks, check stubs, and other records that were received by Government Printing Office without proper handling instructions, invoices, or customer orders. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| 5.22 | GRS or Superseded Authority Citation | N1/149/95/1/23.76 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 4 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Refund Source Documents | |
| | Disposition Authority Number | DAA-0149-2013-0001-0098 |
| | Files containing the original documentation of all refunds such as subscription cancellations requests, reduction in copy counts, and the like. Maintained for research and/or verification of customer refunds. | |
| | Final Disposition | Temporary |

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| 5.23 | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year |
| | Retention Period | Destroy 4 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Annual inventory Reports and Related Records | |
| | Disposition Authority Number | DAA-0149-2013-0001-0099 |
| | Reports and other records containing the dollar value of remittances and unmatched money related to orders that have not been processed at the close of the fiscal year. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| 5.24 | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.94 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 4 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Procurement Case Files | |
| | Disposition Authority Number | DAA-0149-2013-0001-0100 |
| The official copy of all approved original contracts, property, or equipment leases, construction contracts, and all other Government Printing Office procurement records of purchasing transactions, regardless of the amount, that document the procurement of materials, printing supplies, and services. | | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in | No |

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| | electronic format(s) other than e-mail and word processing? |
| | GRS or Superseded Authority Citation N1/149/95/1/19.2a |
| | Disposition Instruction |
| | Cutoff Instruction Cutoff files at the end of each fiscal year after the final payment is made, or after receipt of closeout list from Financial Management, and transfer to Administrative Support. |
| | Retention Period Destroy 6 year(s) and 3 month(s) after cutoff. |
| | Additional Information |
| | GAO Approval Not Required |
| 5.25 | Project Files |
| | Disposition Authority Number DAA-0149-2013-0001-0101 |
| | Copies of correspondence, memorandums, proposals, reports, analyses, and budget records relating to current procurement projects. |
| | Final Disposition Temporary |
| | Item Status Active |
| | Is this item media neutral? Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No |
| | GRS or Superseded Authority Citation N1/149/95/1/19.4 |
| | Disposition Instruction |
| | Cutoff Instruction Cutoff at completion of project. |
| | Retention Period Destroy 3 year(s) after cutoff or when superseded or obsolescence occurs, whichever is later |
| | Additional Information |
| | GAO Approval Not Required |
| 5.26 | Capital Expenditure Analysis |
| | Disposition Authority Number DAA-0149-2013-0001-0102 |
| | Correspondence, memorandums, requests for approval, expenditure analyses, and other records documenting the review and approval of expenditures over \$50,000. |

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| The analysis and cover letter resulting from the analysis are sent to the Public Printer for signature and forwarding to the Joint Committee on Printing. | |
| Final Disposition | Temporary |
| Item Status | Active |
| Is this item media neutral? | Yes |
| Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| GRS or Superseded Authority Citation | N1/149/95/1/17.2 |
| Disposition Instruction | |
| Cutoff Instruction | Cutoff inactive files annually at the end of the fiscal year. |
| Transfer to Inactive Storage | Transfer to FRC when 5 years old. |
| Retention Period | Destroy 10 year(s) after cutoff. |
| Additional Information | |
| GAO Approval | Not Required |
| Chief Financial Officer's Subject Files | |
| Disposition Authority Number | DAA-0149-2013-0001-0103 |
| Financial reports, records of meetings, unresolved issues files, correspondence, and other records for Chief Financial Officers. | |
| Final Disposition | Temporary |
| Item Status | Active |
| Is this item media neutral? | Yes |
| Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| GRS or Superseded Authority Citation | N1/149/95/1/18.2 |
| Disposition Instruction | |
| Cutoff Instruction | Cutoff inactive files at the end of each fiscal year. |
| Retention Period | Destroy 5 year(s) after cutoff. |
| Additional Information | |

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| | GAO Approval | Not Required |
| 6 | Human Resources | |
| 6.1 | Subject Files | |
| | Disposition Authority Number | DAA-0149-2013-0001-0104 |
| | | Correspondence, memoranda, internal and external reports, surveys, program administrative records, and other materials related to medical programs such as: hearing conservation, vision testing, blood pressure, hemocult, influenza immunization, diabetes, pre-employment examinations, Occupational Safety and Health Administration blood borne standards, regional Public Health Service contracts, Motor Vehicle Operator recertification examinations, Respirator Protection Program Certification reports, and Uniform Police Branch recertification annual physical examinations. |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/14.1 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 5 year(s) after cutoff. |
| | Additional Information | |
| 6.2 | GAO Approval | Not Required |
| | Alcohol and Drug Testing Results Records | |
| | Disposition Authority Number | DAA-0149-2013-0001-0105 |
| | | Alcohol and drug testing results records. |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |

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| | Disposition Instruction |
| | Retention Period |
| | Records are kept according to the U.S. Department of Health and Human Services and U.S. Department of Transportation regulations. (Government Printing Office has signed union negotiated agreements to follow these regulations.) |
| | Additional Information |
| 6.3 | GAO Approval |
| | Not Required |
| | Employee Performance File Records (Presidential Appointee) |
| | Disposition Authority Number |
| | DAA-0149-2013-0001-0106 |
| | Performance records for Presidential appointees. |
| | Final Disposition |
| | Temporary |
| | Item Status |
| | Active |
| | Is this item media neutral? |
| | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? |
| | Disposition Instruction |
| | Cutoff Instruction |
| | Cutoff after appraisal is delivered. |
| | Retention Period |
| | Destroy 5 year(s) after cutoff. |
| | Additional Information |
| 6.4 | GAO Approval |
| | Not Required |
| | Salary and Wage Schedules |
| | Disposition Authority Number |
| | DAA-0149-2013-0001-0107 |
| | Current and past Government Printing Office wage schedules, Federal Wage System, and special salary rate schedules for Printing Grade (PG) and Wage Grade (WG) employees. |
| | Final Disposition |
| | Temporary |
| | Item Status |
| | Active |
| | Is this item media neutral? |
| | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? |

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| 6.5 | GRS or Superseded Authority Citation | N1/149/95/1/16.11 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff when schedule is superseded or obsolete. |
| | Retention Period | Destroy 5 year(s) after cutoff or when no longer needed for current agency business occurs, whichever is later |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Federal Merit Promotion Program (FMPP) Files | |
| | Disposition Authority Number | DAA-0149-2013-0001-0108 |
| | Case files containing a prospective applicant's Federal Style Resume, Application for Federal Employment, or the equivalent, or Government Printing Office Special Application Form, and panel rating results. | |
| | Final Disposition | Temporary |
| 6.6 | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff when case is closed. |
| | Retention Period | Destroy 3 year(s) after cutoff or until the resolution of a pending complaint. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Work Release Files | |
| | Disposition Authority Number | DAA-0149-2013-0001-0109 |
| | Correspondence consisting of request for work release with backup police/court records and the decision from the Public Printer. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |

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| 6.7 | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/12.16 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff when case is closed. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Office of Worker's Compensation (OWCP) Procedural Manuals | |
| | Disposition Authority Number | DAA-0149-2013-0001-0110 |
| | Office of Worker's Compensation (OWCP) Procedural Manuals. | |
| 6.8 | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/12.22 |
| | Disposition Instruction | |
| | Retention Period | Destroy when superseded or obsolete. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Chargeback Listing Files | |
| 6.8 | Disposition Authority Number | DAA-0149-2013-0001-0111 |
| | Quarterly and annual chargeback listings and special reports requests. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| 6.8 | Do any of the records covered by this item currently exist in | No |

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| | electronic format(s) other than e-mail and word processing? |
| | GRS or Superseded Authority N1/149/95/1/12.23 Citation |
| | Disposition Instruction |
| | Cutoff Instruction Cutoff at the end of the fiscal year. |
| | Retention Period Destroy 5 year(s) after cutoff. |
| | Additional Information |
| | GAO Approval Not Required |
| 6.9 | Office of Personnel Management Instructions or Directives |
| | Disposition Authority Number DAA-0149-2013-0001-0112 |
| | Office of Personnel Management Instructions or Directives related to suggestions, awards and worker's compensation. |
| | Final Disposition Temporary |
| | Item Status Active |
| | Is this item media neutral? Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? |
| | GRS or Superseded Authority N1/149/95/1/12.24 Citation |
| | Disposition Instruction |
| | Retention Period Destroy when superseded or obsolete. |
| | Additional Information |
| | GAO Approval Not Required |
| 7 | Information Technology Operations |
| 7.1 | Project Files and Feasibility Studies |
| | Disposition Authority Number DAA-0149-2013-0001-0113 |
| | Correspondence, memorandums, progress reports, final reports, presentation materials, charts, graphs, spreadsheets, and other records relating to special studies, assignments, or work projects. Topics may include, but are not limited to, ISBN/ISSN implementation studies and plans, Documents Program Mandate reviews, Information Resource Management and technology or equipment feasibility studies and analyses, and the like. |

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| 7.2 | Final Disposition | Temporary |
| | Item Status | Inactive |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.22 |
| | Inactive Status Explanation | This item is inactive because it was superseded by New Disposition Authority Number: DAA-0149-2018-0001-0001 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff project or study files when closed. |
| | Retention Period | Destroy 10 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| Computer Systems Access Requests | | |
| | Disposition Authority Number | DAA-0149-2013-0001-0114 |
| | Government Printing Office Form 2447, Request for System Access, or the equivalent, maintained in Business Products and Services individual areas requesting new access or modifications to access privileges for Government Printing Office mainframe systems, Government Printing Office authorizations and approvals, and system information. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.23 |
| | Disposition Instruction | |
| | Retention Period | Destroy when no longer needed |
| | Additional Information | |

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| 7.3 | GAO Approval | Not Required |
| | Systems Analysis and Programming (SAP) Records | |
| | Disposition Authority Number | DAA-0149-2013-0001-0115 |
| | Superintendent of Documents file copies of Government Printing Office Form 2375, System Analysis and Programming Request, or the equivalent. Requests for systems analyses and programming (SAPs) are submitted each time a request is made for Office of Information Resource Management services. System analyses and program records are required for both new systems and for changes to existing automated systems, operations, functions, or output products. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.24a |
| | Disposition Instruction | |
| 7.4 | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Correspondence Subject Files | |
| | Disposition Authority Number | DAA-0149-2013-0001-0116 |
| | Official file copies of all correspondence, memorandums, reports, and publications; weekly, monthly, and quarterly staff administrative reports; programming and analysis reports; budge submissions and other financial correspondence, office equipment purchase, letters of commendations or appreciation, and other records relating to information technology and automated data processing. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |

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| 7.5 | GRS or Superseded Authority Citation | N1/149/95/1/10.1 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff inactive files annually at the end of each FY. |
| | Retention Period | Destroy 5 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Software Site Licenses, Inventories, and Warranties | |
| | Disposition Authority Number | DAA-0149-2013-0001-0117 |
| | Site licenses or computer licensing agreements, manufacturers warranties, computer and software inventory lists, and similar records maintained for computer hardware and software purchased, leased, or used at the Government Printing Office. | |
| | Final Disposition | Temporary |
| 7.6 | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/10.2 |
| | Disposition Instruction | |
| | Retention Period | Destroy when the license, warranty, or list is superseded or obsolete. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Software Upgrade Records | |
| | Disposition Authority Number | DAA-0149-2013-0001-0118 |
| Records used to document the upgrading of database management software or other Government Printing Office software. | | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |

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| | <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</p> <p>GRS or Superseded Authority Citation</p> <p>Disposition Instruction</p> <p>Cutoff Instruction</p> <p>Retention Period</p> <p>Additional Information</p> <p>GAO Approval</p> | <p>No</p> <p>N1/149/95/1/10.4</p> <p>Cutoff when no longer needed, or when superseded by a newer version.</p> <p>Destroy immediately after cutoff.</p> <p>Not Required</p> |
| 7.7 | <p>Congressional and Legislative Branch Technology Liaison Files</p> <p>Disposition Authority Number</p> <p>Original file copies of all incoming and outgoing correspondence, memorandums, agendas, minutes of meetings, reports, with all relevant enclosures related to liaison and work-group activities between Government Printing Office and the House, Senate, Library of Congress, and other Legislative Branch agencies.</p> <p>Final Disposition</p> <p>Item Status</p> <p>Is this item media neutral?</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</p> <p>GRS or Superseded Authority Citation</p> <p>Disposition Instruction</p> <p>Cutoff Instruction</p> <p>Retention Period</p> <p>Additional Information</p> <p>GAO Approval</p> | <p>DAA-0149-2013-0001-0119</p> <p>Temporary</p> <p>Active</p> <p>Yes</p> <p>No</p> <p>N1/149/95/1/10.7</p> <p>Cutoff inactive files at the end of each fiscal year or when project or task is closed.</p> <p>Destroy 10 year(s) after cutoff.</p> <p>Not Required</p> |
| 7.8 | <p>Computer Control and Unit Configuration Records</p> <p>Disposition Authority Number</p> <p>Detailed maps of mainframe computer control units.</p> | <p>DAA-0149-2013-0001-0120</p> |

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| 7.9 | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | Yes |
| | Do any of the records covered by this item exist as structured electronic data? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/10.9 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff when superseded or obsolete. |
| | Retention Period | Destroy immediately after cutoff. |
| | Additional Information | |
| 7.10 | GAO Approval | Not Required |
| | Requests for Direct Access Storage Devices (DASD) | |
| | Disposition Authority Number | DAA-0149-2013-0001-0121 |
| | Requests received from analysts and programmers detailing specifications for Direct Access Storage Devices (DASD) space. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/10.8 |
| | Disposition Instruction | |
| 7.10 | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Requests for Personal Computers | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | Yes |
| | Do any of the records covered by this item exist as structured electronic data? | No |

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| | Disposition Authority Number | DAA-0149-2013-0001-0122 |
| Government Printing Office requests, specifications, and approvals for the purchase of personal computers. | | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/10.11 |
| Disposition Instruction | | |
| | Cutoff Instruction | Cutoff after final approval. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| Additional Information | | |
| | GAO Approval | Not Required |
| 7.11 | Customer Information Control System Program and File Requests | |
| | Disposition Authority Number | DAA-0149-2013-0001-0123 |
| | Disk space requests for the Customer Information Control System. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/10.12 |
| Disposition Instruction | | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| Additional Information | | |
| | GAO Approval | Not Required |
| 7.12 | Automated Services Inventory/Data Automation Plan | |

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| 7.13 | Disposition Authority Number | DAA-0149-2013-0001-0124 |
| | Records consisting of inventories and detailed operating costs of current and proposed computer systems at Government Printing Office. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/10.13 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| Additional Information | | |
| GAO Approval | | |
| Computer Run Instructions | | |
| Disposition Authority Number | | |
| DAA-0149-2013-0001-0125 | | |
| Government Printing Office Form 2371, or the equivalent, consisting of detailed run instructions for Government Printing Office mainframe production programs. | | |
| Final Disposition | | |
| Temporary | | |
| Item Status | | |
| Active | | |
| Is this item media neutral? | | |
| Yes | | |
| Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | | |
| No | | |
| GRS or Superseded Authority Citation | | |
| N1/149/95/1/10.15 | | |
| Disposition Instruction | | |
| Cutoff Instruction | | |
| Cutoff when superseded or obsolete. | | |
| Retention Period | | |
| Destroy immediately after cutoff. | | |
| Additional Information | | |
| GAO Approval | | |
| Not Required | | |

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| 7.14 | <p>Applications Systems Work Files</p> <p>Disposition Authority Number DAA-0149-2013-0001-0126</p> <p>Feasibility studies, initial contact memorandums, reports, major milestones, and related records for all Government Printing Office computer applications.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>GRS or Superseded Authority N1/149/95/1/10.16</p> <p>Citation</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff after the work or project is completed.</p> <p>Retention Period Destroy 3 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p> |
| 8 | <p>Informational Services</p> <p>Government Printing Office Program and Mission Publications</p> <p>Disposition Authority Number DAA-0149-2013-0001-0127</p> <p>Government Printing Office annual reports, agency histories, statistical or other special reports, Circular Letters, telephone directories, special studies, pamphlets and brochures, and all other publications related to Government Printing Office programs that are officially released internally or externally by the Government Printing Office.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>GRS or Superseded Authority N1/149/95/1/1.16a</p> <p>Citation</p> <p>Disposition Instruction</p> |
| 8.1 | |

| | |
|---|--|
| Cutoff Instruction | Cutoff files annually. |
| Transfer to the National Archives for Accessioning | Transfer to the National Archives 15 year(s) after cutoff. |
| Additional Information | |
| What will be the date span of the initial transfer of records to the National Archives? | From 1996 To 2007 |
| How frequently will your agency transfer these records to the National Archives? | Every 1 Years |

| | Estimated Current Volume | Annual Accumulation |
|----------------------------------|--------------------------|---------------------|
| Electronic/Digital | | |
| Paper | 11 Cubic feet | 1 Cubic feet |
| Microform | | |
| Hardcopy or Analog Special Media | | |

8.2

Negatives, Photographic Prints, Slides, Posters, and Graphic Arts

Disposition Authority Number **DAA-0149-2013-0001-0128**

Photographic negatives, prints, transparencies, slides, and albums or Government Printing Office buildings, equipment and machinery, division or unit work spaces, employees at work, portraits of senior Government Printing Office officials and prominent staff; and similar photographs that document the operation, physical facilities, work environment, and Government Printing Office programs and operations. The largest central collection of Government Printing Office photographs is maintained by the Typography and Design Division, Visual Communications Section. Official Government Printing Office photographs may also be located in other organizational units. The disposition applies to all photographs throughout Government Printing Office that are not duplicated in the central Typography and Design Division photograph collections.

| | |
|---|-----------|
| Final Disposition | Permanent |
| Item Status | Active |
| Is this item media neutral? | Yes |
| Do any of the records covered by this item currently exist in | No |

electronic format(s) other than e-mail and word processing?

GRS or Superseded Authority N1/149/95/1/1.17a
Citation

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply **Non-electronic Photographs and Other Graphic Materials**

Cutoff Instruction Cutoff files annually.

Transfer to the National Archives for Accessioning Transfer to the National Archives 5 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1996 To 2007**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

| | Estimated Current Volume | Annual Accumulation |
|---|--------------------------|---------------------|
| Electronic/Digital | | |
| Paper | | |
| Microform | | |
| Hardcopy or Analog Special Media | 11 boxes | 1 box |

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply **Posters and Graphic Arts**

Cutoff Instruction Cutoff files annually.

Transfer to the National Archives for Accessioning Transfer to the National Archives 5 year(s) after cutoff

Additional Information

| | | |
|-----|---|--|
| | What will be the date span of the initial transfer of records to the National Archives? | From 1996 To 2007 |
| | How frequently will your agency transfer these records to the National Archives? | Every 1 Years |
| 8.3 | Audiovisual | |
| | Disposition Authority Number | DAA-0149-2013-0001-0129 |
| | Sound recordings, videotapes, motion picture films and equivalent or related records created or produced by Government Printing Office, or acquired from other outside sources. The original master sound or video recording, or the original film negative and one print of motion picture film that documents Government Printing Office history, agency-wide programs and operations, special events, anniversaries, and commemorative events, printing and production operations, public affairs or news interviews with Government Printing Office officials and staff; news releases and public service announcements; and other productions created to disseminate agency information regarding Government Printing Office operations and programs to employees, customers, and to the public. | |
| | Final Disposition | Permanent |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/1.18a |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff files annually. |
| | Transfer to the National Archives for Accessioning | Transfer to the National Archives 5 year(s) after cutoff |
| | Additional Information | |
| | What will be the date span of the initial transfer of records to the National Archives? | From 1996 To 2007 |
| | How frequently will your agency transfer these records to the National Archives? | Every 1 Years |

| | Estimated Current Volume | Annual Accumulation |
|----------------------------------|--------------------------|---------------------|
| Electronic/Digital | | |
| Paper | | |
| Microform | | |
| Hardcopy or Analog Special Media | 11 boxes | 1 box |

8.4

Duplicate or Distribution Copies of Audiovisual Records

Disposition Authority Number DAA-0149-2013-0001-0130

Duplicate copies and routine training records. Duplicate or distribution copies of audiovisual records listed, and agency produced or acquired videotapes used primarily for training Government Printing Office employees on machine operation, routine office procedures, office and computer equipment, employee health and safety regulations or programs, and similar training.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

GRS or Superseded Authority N1/149/95/1/1.18a
Citation

Disposition Instruction

Retention Period Destroy when no longer needed

Additional Information

GAO Approval Not Required

8.5

Federal Bulletin Board System Subject Files

Disposition Authority Number DAA-0149-2013-0001-0131

Correspondence, memorandums, reports, and other documentation pertaining to the operation of the Federal Bulletin Board System and other electronic information and dissemination systems at the Government Printing Office

| | | |
|---|---|--|
| 8.6 | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.8 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff inactive files at the end of each fiscal year. |
| | Retention Period | Destroy 5 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| Historic Apprenticeship Yearbooks | | |
| Disposition Authority Number DAA-0149-2013-0001-0132 | | |
| Historic Apprenticeship Books containing photographs and other information related to graduates from Government Printing Office craft training and apprenticeship programs. | | |
| | Final Disposition | Permanent |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/16.14 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff files annually. |
| | Transfer to the National Archives for Accessioning | Transfer to the National Archives 15 year(s) after cutoff. |
| | Additional Information | |
| | What will be the date span of the initial transfer of records to the National Archives? | From 1940 To 2007 |

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

| | Estimated Current Volume | Annual Accumulation |
|---|--------------------------|---------------------|
| Electronic/Digital | | |
| Paper | 1 Cubic feet | 1 Cubic feet |
| Microform | | |
| Hardcopy or Analog Special Media | | |

8.7

Superintendent of Documents Subject Files

Disposition Authority Number **DAA-0149-2013-0001-0133**

Official correspondence, memorandums, reports, directives, Superintendent of Documents policies, procedures, long range planning, special projects speeches, Joint Committee on Printing and Depository Library Council correspondence, meetings of trade and professional conference, and similar topics that document the function of the Superintendent of Documents

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

GRS or Superseded Authority Citation **N1/149/95/1/23.1**

Disposition Instruction

Cutoff Instruction **Cutoff at the end of the fiscal year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 20 year(s) after cutoff.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1992 To 1992**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

| | Estimated Current Volume | Annual Accumulation |
|----------------------------------|--------------------------|---------------------|
| Electronic/Digital | | |
| Paper | 1 Cubic feet | 1 Cubic feet |
| Microform | | |
| Hardcopy or Analog Special Media | | |

8.8

Ordering Forms

Disposition Authority Number **DAA-0149-2013-0001-0134**

Forms used to order Federal government publications for the Federal Depository Library Program (FDLP), Cataloging and Indexing Program (C&I) International Exchange Service, and By-Laws Program.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

GRS or Superseded Authority Citation **N1/149/95/1/23.45**

Disposition Instruction

Cutoff Instruction **Cutoff at the end of the fiscal year.**

Retention Period **Destroy 3 year(s) after cutoff.**

Additional Information

GAO Approval **Not Required**

8.9

Marketing and Survey Files

Disposition Authority Number **DAA-0149-2013-0001-0135**

Files related to marketing of Superintendent of Documents programs (Federal Depository Library Program, Cataloging and Indexing Program, International

| | | |
|------|--|---|
| | | Exchange Service, and By-Laws Program), and surveys conducted in supports of these programs. |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/23.12 |
| | Disposition Instruction | |
| | Retention Period | a.) Marketing reports, plans, and contract materials. Preparatory and evaluative materials in addition to any contract material. Cutoff at end of promotional campaign. Maintain for 3 years and then refer to agency historian. Discard unused copies. b.) Promotional materials. Materials include brochures, graphics, logos, videos, sound clips, and other promotional materials provided to Federal Depository Libraries to promote the Federal Depository Library Program. Cutoff at the end of promotional campaign. Maintain for 3 years and then refer to agency historian. Discard unused copies. c.) Surveys and questionnaires. Materials distributed for response, compiled responses. Cutoff at end of promotional campaign. Maintain for 3 years and then refer to agency historian. Discard unused copies. |
| | Additional Information | |
| | GAO Approval | Not Required |
| 8.10 | Federal Depository Library Program (FDLP) Conference Planning Materials | |
| | Disposition Authority Number | DAA-0149-2013-0001-0136 |
| | Federal Depository Library Program conference specification records - meeting history, requirements, bids from hotels to host the conference; Federal Depository Library Program conference invoices. Agenda, program information, speaker information, attendee list. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |

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| | <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> |
| | <p>Disposition Instruction</p> |
| | <p>Cutoff Instruction Cutoff at the end of the fiscal year.</p> |
| | <p>Retention Period Destroy 3 year(s) after cutoff.</p> |
| | <p>Additional Information</p> |
| | <p>GAO Approval Not Required</p> |
| 8.11 | <p>Federal Depository Library Program (FDLP) Council Nomination Files</p> |
| | <p>Disposition Authority Number DAA-0149-2013-0001-0137</p> |
| | <p>Depository Library Council nominations - Memos, letters, resumes, background information of all people nominated to Council; Federal Depository Library Program conference agendas.</p> |
| | <p>Final Disposition Temporary</p> |
| | <p>Item Status Active</p> |
| | <p>Is this item media neutral? Yes</p> |
| | <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> |
| | <p>Disposition Instruction</p> |
| | <p>Cutoff Instruction Cutoff at the end of the fiscal year.</p> |
| | <p>Retention Period Destroy 3 year(s) after cutoff.</p> |
| | <p>Additional Information</p> |
| | <p>GAO Approval Not Required</p> |
| 8.12 | <p>Distribution Management Files</p> |
| | <p>Disposition Authority Number DAA-0149-2013-0001-0138</p> |
| | <p>Used for internal management; incoming shipment logs, daily receipt log, zone and title logs, and shipping invoices.</p> |
| | <p>Final Disposition Temporary</p> |
| | <p>Item Status Active</p> |
| | <p>Is this item media neutral? Yes</p> |
| | <p>Do any of the records covered by this item currently exist in</p> |

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| | | electronic format(s) other than e-mail and word processing? |
| | | Disposition Instruction |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| | | Additional Information |
| | GAO Approval | Not Required |
| 8.13 | | Depository Distribution Files |
| | Disposition Authority Number | DAA-0149-2013-0001-0139 |
| | | These files document the publications that the Government Printing Office ships to each library in the Federal Depository Library Program. Files consist of shipping lists, lost docs files, and title lists. |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | | Disposition Instruction |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| | | Additional Information |
| | GAO Approval | Not Required |
| 8.14 | | Statistical Reports |
| | Disposition Authority Number | DAA-0149-2013-0001-0140 |
| | | Program files, statistical metrics, reports, and any similar documents. |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |

| | GRS or Superseded Authority Citation | N1/149/95/1/23.4 | | | | | | | | | |
|---|--|---------------------|--|--------------------------|---------------------|--------------------|--|--|-------|--------------|--------------|
| | Disposition Instruction | | | | | | | | | | |
| 8.15 | | | | | | | | | | | |
| Cutoff Instruction | Cutoff at the end of the fiscal year. | | | | | | | | | | |
| Retention Period | Destroy 3 year(s) after cutoff. | | | | | | | | | | |
| Additional Information | | | | | | | | | | | |
| GAO Approval | Not Required | | | | | | | | | | |
| Legislative Project Records | | | | | | | | | | | |
| Disposition Authority Number | DAA-0149-2013-0001-0141 | | | | | | | | | | |
| Records fulfilling requirements mandated by law, including biennial surveys [Title 44 of the United States Code, Section 1909], firsthand investigations of condition [44 USC 1909] and the Monthly Catalog of Government Publications [44 USC 1710-1711]. | | | | | | | | | | | |
| Final Disposition | Permanent | | | | | | | | | | |
| Item Status | Active | | | | | | | | | | |
| Is this item media neutral? | Yes | | | | | | | | | | |
| Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No | | | | | | | | | | |
| Disposition Instruction | | | | | | | | | | | |
| Cutoff Instruction | Cutoff at the end of the fiscal year. | | | | | | | | | | |
| Transfer to the National Archives for Accessioning | Transfer to the National Archives 20 year(s) after cutoff. | | | | | | | | | | |
| Additional Information | | | | | | | | | | | |
| What will be the date span of the initial transfer of records to the National Archives? | From 1992 To 1992 | | | | | | | | | | |
| How frequently will your agency transfer these records to the National Archives? | Every 1 Years | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th></th><th>Estimated Current Volume</th><th>Annual Accumulation</th></tr> </thead> <tbody> <tr> <td>Electronic/Digital</td><td></td><td></td></tr> <tr> <td>Paper</td><td>1 Cubic feet</td><td>1 Cubic feet</td></tr> </tbody> </table> | | | | Estimated Current Volume | Annual Accumulation | Electronic/Digital | | | Paper | 1 Cubic feet | 1 Cubic feet |
| | Estimated Current Volume | Annual Accumulation | | | | | | | | | |
| Electronic/Digital | | | | | | | | | | | |
| Paper | 1 Cubic feet | 1 Cubic feet | | | | | | | | | |

| | | |
|----------------------------------|--|--|
| Microform | | |
| Hardcopy or Analog Special Media | | |

8.16

Mailing (Library) Listings and Title Listings

Disposition Authority Number **DAA-0149-2013-0001-0142**

Title 44 of the U.S.C. Section 1719, enacted in 1968 and amended in 1982 and 1986, authorizes the Library of Congress to exchange government publications with foreign governments. Some international partners receive publications from a "special list" of tangible items which constitute only certain series of publications from the Government Printing Office.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Disposition Instruction

Cutoff Instruction **Cutoff at close of program.**

Retention Period **Destroy immediately after cutoff**

Additional Information

GAO Approval **Not Required**

8.17

The By-Law Database

Disposition Authority Number **DAA-0149-2013-0001-0143**

A listing of the titles in the By-Law program. The By-Law program exists to provide special titles that Congress periodically requests to be published. It tracks By-Law publications and also the associated expenditures.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in **No**

| | |
|-----|--|
| | electronic format(s) other than e-mail and word processing? |
| | Disposition Instruction |
| | Cutoff Instruction Cutoff at close of program. |
| | Retention Period Destroy immediately after cutoff. |
| | Additional Information |
| | GAO Approval Not Required |
| 9 | Inspector General |
| 9.1 | Audit Reports |
| | Disposition Authority Number DAA-0149-2013-0001-0144 |
| | Case files of internal audits of agency programs, operations, procedures and of external audits of contractors. Records consist of audit reports, correspondence, memorandums, and supporting working papers and follow-up reports or recommendations. Official file copies are in the custody of the Office of the Inspector General. , |
| | Final Disposition Temporary |
| | Item Status Active |
| | Is this item media neutral? Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? |
| | GRS or Superseded Authority Citation N1/149/95/1/8.5 |
| | Disposition Instruction |
| | Cutoff Instruction Cutoff at the end of the fiscal year in which the case is closed. |
| | Retention Period Destroy 8 year(s) after cutoff. |
| | Additional Information |
| | GAO Approval Not Required |
| 9.2 | Audit and Inspection Case Files |
| | Disposition Authority Number DAA-0149-2013-0001-0145 |
| | Audit and Inspection case files developed during the course of internal audit investigation of Government Printing Office programs, operations, and procedures, and external audits of contractors and procurement or bid claims. The case files consist of correspondence notes, attachments, evidence, memorandums, case |

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|---|---------------------------------|
| working papers, preliminary and final reports, recommendations for management action, recommendation follow-up reports, and similar records. | |
| Final Disposition | Temporary |
| Item Status | Active |
| Is this item media neutral? | Yes |
| Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| Disposition Instruction | |
| Cutoff Instruction | Cutoff when case is closed. |
| Retention Period | Destroy 8 year(s) after cutoff. |
| Additional Information | |
| GAO Approval | Not Required |
| Investigative Case Files | |
| Disposition Authority Number | DAA-0149-2013-0001-0146 |
| Investigative case files containing reports of investigations, informant information, 6E Grand Jury information, and related evidence relating to an investigation of alleged waste, fraud, or abuse, and violations of laws or regulations that do not result in widespread national media attention, Congressional investigation, substantive changes in agency policies and procedures, or unusually significant violations of criminal law or ethical standards by agency officials or others. Investigations include procurement, Worker's Compensation fraud, employee misconduct, miscellaneous administrative allegations, and other types of investigation such as theft of Government property, illegal hacking, or request for investigations by other legislative agencies. | |
| Final Disposition | Temporary |
| Item Status | Active |
| Is this item media neutral? | Yes |
| Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| Disposition Instruction | |
| Cutoff Instruction | Cutoff when case is closed. |
| Retention Period | Destroy 8 year(s) after cutoff. |

| | | |
|-----|---|--|
| | Additional Information | |
| 9.4 | GAO Approval | Not Required |
| | Complaint Files | |
| | Disposition Authority Number | DAA-0149-2013-0001-0147 |
| | Formal and informal complaints submitted to the Inspector General. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff files at the end of each fiscal year. |
| | Transfer to Inactive Storage | Transfer to the FRC 3 years after cutoff. |
| | Retention Period | Destroy 8 year(s) after cutoff. |
| | Additional Information | |
| 9.5 | GAO Approval | Not Required |
| | Semi-Annual Report to Congress | |
| | Disposition Authority Number | DAA-0149-2013-0001-0148 |
| | Office of the Inspector General reports to Congress which summarize activities of the office related to investigations, audits, and evaluations. | |
| | Final Disposition | Permanent |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year in which published. |
| | Transfer to the National Archives for Accessioning | Transfer to the National Archives 20 year(s) after cutoff. |

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1992 To 1992**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

| | Estimated Current Volume | Annual Accumulation |
|----------------------------------|--------------------------|---------------------|
| Electronic/Digital | | |
| Paper | 1 Cubic feet | 1 Cubic feet |
| Microform | | |
| Hardcopy or Analog Special Media | | |

9.6

Hot Line Tracking System

Disposition Authority Number **DAA-0149-2013-0001-0149**

Records information for hot line complaints. Information collected includes date of call, basic info, subject, contact information and means that complaint was received (email, letter, phone call, fax).

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

Disposition Instruction

Cutoff Instruction **Cutoff at the end of the fiscal year.**

Retention Period **Destroy 10 year(s) after cutoff.**

Additional Information

GAO Approval **Not Required**

9.7

Internal and External Audit Follow-up Reports

| | | |
|-----|---|---|
| 9.8 | Disposition Authority Number | DAA-0149-2013-0001-0150 |
| | Correspondence, memorandums, reports, and other records that document the Government Printing Office's follow-up actions on audits and the status of open recommendations relating to audit conducted by the Inspector General or other agency, and the Public Printer's semiannual report on the Inspector General's findings. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff inactive files annually when the recommendation actions are completed. |
| | Retention Period | Destroy 5 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Office of Information Resources Management Open Recommendations Record | |
| | Disposition Authority Number | DAA-0149-2013-0001-0151 |
| | Inspector General reports or recommendations requesting a change or revision in the Office of Information Resources Management methods, and Office of Information Resources Management responses and follow-up reports. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff once recommendations are implemented or settled. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| | Additional Information | |

| | | |
|------|---|---|
| | GAO Approval | Not Required |
| 10 | Law and Litigation | |
| 10.1 | Administrative Law Judge Program Subject Files | |
| | Disposition Authority Number | DAA-0149-2013-0001-0152 |
| | Correspondence, memorandums, reports, policies, procedures, office administrative records relating to the mission of the functions of the Administrative Law Judge such as office-wide operations; internal and external instructions, directives, policies, and procedures, and similar records; copies of Congressional correspondence prepared in the office; general conference and meeting records; and resource materials pertaining to the operation of the Administrative Law Judge office such as procurement regulations, acquisition regulations, decisions, and the like. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff inactive files annually at the end of the fiscal year. |
| | Retention Period | Destroy 5 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| 10.2 | Closed Contract Appeals Case Files | |
| | Disposition Authority Number | DAA-0149-2013-0001-0153 |
| | Official contract appeals case files arising under the Contracts Dispute Act, consisting of notices of appeal and acknowledgements 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. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in | No |

| | | |
|------|--|---|
| 10.3 | electronic format(s) other than e-mail and word processing? | |
| | Disposition Instruction | Temporary |
| 10.3 | Cutoff Instruction | Cutoff files annually at the end of each fiscal year. |
| | Retention Period | Destroy 8 year(s) after cutoff. |
| 10.3 | Additional Information | |
| | GAO Approval | Not Required |
| 10.3 | Contract Appeals Case Working Files | |
| | Disposition Authority Number | DAA-0149-2013-0001-0154 |
| 10.3 | Work and background files that supplement official contract appeals files. The working files consists of notes, copies of correspondence and memorandums, background and reference materials, and other documentation or records that are not considered to be a part of the official case file. | |
| | Final Disposition | Temporary |
| 10.3 | Item Status | Active |
| | Is this item media neutral? | Yes |
| 10.3 | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | Disposition Instruction | Temporary |
| 10.3 | Cutoff Instruction | Cutoff when case is closed. |
| | Retention Period | Destroy when no longer needed |
| 10.4 | Additional Information | |
| | GAO Approval | Not Required |
| 10.4 | Personnel Claims Case File | |
| | Disposition Authority Number | DAA-0149-2013-0001-0155 |
| 10.4 | Correspondence, memorandums, reports, investigations, motions, decisions, and other related records regarding Equal Employment Opportunity (EEO) and Merit Systems protection claims. | |
| | Final Disposition | Temporary |
| 10.4 | Item Status | Active |
| | Is this item media neutral? | Yes |
| 10.4 | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |

| | |
|---|---|
| | electronic format(s) other than e-mail and word processing? |
| Disposition Instruction | |
| Cutoff Instruction | Cutoff when employee separates from agency. |
| Retention Period | Destroy 6 year(s) after cutoff. |
| Additional Information | |
| GAO Approval | Not Required |
| 10.5 Ethics Case Files | |
| Disposition Authority Number | DAA-0149-2013-0001-0156 |
| Correspondence, requests for opinions, conflict of interest statements and certificates, financial disclosure information, and other records related to the ethical conduct and professional integrity of Government Printing Office employees. | |
| Final Disposition | Temporary |
| Item Status | Active |
| Is this item media neutral? | Yes |
| Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| GRS or Superseded Authority Citation | N1/149/95/1/13.5 |
| Disposition Instruction | |
| Cutoff Instruction | Cutoff at the end of the fiscal year. |
| Retention Period | Destroy 6 year(s) after cutoff. |
| Additional Information | |
| GAO Approval | Not Required |
| 10.6 General Counsel Opinions | |
| Disposition Authority Number | DAA-0149-2013-0001-0157 |
| Official copies of interpretations, called "Opinions." Arranged numerically and usually addressed to senior officials. Includes index. | |
| Final Disposition | Permanent |
| Item Status | Active |
| Is this item media neutral? | Yes |
| Do any of the records covered by this item currently exist in | No |

electronic format(s) other than e-mail and word processing?

GRS or Superseded Authority N1/149/95/1/13.6
Citation

Disposition Instruction

Cutoff Instruction Cutoff files annually. Hold on-site for 30 years.

Transfer to the National Archives for Accessioning Transfer to the National Archives 30 year(s) after cutoff, with index.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 1982 To 1982

How frequently will your agency transfer these records to the National Archives? Every 1 Years

| | Estimated Current Volume | Annual Accumulation |
|----------------------------------|--------------------------|---------------------|
| Electronic/Digital | | |
| Paper | 1 Cubic feet | 1 Cubic feet |
| Microform | | |
| Hardcopy or Analog Special Media | | |

10.7

Unemployment Claims Case Files

Disposition Authority Number DAA-0149-2013-0001-0158

Claims filed by former Government Printing Office employees for unemployment benefits.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

| | | |
|------|---|---|
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff when employee separates from agency. |
| | Retention Period | Destroy 5 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| 10.8 | Reading Files | |
| | Disposition Authority Number | DAA-0149-2013-0001-0159 |
| | Copies of every letter and memo produced by the General Counsels' office. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| 11 | Management | |
| 11.1 | Committee and Conference Files | |
| | Disposition Authority Number | DAA-0149-2013-0001-0160 |
| | Records relating to both internal and external Government Printing Office committees task forces, working groups, or other formal or informal groups that meet to discuss significant issues, make reports and recommendations, resolve problems, or to investigate a specific assignment or task. The official records are considered to be the records of the recording secretary, or in the absence of a delegated record keeper, the records of the chair of the committee or other group should be considered the official records of the committee. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |

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|------|--|--|
| 11.2 | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | Disposition Instruction | |
| | Retention Period | a.) Records relating to establishment, organization, membership, and policy of internal Government Printing Office committees. Cutoff when committee is terminated. Destroy 3 years after cutoff. b.) Records created by committees. Agenda, minutes, final reports, and related records documenting the accomplishments of official boards and committees, excluding those maintained by the official record keeper, sponsor, or Cutoff at the end of the fiscal year. Destroy 3 years after cutoff or when no longer needed for reference, whichever is sooner. c.) All other committee records. Cutoff at the end of the fiscal year. Destroy 3 years after cutoff or when no longer needed for reference, whichever is sooner. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Public Printer's Subject Files | |
| | Disposition Authority Number | DAA-0149-2013-0001-0161 |
| | Consists of records related to the management of the agency by the Public Printer whom is the head of the Government Printing Office. Official incoming and outgoing correspondence, memorandums, reports, minutes of meetings, testimony and hearing records, transmittal's, and similar records received or sent by the Public Printer. The records are filed according to subject and document top-level management issues, Joint Committee on Printing (JCP) correspondence, Joint Committee on Printing meeting minutes and agendas, Government Printing Office policies, budget and financial planning, long-range planning initiatives, special projects, testimony at Congressional hearings, speeches, meetings of trade or professional conferences and organizations. | |
| | Final Disposition | Permanent |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |

| | GRS or Superseded Authority Citation | N1/149/95/1/15.1 | | | | | | | | | | | | | | | |
|----------------------------------|---|---|--|--------------------------|---------------------|--------------------|--|--|-------|----------------|--------------|-----------|--|--|----------------------------------|--|--|
| | Disposition Instruction | | | | | | | | | | | | | | | | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year and transfer to Administrative Support when 3 years old. | | | | | | | | | | | | | | | |
| | Transfer to the National Archives for Accessioning | Transfer to the National Archives 20 year(s) after cutoff | | | | | | | | | | | | | | | |
| | Additional Information | | | | | | | | | | | | | | | | |
| | What will be the date span of the initial transfer of records to the National Archives? | From 1960 To 1992 | | | | | | | | | | | | | | | |
| | How frequently will your agency transfer these records to the National Archives? | Every 1 Years | | | | | | | | | | | | | | | |
| | <table border="1"><thead><tr><th></th><th>Estimated Current Volume</th><th>Annual Accumulation</th></tr></thead><tbody><tr><td>Electronic/Digital</td><td></td><td></td></tr><tr><td>Paper</td><td>190 Cubic feet</td><td>6 Cubic feet</td></tr><tr><td>Microform</td><td></td><td></td></tr><tr><td>Hardcopy or Analog Special Media</td><td></td><td></td></tr></tbody></table> | | | Estimated Current Volume | Annual Accumulation | Electronic/Digital | | | Paper | 190 Cubic feet | 6 Cubic feet | Microform | | | Hardcopy or Analog Special Media | | |
| | Estimated Current Volume | Annual Accumulation | | | | | | | | | | | | | | | |
| Electronic/Digital | | | | | | | | | | | | | | | | | |
| Paper | 190 Cubic feet | 6 Cubic feet | | | | | | | | | | | | | | | |
| Microform | | | | | | | | | | | | | | | | | |
| Hardcopy or Analog Special Media | | | | | | | | | | | | | | | | | |
| 11.3 | Deputy Public Printer's Subject Files | | | | | | | | | | | | | | | | |
| | Disposition Authority Number | DAA-0149-2013-0001-0162 | | | | | | | | | | | | | | | |
| | Consists of records related to the management of the agency by the Deputy Public Printer who reports directly to the Public Printer of the Government Printing Office. Official incoming and outgoing correspondence, memorandums, reports, minutes of meetings, testimony, transmittal's, and similar records received or sent by the Deputy Public Printer. The records are filed by subject and pertain to special projects and initiatives of the Deputy Public Printer, financial planning and expenditures, internal agency management, labor relations, conferences, seminars, and meetings attended, interviews, and other Government Printing Office internal and external issues. | | | | | | | | | | | | | | | | |
| | Final Disposition | Permanent | | | | | | | | | | | | | | | |
| | Item Status | Active | | | | | | | | | | | | | | | |

| <p>11.4</p> | Is this item media neutral? | Yes | | | | | | | | | | | | | | | |
|---|--|---|--|--|--------------------------|---------------------|--------------------|--|--|-------|---------------|--------------|-----------|--|--|----------------------------------|--|
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No | | | | | | | | | | | | | | | |
| | GRS or Superseded Authority Citation | N1/149/95/1/15.2 | | | | | | | | | | | | | | | |
| | Disposition Instruction | | | | | | | | | | | | | | | | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year and transfer to Administrative Support when 3 years old. | | | | | | | | | | | | | | | |
| | Transfer to the National Archives for Accessioning | Transfer to the National Archives 20 year(s) after cutoff. | | | | | | | | | | | | | | | |
| | Additional Information | | | | | | | | | | | | | | | | |
| | What will be the date span of the initial transfer of records to the National Archives? | From 1960 To 1992 | | | | | | | | | | | | | | | |
| | How frequently will your agency transfer these records to the National Archives? | Every 1 Years | | | | | | | | | | | | | | | |
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| | Estimated Current Volume | Annual Accumulation | | | | | | | | | | | | | | | |
| Electronic/Digital | | | | | | | | | | | | | | | | | |
| Paper | 85 Cubic feet | 4 Cubic feet | | | | | | | | | | | | | | | |
| Microform | | | | | | | | | | | | | | | | | |
| Hardcopy or Analog Special Media | | | | | | | | | | | | | | | | | |
| Correspondence Control and Tracking Records | | | | | | | | | | | | | | | | | |
| Disposition Authority Number DAA-0149-2013-0001-0163 | | | | | | | | | | | | | | | | | |
| Records that log, control, and track all correspondence received in the Office of the Public Printer. Records maintain information on the date the correspondence was received in Government Printing Office, the name of the originator, the date of the correspondence, action office the correspondence was referred to, summary of the action required, date sent to Government Printing Office action office for response, office symbol of the respondent, due date, and date action was completed. These | | | | | | | | | | | | | | | | | |

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| records do not serve as an index to official correspondence subject files in the Public Printer's Office. | |
| Final Disposition | Temporary |
| Item Status | Active |
| Is this item media neutral? | Yes |
| Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| GRS or Superseded Authority Citation | N1/149/95/1/15.3 |
| Disposition Instruction | |
| Retention Period | Destroy when no longer needed |
| Additional Information | |
| GAO Approval | Not Required |
| Appointment Books and Calendars of Public Printer and Deputy Public Printer | |
| Disposition Authority Number | DAA-0149-2013-0001-0164 |
| Official calendars, schedules, and appointment books documenting the daily activities of the Public Printer and the Deputy Public Printer. | |
| Final Disposition | Permanent |
| Item Status | Active |
| Is this item media neutral? | Yes |
| Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| GRS or Superseded Authority Citation | N1/149/95/1/15.4 |
| Disposition Instruction | |
| Cutoff Instruction | Cutoff at the end of the fiscal year, and transfer to Administrative Support when 3 years old. |
| Transfer to the National Archives for Accessioning | Transfer to the National Archives 20 year(s) after cutoff. |
| Additional Information | |
| What will be the date span of the initial transfer of records to the National Archives? | From 1960 To 1992 |

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

| | Estimated Current Volume | Annual Accumulation |
|---|--------------------------|---------------------|
| Electronic/Digital | | |
| Paper | 32 Cubic feet | 1 Cubic feet |
| Microform | | |
| Hardcopy or Analog Special Media | | |

11.6

Staff Assistant's Subject File

Disposition Authority Number **DAA-0149-2013-0001-0165**

Drafts and duplicate or reference copies of correspondence, memorandums, reports, legislative analyses and reviews, copies of speeches and testimony of the Public Printer and the Deputy Public Printer, issue background papers, duplicate copies of publications, and similar records. Official copies of correspondence, memorandums, reports, and speeches and other records that are prepared in this office are incorporated into the Public Printer's or Deputy Public Printer's Subject Files.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

GRS or Superseded Authority Citation **N1/149/95/1/15.5**

Disposition Instruction

Cutoff Instruction **Cutoff at the end of the fiscal year.**

Retention Period **Destroy 20 year(s) after cutoff.**

Additional Information

GAO Approval **Not Required**

| | |
|------|---|
| 11.7 | <p>Joint Committee on Printing and Government Printing Office Reports of Active and Completed Items</p> <p>Disposition Authority Number DAA-0149-2013-0001-0166</p> <p>Active and completed projects and recommendations. Status report of Public Printer/Joint Committee on Printing (JCP) approved capital items.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>GRS or Superseded Authority N1/149/95/1/3.6</p> <p>Citation</p> <p>Disposition Instruction</p> <p>Retention Period Destroy when no longer needed</p> <p>Additional Information</p> <p>GAO Approval Not Required</p> |
| 11.8 | <p>Standard Operating Procedures</p> <p>Disposition Authority Number DAA-0149-2013-0001-0167</p> <p>Official set of Standard Operating Procedures for each unit at Government Printing Office.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Retention Period Destroy when superseded or obsolete.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p> |
| 11.9 | <p>Superintendent's Subject Files</p> <p>Disposition Authority Number DAA-0149-2013-0001-0168</p> |

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| Official file copies of correspondence, memorandums, reports, policies, procedures, and other records that pertain to the operation of the Superintendent of Documents and its liaison with other units. Typical file subjects include Joint Committee on Printing, General Counsel, Inspector General, Equal Employment Opportunity policies and reports, speeches of the Superintendent, Complaints, Suggestions, Grievances, Daily Time and Attendance records, travel records, and the like. | |
| Final Disposition | Temporary |
| Item Status | Active |
| Is this item media neutral? | Yes |
| Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| GRS or Superseded Authority Citation | N1/149/95/1/23.7 |
| Disposition Instruction | |
| Cutoff Instruction | Cutoff inactive files at the end of each fiscal year. |
| Retention Period | Destroy 5 year(s) after cutoff. |
| Additional Information | |
| GAO Approval | Not Required |
| Controlled Correspondence Records | |
| Disposition Authority Number | DAA-0149-2013-0001-0169 |
| Government Printing Office Form, 3387, Controlled Correspondence, or the equivalent, and all supporting documentation, copies of letters received by the Government Printing Office, and Government Printing Office responses to controlled correspondence from members of Congress. | |
| Final Disposition | Temporary |
| Item Status | Active |
| Is this item media neutral? | Yes |
| Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| GRS or Superseded Authority Citation | N1/149/95/1/23.64a |
| Disposition Instruction | |

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| 11.11 | Cutoff Instruction | Cutoff at the end of the fiscal year. | |
| | Retention Period | Destroy 7 year(s) after cutoff. | |
| | Additional Information | | |
| | GAO Approval | Not Required | |
| | Policy Coordination Program Subject Files | | |
| | Disposition Authority Number | DAA-0149-2013-0001-0170 | |
| | Incoming and outgoing correspondence, memorandums, copies of Production Reporting for Operations, Budgeting and Expenditures(PROBE) reports; copies of annual reports, and other records that document the operation of the Policy Coordination Office. | | |
| | Final Disposition | Temporary | |
| | Item Status | Active | |
| | Is this item media neutral? | Yes | |
| 11.12 | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No | |
| | GRS or Superseded Authority Citation | N1/149/95/1/18.1 | |
| | Disposition Instruction | | |
| | Cutoff Instruction | Break inactive files annually at the end of each fiscal year. | |
| | Retention Period | Destroy 5 year(s) after cutoff. | |
| | Additional Information | | |
| | GAO Approval | Not Required | |
| | Government Printing Office Directives | | |
| | Disposition Authority Number | DAA-0149-2013-0001-0171 | |
| | The original or official record set of all Government Printing Office directives. | | |
| | Final Disposition | Permanent | |
| | Item Status | Active | |
| | Is this item media neutral? | Yes | |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No | |

| | GRS or Superseded Authority Citation | N1/149/95/1/24.2a | | | | | | | | | | | | | | | |
|----------------------------------|--|---|--|--------------------------|---------------------|--------------------|--|--|-------|---------------|--------------|-----------|--|--|----------------------------------|--|--|
| | Disposition Instruction | | | | | | | | | | | | | | | | |
| | Cutoff Instruction | Cutoff files at the end of the fiscal year once records are superseded. | | | | | | | | | | | | | | | |
| | Transfer to the National Archives for Accessioning | Transfer to the National Archives 20 year(s) after cutoff. | | | | | | | | | | | | | | | |
| | Additional Information | | | | | | | | | | | | | | | | |
| | What will be the date span of the initial transfer of records to the National Archives? | From 1960 To 1992 | | | | | | | | | | | | | | | |
| | How frequently will your agency transfer these records to the National Archives? | Every 1 Years | | | | | | | | | | | | | | | |
| | <table border="1"><thead><tr><th></th><th>Estimated Current Volume</th><th>Annual Accumulation</th></tr></thead><tbody><tr><td>Electronic/Digital</td><td></td><td></td></tr><tr><td>Paper</td><td>30 Cubic feet</td><td>1 Cubic feet</td></tr><tr><td>Microform</td><td></td><td></td></tr><tr><td>Hardcopy or Analog Special Media</td><td></td><td></td></tr></tbody></table> | | | Estimated Current Volume | Annual Accumulation | Electronic/Digital | | | Paper | 30 Cubic feet | 1 Cubic feet | Microform | | | Hardcopy or Analog Special Media | | |
| | Estimated Current Volume | Annual Accumulation | | | | | | | | | | | | | | | |
| Electronic/Digital | | | | | | | | | | | | | | | | | |
| Paper | 30 Cubic feet | 1 Cubic feet | | | | | | | | | | | | | | | |
| Microform | | | | | | | | | | | | | | | | | |
| Hardcopy or Analog Special Media | | | | | | | | | | | | | | | | | |
| 12 | Plant Operations | | | | | | | | | | | | | | | | |
| 12.1 | Machine and Equipment History | | | | | | | | | | | | | | | | |
| | Disposition Authority Number | DAA-0149-2013-0001-0172 | | | | | | | | | | | | | | | |
| | Records relating to the installations, use, maintenance, and repair of all active and inactive machinery and equipment in Government Printing Office. | | | | | | | | | | | | | | | | |
| | Final Disposition | Temporary | | | | | | | | | | | | | | | |
| | Item Status | Active | | | | | | | | | | | | | | | |
| | Is this item media neutral? | Yes | | | | | | | | | | | | | | | |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No | | | | | | | | | | | | | | | |

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| 12.2 | GRS or Superseded Authority Citation | N1/149/95/1/6.1 |
| | Disposition Instruction | |
| | Retention Period | Destroy immediately after machine or equipment is disposed of. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Engineering Services Project Files | |
| | Disposition Authority Number | DAA-0149-2013-0001-0173 |
| | Requests for engineering services, specifications, plans, maintenance job orders, and other records related to routine maintenance and service work on Government Printing Office buildings, machines and equipment. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| 12.3 | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/6.2 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at close of project. |
| | Retention Period | Destroy 40 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Technical Specifications | |
| | Disposition Authority Number | DAA-0149-2013-0001-0174 |
| Copies of technical and federal specifications used for reference. These do not include specifications associated with engineering service projects. | | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in | No |
| | | |

| | | |
|---|--|--------------------------------------|
| 12.4 | electronic format(s) other than e-mail and word processing? | |
| | GRS or Superseded Authority Citation | N1/149/95/1/6.3 |
| | Disposition Instruction | |
| | Retention Period | Destroy when superseded or obsolete. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Building and Equipment Plans | |
| | Disposition Authority Number | DAA-0149-2013-0001-0175 |
| | The official record set of original architectural and engineering drawings regardless of medium, production equipment drawings, and other drawings related to Government Printing Office building renovations. | |
| | Final Disposition | Permanent |
| Item Status | Active | |
| Is this item media neutral? | Yes | |
| Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No | |
| GRS or Superseded Authority Citation | N1/149/95/1/6.4 | |
| Disposition Instruction | | |
| Transfer to the National Archives for Accessioning | Transfer to the National Archives when no longer needed for current agency business, or when 50 years old, whichever is sooner. | |
| Additional Information | | |
| What will be the date span of the initial transfer of records to the National Archives? | From 1899 To 2013 | |
| How frequently will your agency transfer these records to the National Archives? | Every 1 Years | |

| | | | | | | | |
|----------------------------------|--|-----------|--|--|----------------------------------|--|--|
| | <table border="1"><tr><td>Microform</td><td></td><td></td></tr><tr><td>Hardcopy or Analog Special Media</td><td></td><td></td></tr></table> | Microform | | | Hardcopy or Analog Special Media | | |
| Microform | | | | | | | |
| Hardcopy or Analog Special Media | | | | | | | |
| 12.5 | <p>Maintenance Service Call</p> <p>Disposition Authority Number DAA-0149-2013-0001-0176</p> <p>Record of Engineering Services work performed, total man-hours, cost, and tasks completed.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>GRS or Superseded Authority Citation N1/149/95/1/6.6</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the fiscal year.</p> <p>Retention Period Destroy 3 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p> | | | | | | |
| 12.6 | <p>Inventory Lists and Reports</p> <p>Disposition Authority Number DAA-0149-2013-0001-0177</p> <p>Lists by property number, receipts, issues, transfers, and balances issued periodically for inventory accounting purposes.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> | | | | | | |

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| 12.7 | GRS or Superseded Authority Citation | N1/149/95/1/19.9a |
| | Disposition Instruction | |
| | Retention Period | a.) Daily inventory reports. Destroy after monthly report is completed and verified. b.) Monthly inventory reports. Cutoff records at the end of the fiscal year. Destroy 3 years after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Production Services General Subject Files | |
| | Disposition Authority Number | DAA-0149-2013-0001-0178 |
| | Subject files that include correspondence, memorandums, reports, notices, directives, office organization records, office activity schedules, planning records, budget records, financial records, electronic systems development records, database management records, and other documentation that pertains to the mission, programs, and functions of the Production Services office and its subdivisions. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| 12.8 | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/20.2 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff inactive files annually at the end of each fiscal year. |
| | Retention Period | Destroy 5 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Printing and Binding Jackets, Cards, and Related Records | |
| | Disposition Authority Number | DAA-0149-2013-0001-0179 |
| Equipment and production specification books, imposition of layout books, pricing scales, inventory reports, Congressional, Departmental, and Superintendent of | | |

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| Documents production plans and cost estimates, printing specifications, and similar records that are used in Production Services to produce all Government Printing Office products. | |
| Final Disposition | Temporary |
| Item Status | Active |
| Is this item media neutral? | Yes |
| Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| GRS or Superseded Authority Citation | N1/149/95/1/20.4 |
| Disposition Instruction | |
| Cutoff Instruction | Cutoff when superseded, obsolete or no longer needed for current agency business. |
| Retention Period | Destroy immediately after cutoff. |
| Additional Information | |
| GAO Approval | Not Required |
| Employee Daily Reports | |
| Disposition Authority Number | DAA-0149-2013-0001-0180 |
| Lists of jacket numbers planned, estimated and scheduled. These reports are used for compilation of annual reports, unit or employee production and performance standards, and employee evaluations. | |
| Final Disposition | Temporary |
| Item Status | Active |
| Is this item media neutral? | Yes |
| Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| GRS or Superseded Authority Citation | N1/149/95/1/20.5 |
| Disposition Instruction | |
| Cutoff Instruction | Cutoff at the end of the fiscal year. |
| Retention Period | Destroy 7 year(s) after cutoff. |
| Additional Information | |

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| 12.10 | GAO Approval | Not Required |
| | Blank Paper Order Logs and Related Records | |
| | Disposition Authority Number | DAA-0149-2013-0001-0181 |
| | Records that keep track of all blank paper ordered for Government Printing Office printing and binding operations. Logs include the ordering agency, date, jacket number, quantity, size, and description of the item ordered. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/20.6 |
| | Disposition Instruction | |
| 12.11 | Cutoff Instruction | Cutoff when log is complete. |
| | Retention Period | Destroy 4 year(s) after cutoff or when no longer needed for current agency business occurs, whichever is sooner |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Proof and Copy Markup Manuscripts | |
| | Disposition Authority Number | DAA-0149-2013-0001-0182 |
| | Paper manuscript copies of the Congressional Record, Congressional Bills, and other Government Printing Office publications that are used as reference copies and as draft and proof copies of final published products. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| 12.11 | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/20.9 |
| | Disposition Instruction | |

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| 12.12 | Cutoff Instruction | Cutoff when final published product is approved and distributed, or when no longer needed for current agency business. |
| | Retention Period | Destroy when no longer needed |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Work Slates | |
| | Disposition Authority Number | DAA-0149-2013-0001-0183 |
| | Work breakdown sheets used for operator production and for producing output. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| 12.13 | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/20.10 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff daily. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Character Grids | |
| | Disposition Authority Number | DAA-0149-2013-0001-0184 |
| | Records prepared by application specialists containing character information for the electronic page composition system. One record is maintained for each character grid. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
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| 12.14 | GRS or Superseded Authority Citation | N1/149/95/1/20.11 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff when superseded or obsolete. |
| | Retention Period | Destroy immediately after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Page Formats | |
| | Disposition Authority Number | DAA-0149-2013-0001-0185 |
| | Page description formats prepared by application specialists for use in the electronic page composition system. | |
| | Final Disposition | Temporary |
| 12.15 | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/20.12 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff when superseded or obsolete. |
| | Retention Period | Destroy immediately after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Quality Assurance Procedures, Specifications, and Manuals | |
| 12.15 | Disposition Authority Number | DAA-0149-2013-0001-0186 |
| | Instructions, guidance, technical reports, procedures and other information relating to quality assurance, materials research, materials testing, material safety, technical specifications and quality control of paper, inks, adhesives, and other printing and binding materials. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |

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| 12.16 | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/21.1 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff when superseded or obsolete. |
| | Retention Period | Destroy immediately after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Contractor Quality Level Inspection Reports and Samples | |
| | Disposition Authority Number | DAA-0149-2013-0001-0187 |
| | Records of all samples submitted by contractors seeking a quality rating from the Government Printing Office. | |
| 12.17 | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/21.2 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 7 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| Printing Procurement Test Case Files (Jackets) | | |
| 12.17 | Disposition Authority Number | DAA-0149-2013-0001-0188 |
| | Closed case files of test results, paper samples, envelopes, cartons, and other documentation received from Printing Procurement units for testing. | |
| | Final Disposition | Temporary |
| | Item Status | Active |

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| | Additional Information | |
| | GAO Approval | Not Required |
| 12.19 | Paper, Ink, and Adhesive Sample Records | |
| | Disposition Authority Number | DAA-0149-2013-0001-0190 |
| Paper, Ink, adhesive and print standards which consist of samples, specifications, formulas and other records that are received or used by Government Printing Office contractors and vendors. These records are maintained for product comparison, quality assurance, research, and testing purposes. | | |
| | Final Disposition | Temporary |
| | Item Status | Inactive |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/21.5 |
| | Inactive Status Explanation | This item is inactive because it was superseded by New Disposition Authority Number: DAA-0149-2018-0001-0005 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff when superseded or obsolete. |
| | Retention Period | Destroy immediately after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| 12.20 | Quality Control and Assurance Project Files | |
| | Disposition Authority Number | DAA-0149-2013-0001-0191 |
| Correspondence, memorandums, proposals, studies, reports, technical analyses, and budget records relating to current quality assurance, quality inspection, and metrication projects. | | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in | No |

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| | <p>electronic format(s) other than e-mail and word processing?</p> |
| | <p>GRS or Superseded Authority Citation N1/149/95/1/21.6</p> |
| | <p>Disposition Instruction</p> |
| | <p>Cutoff Instruction Cutoff when case is closed.</p> |
| | <p>Retention Period Destroy 5 year(s) after cutoff.</p> |
| | <p>Additional Information</p> |
| | <p>GAO Approval Not Required</p> |
| 12.21 | <p>Annual, Monthly, or Periodic Quality Program Reports</p> |
| | <p>Disposition Authority Number DAA-0149-2013-0001-0192</p> |
| | <p>Quality control and assurance reports received from other units, or copies of progress, performance, and planning reports submitted to Division or Service offices at a higher level for incorporation into summary or consolidated Division or Service reports.</p> |
| | <p>Final Disposition Temporary</p> |
| | <p>Item Status Active</p> |
| | <p>Is this item media neutral? Yes</p> |
| | <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> |
| | <p>GRS or Superseded Authority Citation N1/149/95/1/21.7</p> |
| | <p>Disposition Instruction</p> |
| | <p>Cutoff Instruction Cutoff after report is consolidated into Division or Service report.</p> |
| | <p>Retention Period Destroy 3 year(s) after cutoff.</p> |
| | <p>Additional Information</p> |
| | <p>GAO Approval Not Required</p> |
| 12.22 | <p>Material Safety Data Sheets</p> |
| | <p>Disposition Authority Number DAA-0149-2013-0001-0193</p> |
| | <p>Records listing the physical properties, hazards, and proper handling procedures for chemical substances and mixtures per Occupational Safety and Health Administration Hazard communication standards.</p> |

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| 12.23 | Final Disposition | Temporary |
| | Item Status | Inactive |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/21.8 |
| | Inactive Status Explanation | This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2017-0010-0008 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff when superseded or obsolete. |
| | Retention Period | Destroy immediately after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| Product Specifications and Standards Records | | |
| Disposition Authority Number | | |
| Federal, General Services Administration, Joint Committee on Printing, and private sector standards and product specifications regarding all products developed, tested or used by the Government Printing Office. | | |
| Final Disposition | Temporary | |
| Item Status | Active | |
| Is this item media neutral? | Yes | |
| Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No | |
| GRS or Superseded Authority Citation | N1/149/95/1/21.9 | |
| Disposition Instruction | | |
| Cutoff Instruction | Cutoff when superseded or obsolete. | |
| Retention Period | Destroy immediately after cutoff. | |
| Additional Information | | |
| GAO Approval | Not Required | |

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| 12.24 | Joint Committee on Printing Advisory Committee on Paper Specifications | |
| | Disposition Authority Number | DAA-0149-2013-0001-0195 |
| | Minutes of committee meetings, agendas, correspondence, reports, and other records related to the advisory committee's meetings and decisions. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/21.10 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| 12.25 | Retention Period | Destroy 20 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Production Services Reports | |
| | Disposition Authority Number | DAA-0149-2013-0001-0196 |
| | The official copy of all hard copy production reports generated from Government Printing Office mainframe or other Government Printing Office computer systems. Reports include, but are not limited to Monthly Production reports, Monthly Manpower reports, Daily and Monthly Congressional Record Delivery Statistics, and the Daily and Monthly Electronic Submissions of Congressional Record Data. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/20.1 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |

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| | Retention Period | Destroy 3 year(s) after cutoff or when consolidated into summarized monthly, annual, or other periodic reports occurs, whichever is sooner |
| | Additional Information | |
| | GAO Approval | Not Required |
| 13 | Safety and Risk Management | |
| 13.1 | Safety Program Subject Files | |
| | Disposition Authority Number | DAA-0149-2013-0001-0197 |
| | Correspondence, memoranda, and other records concerning the administration and operation of safety program, such as: asbestos, control and removal, underground water remediation, fire prevention, industrial hygiene and ergonomics. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/14.4 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 5 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| 13.2 | Employee Reports of Hazardous Conditions | |
| | Disposition Authority Number | DAA-0149-2013-0001-0198 |
| | Reports of unsafe or hazardous conditions filed by employees. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |

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| 13.3 | GRS or Superseded Authority Citation | N1/149/95/1/14.5 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the calendar year. |
| | Retention Period | Destroy 20 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Safety Inspection Reports | |
| | Disposition Authority Number | DAA-0149-2013-0001-0199 |
| | Reports listing detected safety violations and hazardous conditions, and recommended corrective actions. | |
| | Final Disposition | Temporary |
| 13.4 | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/14.7 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the calendar year. |
| | Retention Period | Destroy 20 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Safety, Hazardous Waste and Chemicals Reports | |
| | Disposition Authority Number | DAA-0149-2013-0001-0200 |
| | Correspondence, reports, tests, training and other records that relate to the use of hazardous or toxic chemicals in the Government Printing Office, such as: water remediation programs, employee safety, hazardous conditions, asbestos abatement, and other occupational health issues. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |

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| 13.5 | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/14.9a |
| | Disposition Instruction | |
| | Retention Period | Destroy in accordance with applicable Occupational Safety and Health Administration, Environmental Protection Agency, or other federal agency regulations regarding records disposition, if applicable. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Safety Accident Investigation Reports | |
| | Disposition Authority Number | DAA-0149-2013-0001-0201 |
| | Reports of accidents used in the Government Printing Office safety program and to prevent recurrence, mandated by 29 CFR 1960. | |
| | Final Disposition | Temporary |
| 13.6 | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/14.6 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 20 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Continuity of Operations Files | |
| 13.6 | Disposition Authority Number | DAA-0149-2013-0001-0202 |
| | Correspondence, training materials, emergency exercise records and background materials related to the administration and operation of the Emergency and Continuity of Operations planning program. Case files accumulated by offices | |
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| | responsible for the preparation and issuance of plans and directives, consisting of a copy of each plan or directive issued with related background documents. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the calendar year. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| 13.7 | Non-Presidential Declared Major Disaster Response Subject Files | |
| | Disposition Authority Number | DAA-0149-2013-0001-0203 |
| | Government Printing Office emergencies occurring in or near Government Printing Office facilities. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff inactive files upon completion of final inspection or restoration activities. |
| | Retention Period | Destroy 10 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| 14 | Secure Document Operations | |
| 14.1 | Passport Product Planning and Engineering Change Control Committee Meeting Records | |
| | Disposition Authority Number | DAA-0149-2013-0001-0204 |

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| | Approved requests for changes, meeting minutes, meeting agendas, and change request spreadsheets. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 15 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| 14.2 | Engineering Change Orders | |
| | Disposition Authority Number | DAA-0149-2013-0001-0205 |
| | Engineering change orders documents, Security and Intelligent Documents Engineering Change Log, change management standard operating procedures. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff upon completion of order. |
| | Retention Period | Destroy 15 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| 14.3 | Monthly Passport Schedule | |
| | Disposition Authority Number | DAA-0149-2013-0001-0206 |
| | Monthly schedule for passport press and bindery. | |
| | Final Disposition | Temporary |

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| 14.4 | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at end of schedule month. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Daily Government Printing Office Passport Production Report | |
| | Disposition Authority Number | DAA-0149-2013-0001-0207 |
| 14.5 | Report showing the number of passports made daily. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff daily. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| 14.5 | Daily Machine Reports | |
| | Disposition Authority Number | DAA-0149-2013-0001-0208 |
| | Daily report showing production and maintenance for each piece of bindery equipment. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |

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| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff daily. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| 14.6 | Daily Production Report | |
| | Disposition Authority Number | DAA-0149-2013-0001-0209 |
| | Daily report showing the production of all passport bindery equipment. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | Disposition Instruction | |
| | Retention Period | Destroy when no longer needed |
| | Additional Information | |
| | GAO Approval | Not Required |
| 14.7 | Passport Material Order Forms | |
| | Disposition Authority Number | DAA-0149-2013-0001-0210 |
| | Receipts for materials ordered for passport bindery. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | Disposition Instruction | |

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| 14.8 | Retention Period | Destroy 3 year(s) after date of receipt. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Smart Card Daily Production Report | |
| | Disposition Authority Number | DAA-0149-2013-0001-0211 |
| | Report that contains daily, monthly and annual production data for all card products. It is used in conjunction with weekly customer production reports to generate billing reports. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| 14.9 | Disposition Instruction | |
| | Cutoff Instruction | Cutoff when report is completed. |
| | Retention Period | Destroy 5 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Security and Intelligent Documents Billing Reports | |
| | Disposition Authority Number | DAA-0149-2013-0001-0212 |
| | Billing report that is created weekly for all card products. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| 14.9 | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff when report is completed. |
| | Retention Period | Destroy 5 year(s) after cutoff. |

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| | Additional Information | |
| 14.10 | GAO Approval | Not Required |
| | Plate Inventory Records | |
| | Disposition Authority Number | DAA-0149-2013-0001-0213 |
| | Inventory of plates used in the process of Passport Production for the State Department. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | Disposition Instruction | |
| | Retention Period | Destroy 15 years from date of destruction per MOU with State Department. |
| | Additional Information | |
| 14.11 | GAO Approval | Not Required |
| | Product Development Project Binder | |
| | Disposition Authority Number | DAA-0149-2013-0001-0214 |
| | Project materials related to the development of a customer product as required by Security and Intelligent Documents Procedure DCP-1025. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff when superseded or obsolete. |
| | Retention Period | Destroy immediately after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |

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| 14.12 | <p>Memorandums of Agreement/Understanding and Inter-Agency Agreements</p> <p>Disposition Authority Number DAA-0149-2013-0001-0215</p> <p>Agreements between federal agencies for products and or services, including business and financial matters.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff when superseded or obsolete.</p> <p>Retention Period Destroy immediately after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p> |
| 14.13 | <p>Prospective Project Documentation</p> <p>Disposition Authority Number DAA-0149-2013-0001-0216</p> <p>Documentation used to develop proposals, cost, and pricing, products, etc. related to prospective projects.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff when superseded or obsolete</p> <p>Retention Period Destroy immediately after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p> |
| 14.14 | <p>Specifications and Standards</p> <p>Disposition Authority Number DAA-0149-2013-0001-0217</p> |

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| | International Organization for Standardization (ISO), American National Standards Institute (ANSI), and other industry standards and specifications. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff when superseded or obsolete. |
| | Retention Period | Destroy immediately after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| 14.15 | Job Tickets | |
| | Disposition Authority Number | DAA-0149-2013-0001-0218 |
| | Job information produced at the MX-6000 used to print and ship cards and letters for customers. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | Disposition Instruction | |
| | Retention Period | Destroy when ticket is 5 years old or the life of the card, whichever is sooner. |
| | Additional Information | |
| | GAO Approval | Not Required |
| 14.16 | Card Destruction Ticket | |
| | Disposition Authority Number | DAA-0149-2013-0001-0219 |
| | Ticket generated through the BM Client Dashboard system when cards are to be destroyed. | |

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| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff when ticket is generated. |
| | Retention Period | Destroy 5 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| 14.17 | Incoming Card Stock Inspection Form | |
| | Disposition Authority Number | DAA-0149-2013-0001-0220 |
| | Form used to record incoming card stock inspection results. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff when card is produced. |
| | Retention Period | Destroy 5 year(s) after cutoff or when the life of the card is over occurs, whichever is sooner |
| | Additional Information | |
| | GAO Approval | Not Required |
| 14.18 | Card Manufacturer Packing List | |
| | Disposition Authority Number | DAA-0149-2013-0001-0221 |
| | Packing list sent from card manufacturer listing the quantities of cards sent to Security and Intelligent Documents. | |
| | Final Disposition | Temporary |
| | Item Status | Active |

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| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| Disposition Instruction | | |
| | Retention Period | Destroy list when 5 years old or the life of the card, whichever is sooner. |
| Additional Information | | |
| 14.19 | GAO Approval | Not Required |
| | United States Postal Service Mailing Manifest | |
| | Disposition Authority Number | DAA-0149-2013-0001-0222 |
| | Form used by the United States Postal Service to record how many letters were sent per day and what the cost is. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| Disposition Instruction | | |
| | Cutoff Instruction | Cutoff daily. |
| | Retention Period | Destroy 5 year(s) after cutoff or when the life of the card is over occurs, whichever is sooner |
| Additional Information | | |
| 14.20 | GAO Approval | Not Required |
| | Card Log Books | |
| | Disposition Authority Number | DAA-0149-2013-0001-0223 |
| | Books where the card usage transactions are recorded. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in | No |

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| | electronic format(s) other than e-mail and word processing? |
| | Disposition Instruction |
| | Cutoff Instruction Cutoff at the end of the fiscal year. |
| | Retention Period Destroy 5 year(s) after cutoff or when the life of the card is over occurs, whichever is sooner |
| | Additional Information |
| | GAO Approval Not Required |
| 14.21 | Material Receivable Receipts |
| | Disposition Authority Number DAA-0149-2013-0001-0224 |
| | Receipts of materials that are ordered and used in the production of cards and letters. |
| | Final Disposition Temporary |
| | Item Status Active |
| | Is this item media neutral? Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No |
| | Disposition Instruction |
| | Cutoff Instruction Cutoff at the end of the fiscal year |
| | Retention Period Destroy 3 year(s) after cutoff. |
| | Additional Information |
| | GAO Approval Not Required |
| 14.22 | Datacard Service Maintenance Records |
| | Disposition Authority Number DAA-0149-2013-0001-0225 |
| | Form that describes the maintenance performed by the Data card Service Tech. |
| | Final Disposition Temporary |
| | Item Status Active |
| | Is this item media neutral? Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No |

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| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff when machine is placed out of service. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| 14.23 | Government Printing Office Machine Maintenance Records | |
| | Disposition Authority Number | DAA-0149-2013-0001-0226 |
| | Records documenting maintenance performed by Government Printing Office employees on machines. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff when machine is placed out of service. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| 14.24 | Management Review Records | |
| | Disposition Authority Number | DAA-0149-2013-0001-0227 |
| | Agenda and minutes of monthly management review meetings. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year |

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| 14.25 | Retention Period | Destroy 3 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Product Realization Planning Records | |
| | Disposition Authority Number | DAA-0149-2013-0001-0228 |
| | Planning of product realization records. Includes passport and secure credentials records as well as shipping manifests relating to product realization. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| 14.26 | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 15 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Product Realization Records | |
| | Disposition Authority Number | DAA-0149-2013-0001-0229 |
| | Product realization records consisting of raw material reports, sign off sheets, inspection sheets, machine reports, master batch tickets, batch reconciliation reports, Standard Form 1's, weekly production report, finished book inventory, product verification and acceptance records and Key Performance Indicator records. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year |

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| 14.27 | Retention Period | Destroy 3 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Traceability Records | |
| | Disposition Authority Number | DAA-0149-2013-0001-0230 |
| | Record documenting the unique ID of products. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| 14.28 | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 15 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Customer Property Records | |
| | Disposition Authority Number | DAA-0149-2013-0001-0231 |
| | Records documenting customer disposition of nonconforming materials. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 15 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |

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| 14.29 | Calibration and Verification Records | |
| | Disposition Authority Number | DAA-0149-2013-0001-0232 |
| Calibration and verification of measuring equipment records. | | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| Disposition Instruction | | |
| | Cutoff Instruction | Cutoff once verification is complete. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| Additional Information | | |
| | GAO Approval | Not Required |
| 14.30 | Internal Audit Records | |
| | Disposition Authority Number | DAA-0149-2013-0001-0233 |
| Internal Audit records including annual schedules, checklists and reports. | | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| Disposition Instruction | | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| Additional Information | | |
| | GAO Approval | Not Required |
| 14.31 | Product Release Authorizations | |
| | Disposition Authority Number | DAA-0149-2013-0001-0234 |
| Jacket folders containing the product release authorizations. | | |

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| 14.32 | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Product Non-conformities Records | |
| 14.33 | Disposition Authority Number | DAA-0149-2013-0001-0235 |
| | Record of product non-conformities and subsequent actions. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| | Additional Information | |
| 14.33 | GAO Approval | Not Required |
| | Corrective Action Records | |
| | Disposition Authority Number | DAA-0149-2013-0001-0236 |
| | Results of corrective actions and preventive actions. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |

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| 14.34 | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Supplemental Receipts | |
| | Disposition Authority Number | DAA-0149-2013-0001-0237 |
| | Supplemental receipts. | |
| | Final Disposition | Temporary |
| 14.35 | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Destruction Logs | |
| | Disposition Authority Number | DAA-0149-2013-0001-0238 |
| 14.35 | Destruction logs. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |

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| 14.36 | Disposition Instruction | | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. | |
| | Retention Period | Destroy 3 year(s) after cutoff. | |
| | Additional Information | | |
| | GAO Approval | Not Required | |
| | Manual Receipt Logs | | |
| | Disposition Authority Number | DAA-0149-2013-0001-0239 | |
| | Manual receipt logs. | | |
| | Final Disposition | Temporary | |
| | Item Status | Active | |
| 14.37 | Is this item media neutral? | Yes | |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No | |
| | Disposition Instruction | | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. | |
| | Retention Period | Destroy 3 year(s) after cutoff. | |
| | Additional Information | | |
| | GAO Approval | Not Required | |
| | Department of State Destruction Log | | |
| | Disposition Authority Number | DAA-0149-2013-0001-0240 | |
| | Department of State destruction logs. | | |
| 14.37 | Final Disposition | Temporary | |
| | Item Status | Active | |
| | Is this item media neutral? | Yes | |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No | |
| | Disposition Instruction | | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. | |
| | Retention Period | Destroy 3 year(s) after cutoff. | |

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| | Additional Information | |
| | GAO Approval | Not Required |
| 14.38 | Destroy and Dispute Reports | |
| | Disposition Authority Number | DAA-0149-2013-0001-0241 |
| | Destroy and dispute reports. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| 14.39 | Passport Security Files | |
| | Disposition Authority Number | DAA-0149-2013-0001-0242 |
| | Reports, recommendations, and surveys to identify security deficiencies in the production of passports, and to monitor the implementation of recommendations to prevent the theft of passports or passport materials. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the calendar year. |
| | Retention Period | Destroy 3 year(s) after cutoff. |
| | Additional Information | |

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| | GAO Approval | Not Required |
| 15 | Security and Police | |
| 15.1 | Official Security Subject Files | |
| | Disposition Authority Number | DAA-0149-2013-0001-0243 |
| | Subject files maintained in the central office, or in the director's office, which are arranged alphabetically by topic. Records include division correspondence, summaries of incident and daily activity logs, monthly police report summaries, internal or external audits, reports and investigations related to Government Printing Office operations, directives, interagency agreements, administrative procedures, policy and procedures records, emergency action plans, security clearance requests, office budget and financial information, staff personnel and Equal Employment Opportunity records, and the like. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | GRS or Superseded Authority Citation | N1/149/95/1/22.1 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year. |
| | Retention Period | Destroy 5 year(s) after cutoff. |
| | Additional Information | |
| | GAO Approval | Not Required |
| 15.2 | Audit and Financial Investigation Reports | |
| | Disposition Authority Number | DAA-0149-2013-0001-0244 |
| | Copies of audit reports and other investigations regarding external or internal operations, Government Printing Office programs, and Government Printing Office financial transactions that relate to Government Printing Office security or police functions or procedures. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in | No |

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| electronic format(s) other than e-mail and word processing? | |
| GRS or Superseded Authority Citation | N1/149/95/1/22.5 |
| Disposition Instruction | |
| Cutoff Instruction | Cutoff at the end of the fiscal year. |
| Retention Period | Destroy 5 year(s) after cutoff. |
| Additional Information | |
| GAO Approval | Not Required |

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

| Date | Action | By | Title | Organization |
|------------|--------------------------|------------------|---|--|
| 02/20/2013 | Certify | William Schartel | Chief Records and Mail Management | Finance and Administration - Records and Mail Management |
| 07/17/2013 | Return for Revision | John Hulmston | Senior Records Analyst | National Archives and Records Administration - Records Management Services |
| 08/14/2013 | Submit For Certification | William Schartel | Chief Records and Mail Management | Finance and Administration - Records and Mail Management |
| 09/10/2013 | Return to Submitter | William Schartel | Chief Records and Mail Management | Finance and Administration - Records and Mail Management |
| 09/13/2013 | Submit For Certification | William Schartel | Chief Records and Mail Management | Finance and Administration - Records and Mail Management |
| 01/29/2014 | Certify | William Schartel | Chief Records and Mail Management | Finance and Administration - Records and Mail Management |
| 01/30/2014 | Submit for Concurrence | John Hulmston | Senior Records Analyst | National Archives and Records Administration - Records Management Services |
| 02/10/2014 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - Records Management Services |

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|------------|---------|-----------------|---|--|
| 02/10/2014 | Concur | Laurence Brewer | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 02/11/2014 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |