

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

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

**1 FROM (AGENCY OR ESTABLISHMENT)**

Treasury Department

**2 MAJOR SUBDIVISION**

Bureau of Engraving and Printing

**3 MINOR SUBDIVISION**

Management Services Division

**4 NAME OF PERSON WITH WHOM TO CONFER**

Joseph J. Prunka

**5 TEL EXT**

447-0195

**6 CERTIFICATE OF AGENCY REPRESENTATIVE**

LEAVE BLANK	
DATE RECEIVED <b>2 MAY 1978</b>	JOB NO
<b>NC1 310 78 1</b>	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with drawn" in column 10	
<b>5-4-78</b> <i>James E. O'Neill</i> (Date) <i>acting</i> Archivist of the United States	

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

*5-1-78*

*J. Prunka*

Superintendent  
Management Services Division

Date

(Signature of Agency Representative)

(Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	Records Control Schedules, as attached, for:		
1	Office of Audit Items 11-1 through 11-10		
2	Office of Administrative Services Items 21-1 through 21-3 Items 21.1-1 through 21.1-80 Items 21.2-1 through 21.2-87		
3	Office of Industrial Relations Items 23-1 through 23-28 Items 23.1-1 through 23.1-152 Items 23.2-1 through 23.2-105		
4	Office of Industrial Services Items 24.1-1 through 24.1-60 Items 24.3-1 through 24.3-22 Items 24.2-1 through 24.2-23		
5	Office of Currency and Stamp Printing Items 31.1-1 through 31.1-75 Items 31.2-1 through 31.2-83		
6	Office of Securities Processing Items 34.1-1 through 34.1-36 Items 34.2-1 through 34.2-23		

1157-106

*Sent to agency. NNF & NCH 884 items  
NMB 5/8/78*

Retention periods should definitely be changed for the following 11 files in Attachment I to the Bureau's letter.

CHANGES TO RECORD RETENTION PERIODS  
(pp. 1 to 34 of Attachment 1)

A. Change to 10 years, 3 months and 6 years, 3 months, depending on the date of the records:

- Item (8) IRS ITEMS DISCONTINUED (p. 2)
- Item (24) SUPPORTING STATEMENT FOR SF-1080 (p. 14)
- Item (27) PUBLIC VOUCHER FOR UNPAID COMPENSATION DUE A CIVILIAN EMPLOYEE (p. 30)

B. Change to 3 years old or whenever audited by GAO, whichever is earlier:

- Item (9) EQUIPMENT PURCHASE AND SAVINGS (p. 2)
- Item (28) ENGRAVED STOCK RECORD - GENERAL ACCTS. BRANCH (p. 15)
- Item (76) MISCELLANEOUS OBLIGATION RECORD (p. 23)
- Item (78) TERM CONTRACT RECORD (p. 23)
- Item (81) INVENTORY RECORD (p. 24)
- Item (19) HOURS IN PAY STATUS CONTROL REGISTER (p. 29)
- Item (24) SCHEDULE OF CANCELLED CHECKS (p. 30)
- Item (30) SCHEDULE OF UNDELIVERABLE CHECKS FOR CREDIT TO GOVERNMENT ACCOUNTS (p. 31)

Larry A. Herrmann, Director  
Office of Administrative Services  
U.S. General Accounting Office

December 17, 1976

H. T. Krisak, Superintendent  
Management Services Division

Records Control Schedules

Pursuant to Chapter 2, Title 8, GAO Manual, selected Records Control Schedules of the Bureau of Engraving and Printing are hereby submitted for review and approval. These are extracts, covering all the categories as listed in Section 10.1 of above cited manual, and certain organizationally related components.

The numbered pages relate to the Bureau schedules as an entity, however the following index will provide congruity with Section 10.1 for GAO purposes:

Attachment I

Records Control Schedule for the Office of Financial Management

<u>CATEGORY</u>	<u>COMPONENT</u>
Payroll and Pay Administration . . . . .	Payroll Section
Budget Preparation, Presentation, and Apportionment . . . . .	Budget Branch
Accountable Officers Accounts . . . . .	General Accounts Branch
Expenditure Accounting . . . . .	General Accounts Branch
Stores, Plant and Cost Accounting . . . . .	Cost Accounts Branch

Attachment II

Records Control Schedule for the Materials Management Division  
(Extract from Office of Administrative Services)

<u>CATEGORY</u>	<u>COMPONENT</u>
Procurement and Supply . . . . .	Procurement Branch Transactions Marketing Stock Control Supply Branch
Property Disposal . . . . .	Stock Catalog and Property Utilization

Attachment III

Records Control Schedule for Garage Section, Industrial Services Branch  
(Extract from Office of Industrial Services)

<u>CATEGORY</u>	<u>COMPONENT</u>
Motor Vehicle Maintenance and Operation . . . . .	Garage Section

Attachment IV

Records Control Schedule for Travel Section, Office Services Branch  
(Extract from Office of Administrative Services)

<u>CATEGORY</u>	<u>COMPONENT</u>
Travel and Transportation . . . . .	Travel Section

NOTE: Paragraph (b) Section 10.1 is not applicable

In certain instances the functional categories will necessarily overlap into other organizational components (i.e. Travel Section and General Accounts; Stock Control and Cost Accounts, etc.). The material submitted herewith does, however, include all record copies of pertinent documents; only non-record and informational copies are excluded.

Should further clarification be required, contact Mr. Joseph J. Prunka, Records Management Unit, Room 602-17 A, Telephone 447-0195.

Attachments (4)

**OFFICE OF AUDIT**

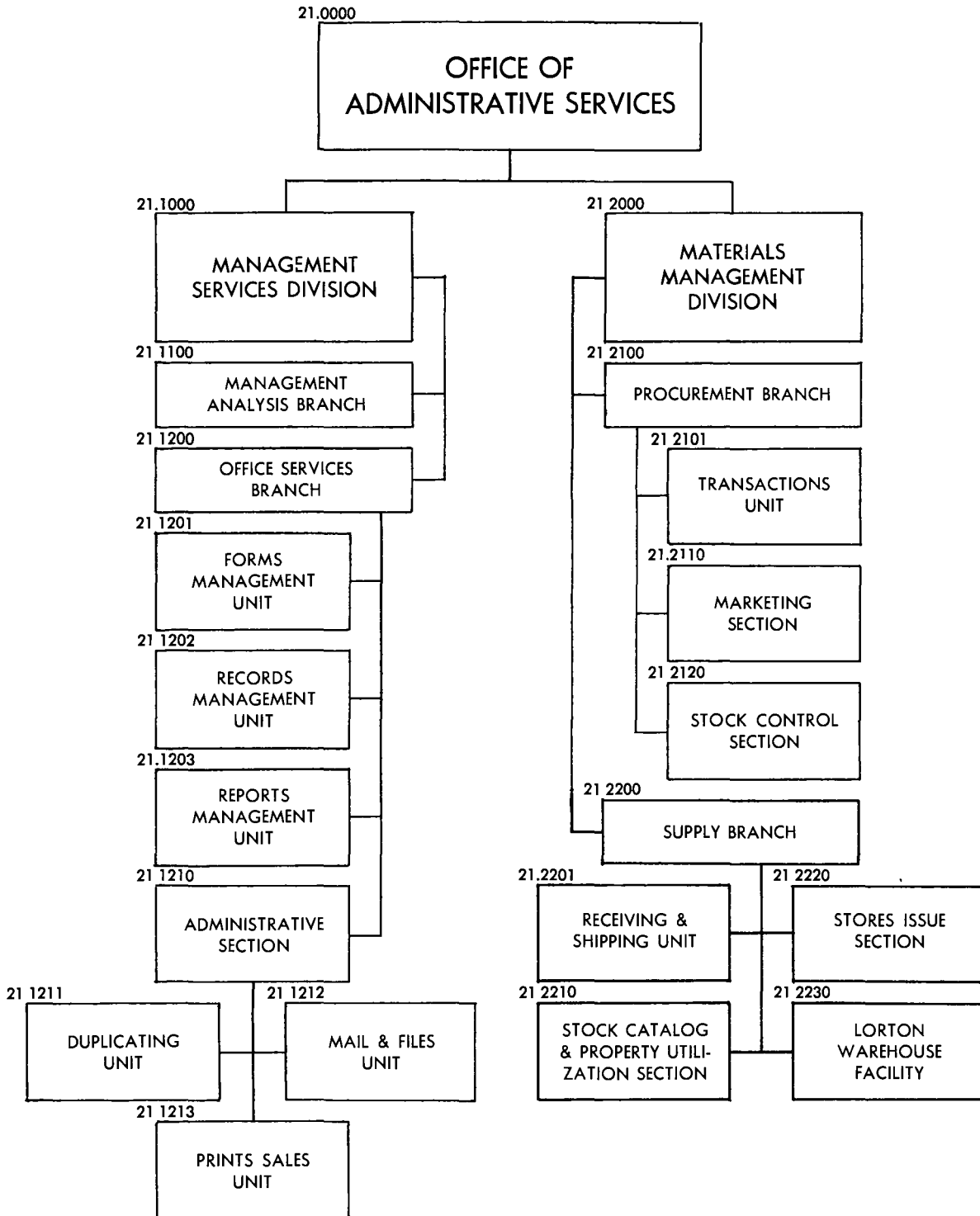
**OFFICE OF ADMINISTRATIVE SERVICES**

OFFICE OF AUDIT  
11.0000

<u>Item</u>	<u>Description</u>	<u>Retention Period</u>
11-1	AUDIT REPORTS Filed numerically (Includes management audit reports physical inventory reports, etc.)	Record Copy - 10 Years All Others - 4 Years
11-2	AUDIT WORKPAPERS Filed numerically (Contains worksheets, personnel breakdown, estimates, forms review, etc.)	5 Years
11-3	AUDIT CORRESPONDENCE Filed numerically (Contains audit report, issuance clearance record, memos, adopted recommendations, date cleared, etc.)	5 Years
11-4	AUDIT CROSS-INDEX Filed numerically (Shows section audited, subject matter, file location, etc.)	5 Years
11-5	ASSIGNMENTS AND PROGRESS - AUDIT PERSONNEL Filed alphabetically (Includes progress reports, analysis of hours available, assignments data, etc.)	2 Years
11-6	INTERNAL AUDIT PLANS AND SCHEDULES Filed chronologically (Includes last audit issued, status of recommendations, projected man-hours, auditor, stage of audit, target dates, etc.)	2 Years
11-7	SPECIAL PROJECTS Filed numerically (Includes indicies and workpapers)	2 Years
11-8	FINANCIAL DATA Filed chronologically Record copies maintained by OFM (Includes statements of financial condition, depreciation schedules, appropriation, expenditure, inventory data, etc.)	2 Years

<u>Item</u>	<u>Description</u>	<u>Retention Period</u>
11-9	BIWEEKLY SUMMARY REPORT Filed chronologically	1 Year
11-10	ANALYSIS OF AUDIT REPORTS AND OUTSTANDING RECOMMENDATIONS Filed chronologically (shows year, report number, reports released, recommendations, etc.)	5 Years





OFFICE OF ADMINISTRATIVE SERVICES  
21.0000

<u>Item</u>	<u>Description</u>	<u>Retention Period</u>
21-1	AUDIT REPORTS FILE Filed numerically (Contains reports, correspondence, workpapers, etc.)	2 Years
21-2	OFFICE ADMIN FILES Filed alphabetically (Includes files on alcoholism, donors, civil defense, grievances, lockers, parking, performance, etc.)	2 Years
21-3	EXHIBITION FILES (Contains correspondence, memos, print orders, etc.)	2 Years

MANAGEMENT SERVICES DIVISION  
21.1000

<u>Item</u>	<u>Description</u>	<u>Retention Period</u>
21.1-1	PRIVACY ACT AND FREEDOM OF INFORMATION ACT RECORDS (Includes records necessary to administer above legislation; for retention of official file copies of requested records refer to appropriate bureau schedule, or the retention period which applies to the request itself, whichever is longer.)	Destroy in Accordance with GRS 14, Items 16 thru 30
21.1-2	BEP BIOGRAPHIES (shows name, title, grade, agency, experience, education, etc.)	5 Years After Separation
21.1-3	PROJECT CONTROL FILES (Includes milestone report, schedules, progress records, workpapers, etc.)	1 Year After Close of Project GRS 16, Item 7
MANAGEMENT ANALYSIS BRANCH		
21.1-4	MANAGEMENT ANALYSIS PROJECTS Filed numerically (a) (Project record, final project report with supporting papers documenting inception, scope, procedure and accomplishments)  (b) (Project indexes, showing description, component requesting action, project number and progress)  (c) (Work papers, drafts and similar material, etc.)	(a) Destroy when 50 years old or obsolete, which- ever is earlier. Trans- fer to an FRC is not authorized.  (b) Same as (a) above.  (c) Destroy 6 Months After Close of Project

- 21.1-5 ORGANIZATION FILES  
 Record Copy  
 (Includes organization charts and manuals, and delegation of authority)

Permanent  
 Transfer To WNRC  
 5 Years After  
 Superseded; Offer to NARS when 25 Years Old
- 21.1-6 PROCEDURE ISSUANCES  
 Filed numerically  
 Record Copy  
 (Management instructions issued to insure uniform compliance with established policy)

Permanent  
 Transfer to WNRC  
 5 Years After  
 Superseded or Obsolete;  
 Offer to NARS when 25 Years Old
- 21.1-7 MANAGEMENT EFFECTIVENESS PROGRAM  
 Filed chronologically

  - (a) (Record copy of each report)
  - (b) (Related memoranda, progress reports, leave and absences data, disciplinary action reports other back-up data used in program, etc.)

(a) Destroy When Administrative Need Ceases  
 (b) Destroy After 2 Years
- 21.1-8 MANAGEMENT BY OBJECTIVES FILES  
 Filed alphabetically  
 (Includes objectives, milestones, problems, offices and analysts involved, etc.)

Destroy 5 Years After Close of Project
- 21.1-9 OFFICE COPIER RECORD CARDS  
 (Shows installation date, make, model, serial number, component, readings, etc.)

Destroy 1 Year After Removal of Machine
- 21.1-10 OFFICE MACHINES REPORT  
 Filed organizationally  
 (Shows cost center, machine type, brand, serial number, age, cost, location, etc.)

2 Years

- 21.1-11 ACQUISITION OR REPLACEMENT JUSTIFICATIONS - BF 1879  
Filed organizationally  
(Shows machine, description, serial number, cost, justification, etc.) 2 Years
- 21.1-12 PERSONNEL PROGRESS AND ACHIEVEMENT RECORD  
(Shows history of employees work assignments, training schools attended, etc.) Destroy Upon Separation

OFFICE SERVICES BRANCH

<u>Item</u>	<u>Description</u>	<u>Retention Period</u>
21.1-13	EXHIBIT PROGRAM FILES Filed chronologically (Administrative Management Exhibit (AM-10) files includes scrub sheets, correspondence, press release, receipts, orders, memos, information, etc.)	Break AM-10 File Every 2 Years. Transmit to Official Central Files. See 21.1-73.
21.1-14	SOUVENIR PROGRAM FILES (Includes correspondence and miscellaneous information, etc.)	10 Years
21.1-15	PAPERWORK MANAGEMENT REFERENCE MATERIALS DRAFT	Destroy When Obsolete
21.1-16	REPORTS DUE TICKLER FILE Filed chronologically (Includes index cards showing title, due date, preparation, distribution, etc.)	Destroy When Obsolete
21.1-17	PRIVACY ACT REQUESTS Filed chronologically (Contains copies of privacy act requests, and bureau responses for administrative and reporting purposes.)	1 Year

ADMINISTRATIVE UNIT

<u>Item</u>	<u>Description</u>	<u>Retention Period</u>
21.1-18	HISTORICAL INFORMATION FILES Filed alphabetically (Includes stamps by class, securities by class and denomination, federal reserve notes, stamps by series, cope production, data on portraits, vignettes, seals, documents, etc.)	<u>Permanent</u> Retain in Bureau Until Obsolete, Transfer to WNRC 1 Year Thereafter; Offer to NARS 25 Years After Obsolete GRS 14- 2
21.1-19	SCHEDULES OF NEW STAMPS Filed chronologically (Shows denomination, subject, first day sale, press, stamps ordered, etc.)	1 Year
21.1-20	PRESS RELEASES - NEWSLETTERS Filed alphabetically Record copy maintained by Mail & Files (Includes postal service, treasury, bureau, etc.)	1 Year
21.1-21	READING FILES Filed chronologically	1 Year
21.1-22	CORRESPONDENCE CONTROL LOG - BF 1670 Filed chronologically (Shows date received, identification number, description, date, referred, reply, etc.)	1 Year
21.1-23	FUNDS REFERRED (Contains correspondence acknowledgement and reference form 9270, report of collections form 8643, etc.)	2 Years
21.1-24	POSTAGE STAMP PLATE ACTIVITY REPORT - BF 2265 Filed chronologically (Shows plate number, denomination, title, subjects, series, certified, to press, canceled, impressions, etc.)	2 Years

## FORMS MANAGEMENT

6

<u>Item</u>	<u>Description</u>	<u>Retention Period</u>
21.1-25	FORMS FILES Filed numerically Record Copy (a) (Last revision, control record and forms service request) (b) (Form control record, correspondence drafts, duplicating requests, etc.)	(a) Destroy 10 Years After Obsolete  (b) Destroy 1 Year After Obsolete
21.1-26	FORMS RECEIPT AND ISSUE RECORD - BF 8892 Filed numerically (Shows date, quantity received, issued to, quantity issued, balance on hand, etc.)	60 Days After Obsolete
21.1-27	REQUISITION AND REPLENISHMENT RECORDS Filed numerically (Includes Bureau forms 8526, 8997, 8914; SF 1-C, GPO 1026A, SF1, reorder tickler files, etc.)	Destroy When Obsolete
21.1-28	DESTRIBUTION AND DUPLICATION RECORDS Filed chronologically (Includes forms requisition, back order records, duplication service requisitions, etc.)	60 Days
21.1-29	FORM NUMBER CONTROL LOG - BF 9767 Filed numerically (Shows form number, title, obsoleted, replaced by, etc.)	25 Years
21.1-30	FORMS CATALOG CARDS (Shows form number, title, unit, bin, revisions, functional code, etc.)	1 Year After Obsolete
21.1-31	REQUEST FOR INFORMATION REGARDING FORMS - BF 1928 (Memo from forms to component.)	Destroy When Form is Obsolete
21.1-32	KEYPUNCH WORKSHEET - BF 9964 (Show form number, functional code, form title, location, etc.)	Destroy When Purpose is Served

<u>Item</u>	<u>Description</u>	<u>Retention Period</u>
21.1-33	MANUALS, PROCEDURES, SPECIFICATIONS, GUIDES, SPECIMENS, SAMPLES, REGULATIONS, AUTHORIZATIONS, ETC.	Destroy When Obsolete or Superseded.



RECORDS MANAGEMENT

<u>Item</u>	<u>Description</u>	<u>Retention Period</u>
21.1-34	RECORDS TRANSFER AND RECEIPT BF - 1787 Filed organizationally Record Copy (Shows organizational component, description, dates, location, etc.)	10 Years After Destruction of Records Listed
21.1-35	RECORDS CONTROL SCHEDULES Filed organizationally Record Copy in Disposition Division, NARS (Shows component, item, description, retention, etc.)	Destroy When Superseded
21.1-36	RECORDS DISPOSAL REPORTS Filed numerically (Shows report number, description, dates, authority, signatures, etc.)	10 Years After Destruction of Records
21.1-37	RECORDS ACCESSION LOG Filed numerically (Shows accession number, component, cubic feet, etc.)	10 Years After Destruction of Records
21.1-38	REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS - SF 115 Filed numerically Copies maintained by Disposition Division, NARS (Shows certification, date, item number, description, job number, action taken, etc.)	Destroy When Obsolete
21.1-39	ANNUAL SUMMARY OF RECORDS HOLDINGS - SF 136 Copy maintained by NARS (Shows reporting period, volume of records, totals, remarks, etc.)	3 Years

MICROFILM UNIT

21.1-40	RECORD OF MICROFILMED DOCUMENTS - BF 2095 Filed numerically (Shows reel number, flash number, index meter, document, etc.)	Destroy With Related Film
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- 21.1-41 MICROFILM CERTIFICATION - BF 2218  
Filed chronologically  
(Shows reel number, date, component,  
record series, reviewed by, supervisor's  
signature.) Destroy Upon Destruction  
of Related Microfilm
- 21.1-42 MICROFILM LOG BOOK  
(Shows reel number, dates  
sent and returned, certified,  
duplicated, distribution, etc.) 2 Years After  
Final Entry
- 21.1-43 VENDOR FILES  
Filed chronologically  
(Includes invoices, service  
reports, etc.) 2 Years, and  
After Audit
- 21.1-44 MICROFILM - 16mm  
Filed numerically Consult Appropriate  
Schedule Covering  
Microfilmed Documents

REPORTS MANAGEMENT

<u>Item</u>	<u>Description</u>	<u>Retention Period</u>
21.1-45	REPORTS CASE FILES Filed alphabetically (Includes new, deleted, external and internal, etc.)	Destroy 2 Years After Report is Discontinued GRS 16, #8
21.1-46	PROJECT FOLDERS (Includes drafts, workpapers, recommendations, etc.)	1 Year After Close of Project
21.1-47	PLANS AND PROPOSALS (Files on reports functions, responsibilities, etc.)	Destroy When Manual and Directives are Published
21.1-48	SCHEDULES FOR ESTIMATING REPORTING COSTS (Position title, or grade, wage rate, cost formulae, etc.)	2 Years
21.1-49	REPORTS INVENTORY (Includes workpapers, inventories, listing, etc.)	Destroy When Superseded
21.1-50	LISTING OF BEP RECURRING REPORTS Filed organizationally (Shows report control no., office of primary interest, report title, directive, recipient, etc.)	Record Copy 5 Years
21.1-51	REPORTS COST SAVINGS AND CONTROL LOG Filed chronologically (Includes cost reduction report, control, etc.)	2 Years After Reports are Discontinued
21.1-52	REPORTING BACKGROUND DATA (Includes input, supporting documentation, statistical data for external reporting require- ments, etc.)	Destroy When Obsolete or Discontinued

PRINT SALES UNIT

- 21.1-53 CUSTOMER ORDERS FOR PRINTS, CARDS, 2 Years and After  
 ETC. Audit  
 Filed numerically  
 (Includes orders on  
 correspondence, order for prints -  
 BF 9326, souvenir card order -  
 BF 2089, etc.)
- 21.1-54 DELIVERY AND TRANSFER SCHEDULES 2 Years  
 Filed numerically  
 Copies maintained by Printings  
 Accounts  
 (Includes interdivision transfer  
 schedule - BF 8324, schedule of  
 delivery - BF 8334, schedule of  
 delivery of mutilated - BF 8333,  
 etc.)
- 21.1-55 RECONCILIATIONS: STOCK ACTIVITIES/ 2 Years and After  
 REPORT OF SALES Audit  
 Filed chronologically  
 (Includes souvenir cards and  
 portraits; forms entitled stock  
 activities record-souvenir cards -  
 BF 2116, reconciliation of souvenir  
 card sales - BF 2067, reports of  
 sales - Engraved and Lithographed  
 printings - BF 9890, etc.)
- 21.1-56 STOCK BALANCE RECORD - PRINTS AVAILABLE 2 Years and After  
 TO PUBLIC - BF 2098 Audit  
 Filed alphabetically  
 (Shows product code number,  
 description, balance, deposits,  
 remittances, refunds, etc.)
- 21.1-57 REPORT OF COLLECTIONS - BF 8643 2 Years and After Audit  
 Filed chronologically  
 (Shows report number, filled by,  
 funds delivered by, document,  
 number print orders, remittance,  
 designated souvenir card, etc.)

## PRINT SALES UNIT

<u>Item</u>	<u>Description</u>	<u>Retention Period</u>
21.1-58	RECORD OF REFUNDS MADE - BF 9892 Filed numerically (Shows report number, date, p.o. number, amount refunded, prepared by, etc.)	2 Years and After Audit
21.1-59	REIMBURSEMENT VOUCHER - SF 1129A Filed chronologically (Shows voucher number, payee's name, status of fund, differences, accounting class, etc.)	2 Years and After Audit
21.1-60	RECAPITULATION OF ENGRAVINGS SOLD - BF 9885 Filed numerically (Shows report of collections, purchase orders, processed by, date processed, item number, sales item, quantity, value, etc.)	2 Years
21.1-61	VOUCHERS FOR BILLED Filed chronologically Copies maintained by General Accounts (Includes voucher for transfer between appropriations and/or funds - SF 1080; order for supplies or services - SF 147; order for prints - BF 9326; engraving and printing delivered record - BF 8613-2, etc.)	2 Years and After Audit

TRAVEL SECTION

<u>Item</u>	<u>Description</u>	<u>Retention Period</u>
21.1-62	REIMBURSEMENT FILES Copy of record maintained by OFM (Includes requests and vouchers such as voucher for per diem - SF 1012, reimbursement voucher - SF 1129A, claim for reimbursement - SF 1164, receipt for cash - subvoucher - SF 1165, employee relocation files, application for reimbursement of expenses - GSA - 2485, bill of lading - SF 1103, cost estimates, moving rates, expense records, etc.)	3 Years GRS 9, #4a
21.1-63	TRAVEL AND TRANSPORTATION REQUESTS Copy of record maintained by OFM (Includes U.S. of A. transportation requests - SF 1169, request for authorization and approval of official travel - BF 8315, etc.)	3 Years GRS 9, #4a
21.1-64	INDEX LOG Filed numerically (Shows index number, authorization number, date voucher received, etc.)	3 Years GRS 9, #4a
21.1-65	IMPREST FUND LOG (Shows voucher number, date, amount of advance/reimbursement, cost center, authorization number, etc.)	3 Years
21.1-66	TRANSPORTATION REQUEST RECORDS (Includes transportation request receipt - BF 1411, and similar records which account for tr's until destroyed, etc.)	2 Years and After Audit
21.1-67	RESERVATION RECORD - BF 2187 Filed alphabetically (Shows name, office, extension, number, date, departure and arrival flight, lodging, etc.)	2 Years

- 21.1-68      REQUEST FOR DESIGNATION OF  
CASHIER - SF 211  
    (Shows name, effective date,  
    class and type, certification,  
    designation of check issuance  
    authorization, etc.)

After Canceled  
or Obsolete, Provided  
Audit is Clear
  
- 21.1-69      TRAVEL INFORMATION TRANSMITTAL  
TD - 3089  
    (Shows name, title, countries  
    to be visited, date of departure,  
    status of present passport, etc.)

2 Years
  
- 21.1-70      RENTAL CAR INFORMATION  
    (Contains information concerning  
    contractual rentals, commercial  
    rentals, credit cards, confirmed  
    reservations, etc.)

Destroy When Obsolete

OFFICE MACHINES

- 21.1-71 OFFICE MACHINE REPAIR 1 Year  
 REQUEST - BF 9073  
 Copies C & E  
 (Shows: request number,  
 cost center, component,  
 machine type, purchaser,  
 work, repair data, etc.)
  
- 21.1-72 OFFICE MACHINE DESCRIPTION Destroy Upon  
 AND SERVICE RECORD - BF 9389 Removal of Machine  
 (Shows: type of machine,  
 manufacturer, property number  
 model, serial, warranty,  
 acquisition cost, service  
 record, etc.)
  
- 21.1-73 BUREAU OFFICIAL FILES  
 Filed chronologically by year and  
 thereunder alphabetically by specific  
 subject. Correspondence, internal  
 memoranda, reports, and publications  
 document all phases of the work of  
 the Bureau. Both substantive pro-  
 cedural and routine administrative  
 records are found in the Bureau's  
 Official Files. Prior to the offer  
 of (a) below the files will be  
 screened by Bureau personnel to remove  
 records described under (b).
  - (a) Procedural Documents. Major pro- (a) Permanent. Offer to  
 cedural file headings include NARS when 50 years  
 Administrative Management; old.  
 Congressional Correspondence;  
 Design, Engraving and Develop-  
 ment; and Reports.
  
  - (b) Routine administrative and house- (b) Destroy in accordance  
 keeping records, duplicate copies, with the General  
 issuances from other agencies, and Records Schedules.  
 similar temporary materials. Routine  
 administrative headings include Ad-  
 ministrative Services; Building-Grounds;  
 Library; Personnel Management; and  
 Procurement.



21.1-74 CONTROL RECORDS for BUREAU OFFICIAL FILES

- (a) Logs and indicies related to 21.1-73 (a) Permanent. Offer to NARS when 50 years old.
- (b) Receipt, distribution, and other routine control records. (b) Destroy when 5 years old.

21.1-75 INTERNAL MAIL AND FILES RECORDS  
 (Includes assignment records, route schedules, administrative files, statistical reports of postage, requisition, reports, etc.)

Destroy after 2 years.

DUPLICATING UNIT

<u>Item</u>	<u>Description</u>	<u>Retention Period</u>
21.1-76	PRODUCTION RECORD - BF 2151 Filed chronologically (Shows: job number, job description, cost center, quantity, number of pages, copies, impressions, other work required, date, remarks, etc.)	2 Years
21.1-77	DUPLICATING UNIT LOGS (Includes duplicating requisition log - form 1335, quick copy duplicating log form 2072, maintenance call log, etc.)	1 Year After Final Entry
21.1-78	MAINTENANCE CALL RECORD - BF 2163-1 (Shows: call received, time and location, equipment number, maintenance requested, shop, building, journeymen assigned, etc.)	1 Year
21.1-79	DUPLICATING SERVICES REQUEST - BF 8951 Filed numerically (Shows: job number, date completed, number of pages, copies per page, etc.)	1 Year
21.1-80	NEGATIVES AND PLATES Filed numerically (Used to duplicate forms)	Destroy 1 Year After Superseded or Obsolete

MATERIALS MANAGEMENT DIVISION  
21.2000

<u>Item</u>	<u>Description</u>	<u>Retention Period</u>
21.2-1	STOCK STATUS REPORTS Copy maintained by Stock Control (Shows: to, period covered, description, color, size, weight, quantity, etc.)	1 Year
21.2-2	LEAVE RESTRICTION FILES (Contains notification reason, period of restriction, etc.)	2 Years

STOCK CATALOG AND PROPERTY  
UTILIZATION SECTION

21.2-3	CASE FOLDERS Filed numerically (Includes excess property progress record - BF 1234, report of excess property - BF 8540, etc.)	6 Years After Final Action
21.2-4	CONTRACT FILES "FOR SALE" Filed alphabetically (Includes invitations, bids, acceptance, list of materials, sale of government property, etc.)	6 Years After Final Payment GRS 4, #6
21.2-5	EXCESS PROPERTY REPORTS Filed numerically (Includes excess property disposition report - BF 9625, Report of excess personnel property - SF 120, quarterly report - utilization and disposal of surplus property - SF 121, transfer order - excess personnel property - SF 122, personnel property at GSA sales site - GS 1436-A, etc.)	3 Years GRS 4, #5

- 21.2-6           CASE CARDS  
 Filed alphabetically  
 (Shows: case number, from,  
 area, disposition, etc.)

2 Years After  
 Close of Case
  
- 21.2-7           INVENTORY REPORT - BF 1933  
 Filed numerically  
 (Shows: cost center, fsn, bin  
 location, unit of issue, descrip-  
 tion, physical count etc.)

6 months and After  
 Inventory is Reconciled
  
- 21.2-8           SUPPLY SCHEDULES AND CATALOGS  
 (Includes bureau and federal  
 product and stock indexes, print-  
 outs, lists, schedules, etc.)

Destroy When Superseded  
 or Obsolete
  
- 21.2-9           MASTER CROSS- REFERENCE  
 Filed numerically  
 (Includes master cross reference  
 record, deletions, corrections,  
 etc.)

4 Years
  
- 21.2-10          FEDERAL ITEM LOGISTICS DATA  
 Filed numerically  
 (Includes federal item logistics  
 data record - DD 146, deletions,  
 corrections, etc.)

2 Years
  
- 21.2-11          STOCK CONTROL RECORD  
 RETURNABLE CONTAINERS - BF 9134  
 (Shows: purchase order number,  
 type of container, vendor's  
 name, quantity ordered, etc.)

1 Year After  
 Inactive
  
- 21.2-12          WASTE MATERIALS RECEIPT - BF 9102  
 Filed chronologically (with memo)  
 (Shows: time, truck number, date,  
 material, quantity, net weight,  
 total, delivered by, etc.)

1 Year
  
- 21.2-13          REPORTS  
 Filed chronologically  
 (a) Monthly reports of activities  
 (b) Annual Report - Acquisition  
 Cost  
 (Shows: case folder number,  
 account number, acquisition  
 cost, determined excess, etc.)

(a) 1 Year  
  
 (b) 2 Years

21.2-14 NOTICE OF CHANGE IN STORES STOCK 3 Years  
CATALOG BF 9106  
Filed numerically  
Record Copy  
(Copy of 8516B attached. Shows:  
to, date of request, source procured,  
fsn, Bureau stock number, catalog data,  
etc.)

21.2-15 STOCK CATALOG RECORDS 2 Years  
(Includes transfer stores  
requisition 8542-1-B, schedules  
of delivery, credit stores  
requisition 8617A, Notice of  
anticipated delivery 9839-F, etc.)





## MARKETING SECTION

<u>Item</u>	<u>Description</u>	<u>Retention Period</u>
21.2-24	SUPPLIER AND VENDOR CONTACT FILES Filed alphabetically (Shows: name of company or material sources of supply or contact, address, phone, etc.)	Destroy When Obsolete
21.2-25	DATA PROCESSING PRINT-OUTS (Includes vendor listing, purchase order listing, cost center listing, account number listing, stock number listing, purchase orders by state, etc.)	Destroy When Superseded
21.2-26	Deleted	
21.2-27	Deleted	
21.2-28	FEASIBILITY STUDIES (Documentation of proposed projects involving non-bureau consultants; contains purchase orders, SF 33, SF 36, BF 2000, correspondence, reports, etc.)	Destroy in Accordance With Item 21.2-16
21.2-29	CONTRACT REGISTER - BF 2156 Filed numerically (Shows: BEP number, fy, date, material, price, discount, TEP number, contract solicitation, authority, agent, amount, type, etc.)	6 Years After Termination of Contract



- 21.2-30

 TERM CONTRACT RECORD - BF 9031  
 Filed chronologically  
 (Shows: commodity, contractor,  
 contract number, price, date,  
 future contract, quantity ordered,  
 consumption, potential, schedule,  
 BEP stock number, etc.)
 

 6 Years After  
 Termination of  
 Contract
- 21.2-31

 UNIFORM ISSUE AUTHORIZATION  
 BF 2228  
 Filed chronologically  
 (Shows: security control number,  
 rank/name, company, initial or  
 other issue, items, quantity,  
 etc.)
 

 1 Year Provided  
 Audit is Clear
- 21.2-32

 REQUISITIONS AND RECEIPTS  
 Copies maintained by Cost Accounts  
 and Stock Control  
 (Includes stores requisition  
 BF 8610, requisition control log,  
 general receipt BF 9434, single  
 line item requisition system  
 document GS 1348-1, transfer stores  
 requisition BF 8542-1, credit  
 stores requisition BF 8617-C,  
 material shipment instructions BF  
 7995, guard uniform dry cleaning receipt  
 and invoice BF 9092, dry cleaing log,  
 receipt for cash-subvoucher SF 1165, fed  
 strip requisition and receipt books,  
 etc.)
 

 1 Year After  
 Completion or  
 Cancelation, Provided  
 Audit is Clear
- 21.2-33

 UNIFORM CONTROL ACCOUNT - BF 2229  
 Filed alphabetically  
 (Shows: company, badge number,  
 locker number, name, anniversary  
 date, activity, issue number, date,  
 etc.)
 

 Destroy Upon  
 Separation
- 21.2-34

 ANNIVERSARY DATE CARD  
 Filed chronologically  
 (Shows: name and date, etc.)
 

 Destroy Upon  
 Separation

- 21.2-35            STOCK CONTROL RECORD - GUARDS            1 Year  
EQUIPMENT - BF 9316  
Filed alphabetically
  
- 21.2-36            BIN LOCATOR RECORD - BF 9873            Destroy When  
Filed numerically                            Obsolete  
    (Shows: storeroom, unit of  
    issue, location, stock item  
    number, description, etc.)
  
- 21.2-37            GUARD CLOTHING SIZE RECORD            Destroy Upon  
Filed alphabetically                        Separation  
    (Shows: item, size, signature,  
    date, etc.)
  
- 21.2-38            STOREROOM MONTHLY ACTIVITY            1 Year  
REPORT - BF 1845  
    (Shows: from, total received,  
    purchase orders, line items,  
    weight, issued, etc.)
  
- 21.2-39            NOTICE OF CHANGE IN STORES STOCK    1 Year  
CATALOG BF 9106  
Filed chronologically  
    (Shows: to, request date, source  
    procured, federal stock number,  
    BEP stock number, etc.)
  
- 21.2-40            RECEIVING AND INSPECTION REPORTS    1 Year  
    (Contains supply contracts SF 36,  
    general receipt BF 9434, etc.)
  
- 21.2-41            INVENTORY REPORT - BF 1933            Destroy When  
    (Shows: cost center, federal stock    Superseded  
    number, BEP number, unit of issue,  
    location, physical count, etc.)
  
- 21.2-42            PURCHASE ORDER - BF 7989            1 Year  
Record Copy maintained by Transactions  
Filed numerically and by shop  
    (Shows: number, date, days  
    delivered, due, type, requisition  
    number, gbl number, vendor, etc.)
  
- 21.2-43            DELIVERY SERVICE REQUEST - BF 8525    1 Year  
Filed chronologically  
    (Shows: date requested, supplies/  
    equipment, pick-up from, deliver  
    to, etc.)

21.2-44 NOTICE OF ANTICIPATED DELIVERY - 1 Year  
 BF 9839-B  
 Filed chronologically  
 (Shows: purchase order number,  
 originator, date prepared,  
 requisition, deliver to, etc.)

21.2-45 REJECTION AND/OR ADJUSTMENT REQUEST 1 Year  
 BF 9840  
 (Shows: purchase order number,  
 date received, component, room  
 number, description, reason for  
 request, etc.)

21.2-46 WAREHOUSE SHIPMENT RECORDS 2 Years  
 (Includes warehouse in-bound  
 shipment register BF 2233, etc.)

STOCK CONTROL

21.2-47 RECEIPTS AND RECEIVING 2 Years  
 REPORTS  
 Filed chronologically  
 (Contains purchase orders,  
 amendment notices, requisition  
 documents, etc.)

21.2-48 REQUISITIONS 2 Years After  
 Filed numerically Completion or  
 (Includes stores requisitions, Cancelation  
 order requests, blank printing GRS 3, #9  
 paper, purchase of materials or  
 services, credit stores, adjustment  
 notices, fixed assets and/or services,  
 stock returned to stores, transfer  
 stores, etc.)

21.2-49 DATA PROCESSING PRINT-OUTS Destroy When  
 (Includes term contract Superseded or 1 Year  
 analysis, stores catalogs,  
 fedstrip orders, etc.)

21.2-50 VOUCHERS 2 Years  
 Filed numerically  
 Record Copy in General Accounts  
 (Consists of reimbursement vouchers,  
 subvouchers, machine tapes, journal  
 vouchers, etc.)

21.2-51	PHYSICAL INVENTORY FILES Filed chronologically (Includes inventory, discrepancy reports, adjustments, correspondence, etc.)	2 Years and After Reconciliation of Discrepancies
21.2-52	MATERIAL SHIPMENT INSTRUCTIONS - PROPERTY REMOVAL PERMIT - BF 7995 Copies maintained by General Accounts, Protective Services, Receiving and Shipping (Shows: instruction number, date, reference document, ship to, adjust- ment, pick-up data, etc.)	2 Years
21.2-53	PROPERTY TRANSFER SCHEDULE BF 8622 Copies maintained by General Accounts, Supply Branch (Shows: cost centers, Bureau identification number, description, manufacturer, fixed asset, depreciation, etc.)	2 Years and After Property Cards are Posted
21.2-54	PRINT ORDERS Record Copy maintained by Production Scheduling (Includes print order BF 9133, showing product code and title, smp number, date, order number, etc.)	1 Year
21.2-55	NOTICE OF CHANGE IN STORES STOCK CATALOG - BF 9106 Record Copy maintained by Stock Catalog (Shows: source, fsn, bepsn, catalog data, description, etc.)	1 Year
21.2-56	TRANSMITTALS - MEMORANDA Filed chronologically (Includes memo of receipt, memo of requisition, accounts payable, report of fixed assets, excess property transmittals, etc.)	2 Years GRS 3,#3

21.2-57	<p>REPORTS          Filed chronologically          (Includes quarterly stock balances, number and value of stock items, report on steel plates, monthly activity statement BF 1603, monthly report of fixed assets BF 1792, stock status reports BF 7918 and 9363, monthly inventory report BF 9772, inventory report BF 1933, etc.)</p>	2 Years
21.2-58	<p>INVENTORY RECORDS AND FILES          (Includes stock record replenishment record GSA 0532, stores stock control record BF 8098 and 8616, inventory record BF 8912, stock replenish requisition and record BF 8997, stock activity record BF 1776, forms records BF 8892, etc.)</p>	Destroy 2 Years After Discontinuance of Item; 2 Years After Transferred to New Card or 2 Years After Asset is Removed GRS 3, #10b
21.2-59	<p>WORK SHEETS, SUMMARY ANALYSIS, MACHINE TAPES, ETC.</p>	1 Year
21.2-60	<p>SUPPLY CATALOGS          (GSA, BEP, GPO. Manuals, Lists, etc.)</p>	Destroy When Superseded or Obsolete
21.2-61	<p>STOREROOM STOCK REVIEW          REQUEST - BF 1657          (Shows: sequence number, stock number, f.i.i.n. number, description, balance, levels, etc.)</p>	2 Years

#### SUPPLY BRANCH

21.2-62	<p>VAR SOL AND OIL REPORT          Filed chronologically          (Contains supply memo regarding varsol and old requisitions, issue record-lower storeroom BF 1190, etc.)</p>	1 Year
21.2-63	<p>ACTIVITY AND STATUS REPORTS          Filed chronologically          (Includes storeroom monthly activity reports BF 1845, supply status reports, stock status report BF 7918, inventory record BF 8912, etc.)</p>	1 Year

21.2-64	WORK MEASUREMENT REPORTS Filed chronologically (Shows: storerooms, receipt and inspection reports, number items received, pounds received, stores requisitions, items issued, etc.)	2 Years
21.2-65	SOLICITATION, OFFER AND AWARD INVENTORY SHEETS Filed alphabetically Record Copy maintained by Procurement (Contains solicitation, offer and award SF 33, equal opportunity statement, supplemental provisions, specifications, amendments, etc.)	Destroy Upon Termination of of Contract
21.2-66	DEMURRAGE -FREIGHT SHIPMENTS Filed chronologically Record Copy filed in General Accounts (Contains monthly demurrage audit statement BF 2097, statements of demurrage or detention charges, monthly demurrage audit statement, etc.)	2 Years Provided Audit is Clear
21.2-67	DISCREPANCY IN SHIPMENT REPORT Filed numerically (Contains discrepancy in shipment report SF 361, photographs, memoranda, material shipment instructions, freight inspection report, etc.)	1 Year After Reconciliation of Discrepancy
21.2-68	GUARD FORCE STOREROOM Filed chronologically (Contains monthly cost memos, physical inventory reports, dry cleaning receipts and invoices, etc.)	1 Year
21.2-69	DAMAGED SHIPMENT FILES (Contains photos and correspondence pertaining to material damaged in shipment, etc.)	Destroy 1 Year After Settlement

21.2-70	BILLS OF LADING Filed chronologically (a) (Shows: company, traffic control number, car length, furnished, date issued, description, number of articles, etc.) (b) Bills of Lading Registers	(a) 3 Years  (b) 3 Years After Final Entry GRS 9,#1
21.2-71	RECEIPT/DELIVERY CONTROL RECORDS Record Copy in Transactions (Includes notice of anticipated delivery BF 9839, material shipment instruction BF 7995, request for inspection or practical trial BF 8584, test report BF 9716, amendment notice, single line item requisition system document GS 1348, notice of stock received BF 9116, etc.)	1 Year
21.2-72	CREDIT REQUISITIONS - ROLL PAPER IN SHEETS - BF 9469 Filed chronologically (Shows: requisition number, date, cost center, account number, weight, etc.)	1 Year
21.2-73	POSTAGE STAMP PAPER - REJECTED, TRANSFERRED, ETC. Filed chronologically (Contains memoranda to suppliers reporting unsatisfactory paper, etc.)	1 Year
21.2-74	TRANSFER STORES REQUISITION - BF 8542 Filed chronologically (Shows: requisition number, date, transfer from cost center, location, account number, transfer to cost center, etc.)	2 Years
21.2-75	REPORTS OF EXCESS PROPERTY Filed chronologically (Shows: case folder number, cost center, office report number, description, acquisition cost, book value, etc.)	3 Years GRS 4,#5

21.2-76	PROPERTY TRANSFER SCHEDULE - BF 8622 Filed chronologically Record Copy maintained by General Accounts (Shows: from, cost center, location, schedule number, destination, date prepared, etc.)	2 Years, Provided Property Cards in General Accounts are Reconciled
21.2-77	ORDERS FOR INTERNAL REVENUE PAPER Filed chronologically (Shows: date, cards, sheets, etc.)	1 Year
21.2-78	STORES REQUISITIONS SENT TO STOCK CONTROL LOG BOOK (Shows: date, section, number or articles requested, requisition number, etc.)	2 Years After Final Entry
21.2-79	EMPLOYEE CARDS Filed alphabetically (Shows: supply branch employee name, address, phone, ssan, cost center, position, grade, etc.)	Destroy Upon Separation
21.2-80	STOCK REPLENISHMENT REQUESTS AND RECORD - BF 8997 Filed numerically (Shows: stores class, stock unit, ordering, unit price, request date, balance, vendor, etc.)	2 Years After Final Entry
RECEIVING AND SHIPPING		
21.2-81	PURCHASE ORDERS Filed numerically Record Copy maintained by Transactions (Including amendment notices, shows number, days delivered, due, type, requisition number, vendor, etc.)	2 Years
21.2-82	SHIPPING ORDERS	1 Year
21.2-83	MONTHLY RECEIVING AND SHIPPING REPORT - BF 1847 Filed chronologically (Shows: month, receipt and issue, out shipments, in shipments, etc.)	1 Year



- 21.2-84            MONTHLY DEMURRAGE AUDIT                            1 Year Provided  
STATEMENT - BF 2097                                    Audit is Clear  
Filed chronologically  
Record Copy in General Accounts  
    (Shows: year, car notice, ordered,  
          released, item, purchase order number,  
          etc.)
- 21.2-85            SINGLE LINE ITEM REQUISITION                        1 Year  
SYSTEM DOCUMENT - GSA 1348  
Filed numerically  
    (Shows: document identification,  
          route identification, fsc, stock  
          number, unit of issue, shipped,  
          etc.)
- 21.2-86            STOCK REPLENISHMENT ORDER                            1 Year  
Filed chronologically  
    (Shows: items needed, quantity,  
          date, etc.)
- 21.2-87            BILLS OF LADING                                        3 Years  
Filed alphabetically  
    (Shows: shipper's number,  
          agents number, received from,  
          consigned to, collect on delivery,  
          etc.)

# OFFICE OF INDUSTRIAL RELATIONS

23.0000

OFFICE OF  
INDUSTRIAL RELATIONS

23.1000

HUMAN RESOURCE  
DEVELOPMENT  
DIVISION

23.1100

CAREERS BRANCH

23.1200

EMPLOYEE RELATIONS  
BRANCH

23.2000

PERSONNEL  
MANAGEMENT  
DIVISION

23.2100

PERSONNEL STAFFING  
BRANCH

23.2200

WAGE & CLASSIFICATION  
BRANCH

23.2010

MANPOWER  
INFORMATION &  
RECORDS SECTION

23/C

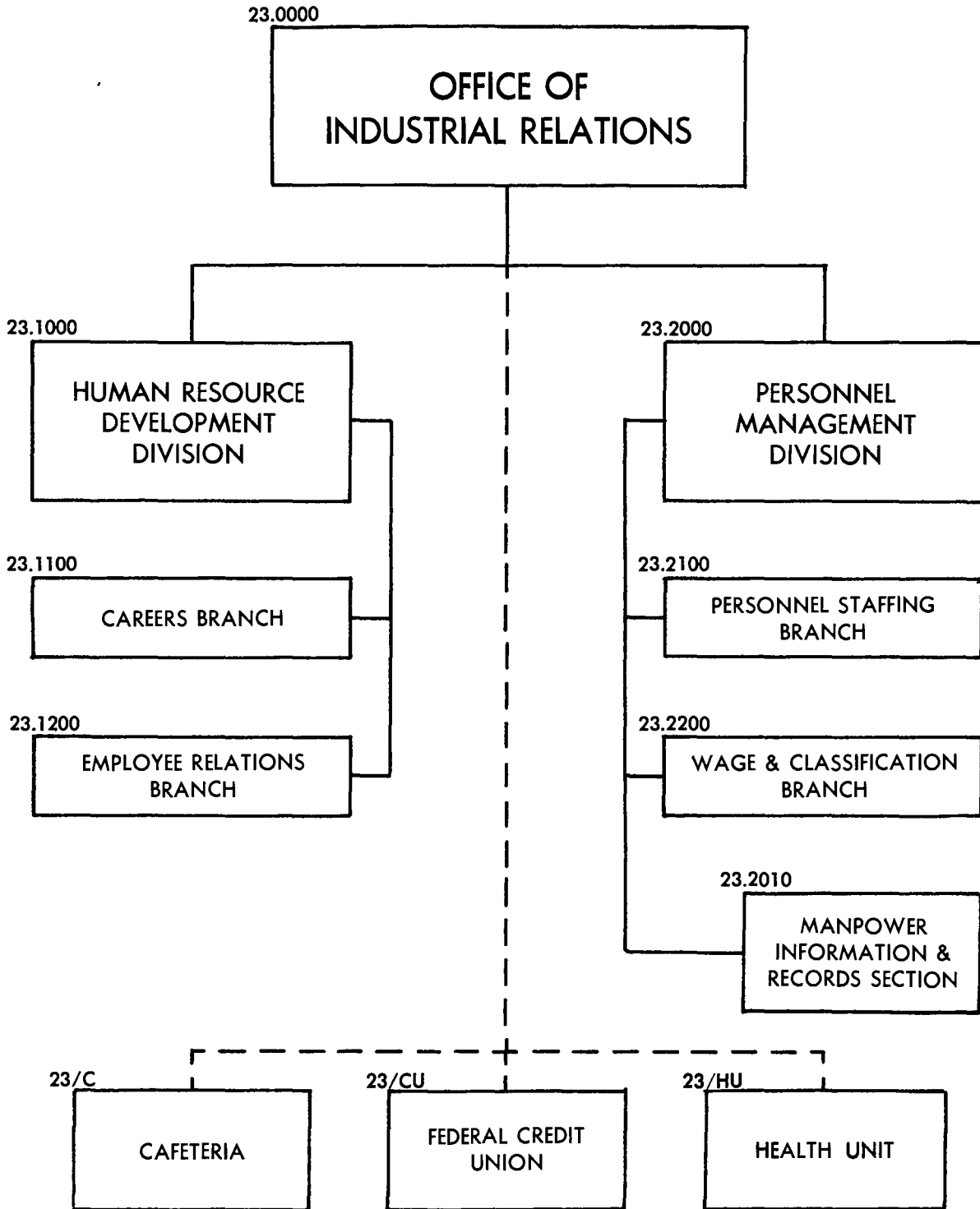
CAFETERIA

23/CU

FEDERAL CREDIT  
UNION

23/HU

HEALTH UNIT



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Office of Industrial Relation-23.0000

<u>Item</u>	<u>Description</u>	<u>Retention Period</u>
23- (1)	UNION FILES Filed by union title (Contains: letters and information concerning unions, contract format information, etc.)	3 years
23- (2)	DUES WITHOLDING (Shows: employee name, deduction description, deduction amount, balance, full payment price, address and officials of union, etc.)	Dispose Upon Final Payment
23- (3)	UNIONS - AGREEMENTS (Contains: agreements between unions and the Bureau, memo of agreement, labor-management agreement, training program projections, etc.)	3 contract periods
23- (4)	UNIONS-ARBITRATIONS (Contains: Advisory arbitration, arbitration hearing files and exhibits, etc.)	3 years
23- (5)	ACCESSIONS AND SEPARATIONS Filed chronologically (Shows appointments by job title, grade, retirements, employees lost, etc.)	1 year after date of action
23- (6)	AWARDS-STATUS OF AWARDS OUTSTANDING 90 DAYS Filed chronologically (Shows: date of action, date received, subject matter of suggestion, status, reason for delay, etc.)	1 year
23- (7)	APPEALS FILES Filed Chronologically (Contains: letters of appeal, promotion policy, general and individual appeals, etc.)	1 year after close of file

23- (8)	CONGRESSIONAL CORRESPONDENCE AND INQUIRIES Filed chronologically	2 years
23- (9)	PROMOTION CORRESPONDENCE AND INQUIRIES Filed chronologically	1 year
23- (10)	LOG OF SEPARATIONS Filed alphabetically (Shows: name, job title, grade, salary, status, division, cost center, type and date of separation, etc.)	1 year after separation

## EEO Staff

<u>Item</u>	<u>Description</u>	<u>Retention Period</u>
23-11 (1)	<p>FORMAL AND INFORMAL COMPLAINTS OF DISCRIMINATION</p> <p>Filed alphabetically by employee's name</p> <p>Each file contains:</p> <ol style="list-style-type: none"> <li>a. A written complaint by employee to EEO staff.</li> <li>b. Two copies of a letter from EEO to employee regarding the status of a complaint</li> <li>c. Record of a meeting with the employee</li> <li>d. Letter from Office Chief to EEO commenting on complaint</li> <li>e. Memo from EEO specialist to EEO officer.</li> <li>f. CERTIFICATE OF ELIGIBLES BF 1693 (Shows: name, grade, rank, date, position, date, etc.)</li> <li>g. SUPERVISORY CANDIDATE PROFILE BF 1715-2A (copy) (Shows: to, certificate no., position title, schedule, name of employee and org. component, etc.)</li> <li>h. REGISTER OF ELIGIBLES - BF 2028 (Shows: date established, announcement no., position title, series-grade, name, etc.)</li> <li>i. Job description</li> </ol>	<p>Dispose 4 years after final adjustment GRS1, #26</p>
23-12 (2)	<p>DISTRIBUTION OF EMPLOYMENT BY PAY PLAN AND GRADE</p> <p>Printout Quarterly (Shows: pay plan, grade, total male and female, total Negro male and female, Orientals, Aleut., Eskimo, Other, etc.)</p>	<p>Dispose when Superseded or 1 year</p>

23-13 <del>(S)</del>	NON-PAYROLL MASTER FILE Printout Quarterly (Shows: social security no., birth month and year, name, sex, noa and noa date, pay plan, grade, salary, geographic location, etc.)	Dispose when Superseded or 1 year
23-14 <del>(S)</del>	REPORTS OF INVESTIGATION OF EEO COMPLAINT Filed by employee name (Narrative investigative report of findings.)	Dispose 4 years after final adjustment GRS1, #26
23-15 <del>(S)</del>	QUARTERLY MINORITY GROUP STATISTICS Printout Quarterly (Shows: pay plan-series, grade; total males and females, Negroes- male and female, Orientals, Eskimos, etc.)	Dispose when Superseded or 1 Year
23-16 <del>(S)</del>	EEO SUPERVISOR SEMINAR DAYS (Contains: list of supervisors attending training, questionnaires and information concerning program, etc.)	2 years
23-17 <del>(S)</del>	MINORITY STATISTICS - BEP (Shows: GS position, Bureau total of Negroes, office, etc.)	1 year
23-18 <del>(S)</del>	SCHEDULE OF PROMOTIONS (Shows: grade of minority and promotion granted.)	1 year
23-19 <del>(S)</del>	SCHEDULE OF VACANCY REQUIREMENTS GS-5, CRAFTS, ETC. Unfilled for 60 days (Shows: requisition no., date submitted, no. of vacancies, position title, proposed method of filling vacancy, remarks, etc.)	1 year
23-20 <del>(S)</del>	PERSONNEL TURNOVER - CRAFT POSITIONS (Shows: Position, total authority, vacancies, total positions filled, etc.)	1 year



23-21 <del>(11)</del>	YOUTH OCCUPATIONAL COUNSELING (YOC) PROGRAM (Contains: bulletins and information concerning program purpose, goals, etc.)	Dispose when Superseded or 1 year
23-22 <del>(12)</del>	QUALIFICATION REVIEW BOARD (QRB) FILE (Contains: a. Employee Work Performance Record - BF 1884-1 (Shows: employee name, grade, number, cost center, rating, etc.) b. Evaluation Worksheef (Shows: applicant name, BF 1884-1 rating, BF 1884-2 rating, awards, self improvement efforts, comments.)	1 year after close of file GRS1, #9
23-23 <del>(13)</del>	CRAFT TRAINING PROGRAM FILES (Contains: memos, correspondence, program outlines for each craft.)	3 years after close of file GRS1, #3
23-24 <del>(14)</del>	EEO FILES a. EEO Members (Lists members, includes correspondence.) b. EEO Attendance Filed chronologically (Shows: time, employee name, section.)	2 years after close of file
23-25 <del>(15)</del>	REPORTS ON MINORITY GROUPS (1966) 1 - Report of Negro employment in BEP (Shows: number of Negroes on rolls, number of Negroes in GS, number of Negroes in supervisory capacity, etc.)	2 years GRS1, #16
23-26 <del>(16)</del>	EEO COUNSELING Filed chronologically (Narrative report of employees counseled.)	1 year after close of file GRS1, #8
23-27 <del>(17)</del>	EEO SUMMARIES OF MEETINGS Copies maintained by mail and files Filed chronologically (Narrative summaries of EEO meetings.)	2 years
23-28 <del>(18)</del>	EEO Training Filed chronologically (Shows: training program, number of females, total of trainees of each sex, race, etc.)	2 years

## Human Resource Development Division

<u>Item</u>	<u>Description</u>	<u>Retention Period</u>
23.1-1 <del>(X)</del>	UPWARD MOBILITY CANDIDATE FILES Filed alphabetically (Contains some or all of: A) Position or Register Application - BF 1667 B) Qualifications and Skills Inventory Upward Mobility - BF 1871-1 C) Counseling Record D) Final Assessment Report and Working Papers E) Employee Essays F) Supervisory Appraisal - UMP - BF 2224)	2 Years or When Superseded or Upon Separation
23.1-2 <del>(X)</del>	PLAN A ASSESMENT FILES Filed alphabetically (Shows: employee name, assesment center scores, etc.)	3 Years
23.1-3 <del>(X)</del>	UPWARD MOBILITY PROGRAM Filed chronologically (Contains: memos, procedures and announcements dealing with the Bureau's Upward Mobility Program.)	1 Year or When Superseded
23.1-4 <del>(X)</del>	GALLATIN AWARDS Filed chronologically (Memo requesting printing of Gallatin Award certificates showing: employee name, Treasury Service, effective date.)	1 Year
23.1-5 <del>(X)</del>	NOMINATION FOR IN-HOUSE TRAINING COURSES - BF 2014 (Plus Memos) Filed chronologically (Shows: name of nominee, position, grade or level, course, supervisor's comments re: training needs, etc.)	1 Year
23.1-6 <del>(X)</del>	MISCELLANEOUS INFORMATIONAL FILES: SUPERVISORY PERSONNEL SYSTEM ATTITUDE SURVEY EXECUTIVE DEVELOP- MENT MANAGEMENT BY OBJECTIVES KEPNER-TREGOE, etc.	Dispose When Superseded or After Close of File

23.1-7

~~(7)~~

INTERDIVISION TRANSFER DIVISION

1 Year

BF 8324-C

Filed by schedule number

(Shows: schedule no., receiving  
division, delivering division,  
date, description, design or  
series, etc.)

## EMPLOYEE RELATIONS BRANCH

<u>Item</u>	<u>Description</u>	<u>Retention Period</u>
23.1-8 (A)	DISCIPLINE CASE INDEX Filed by violation <u>Note:</u> In addition to the records specified, each file contains a <u>list</u> showing: name of person involved, nature of information, action, where filed, remarks.	Dispose With Related File (See Items <del>2-3</del> ) 23.1-9, + -10)
23.1-9 (B)	DISCIPLINE CASE FILES Filed alphabetically (Each discipline case file includes: 1. Formal Grievance Statement 2. Supervisors Statement 3. Reprimand 4. NOTIFICATION OF PERSONNEL ACTION-SF 50 5. Request for Personnel Action- SF 52 6. REPORT OF SECURITY INVESTIGATION- BF 1547 A 7. UNSCHEDULED ABSENCE RECORD BF 8805 8. AWOL CHARGE NOTICE- BF 8017 9. Worksheets of interviews with employee.)	1 Year After Close of File
23.1-10 (C)	DISCIPLINE CASES Filed by year (Includes: 1. WEEKLY DISCIPLINARY ACTION SUMMARY- 2. REPORT OF SECURITY INVESTIGATION - 3. INVESTIGATION/SECURITY SURVEY - BF 9419-B	1 Year After Close of File

4. VOLUNTARY STATEMENT-BF 9727-1
5. MISCELLANEOUS MEMOS AND REPORTS.)

23.1-11 (A)	<p>APPEALS CASE FILES            Filed by employee name            (Contains: 1. Official Report of Proceedings before the U.S. Civil Service            2. Employee Case File</p>	1 Year After Close of File
23.1-12 (B)	APPEALS INFORMATIONAL FILES	3 Years
23.1-13 (C)	<p>ADVERSE ACTION APPEALS            Filed Chronologically            (Contains: Personnel Bulletins, BEP memo responses to bulletins.)</p>	3 Years
23.1-14 (D)	<p>APPEALS - GRIEVANCE INDEX            (Shows: name, division, grievance, route of appeal, decision.)</p>	<p>Dispose With Related File            (See Item 4)            23.1-11</p>
23.1-15 (E)	<p>APPEALS - ADVERSE ACTION            (Shows: name, reason and effective date, to CSC, disposition.)</p>	<p>Dispose With Related File            (See Item 4)            23.1-11</p>
23.1-16 (F)	<p>APPEALS AND GRIEVANCE EXAMINERS            (Memos, training information, examiners listings.)</p>	3 Years
23.1-17 (G)	<p>APPEALS - PROBATIONARY EMPLOYEES            (Shows: name, decision, reason and effective date, disposition.)</p>	<p>Dispose With Related File            (See Item 4)            23.1-11</p>
23.1-18 (H)	<p>MISCELLANEOUS APPEALS PROCEDURES AND POLICIES            (Includes: CSC Appeals Procedures, BEP Grievance Procedures, Promotion Policy, etc.)</p>	<p>Dispose When Canceled or Superseded</p>

23.1 19 (12)	<p>ARREST CASES        Filed alphabetically        (Includes:</p> <ol style="list-style-type: none"> <li>1. REPORT OF SECURITY INVESTIGATION BF 15447 A</li> <li>2. INVESTIGATION SECURITY SURVEY REPORT BF 9419-2</li> <li>3. REPORT OF INCIDENT (Narrative)</li> </ol>	<p>Dispose Upon Conviction, Acquittal, or Other Disposition of Case</p>
23.1-20 (13)	<p>GRIEVANCE BULLETIN PRINTOUT        (Used to document which employees receive copies of Grievance Bulletin - shows: cost center, employee no., name, signature, date.)</p>	<p>Dispose When Superseded</p>
23.1-21 (14)	<p>WEEKLY DISCIPLINARY ACTION REPORT BF 9550        Filed Chronologically        (Shows: employee name, branch, position, charge, action taken, week ending, component reporting, date of action, occasion, etc.)</p>	<p>3 Years</p>
23.1-22 (15)	<p>DISCIPLINE PROCEDURES FILES        Cross-reference file indicating file number and subject.</p>	<p>3 Years</p>
23.1-23 (16)	<p>WORK ERRORS - DISCIPLINARY ACTIONS- Surface Printing Division        (Shows: date, employee, position, charge, penalty, etc.)</p>	<p>1 Year</p>
23.1-24 (17)	<p>WORK ERRORS - Plate Printing - (Printing on wrong denomination stock.)        (Includes: 1. REQUEST FOR PERSONNEL ACTION - SF 52        2. Memos and bulletins</p>	<p>1 Year</p>

23.1 25 (18)	<p>DATA MOVEMENT CONTROL (Includes:</p> <ol style="list-style-type: none"> <li>1. COMPLETION NOTICE (Shows: date, organization ID, completion statement, form and entry count, data collector's signature.)</li> <li>2. GOV'T EMPLOYEE INCENTIVE AWARDS PROGRAM ANNUAL REPORT-SF 69</li> <li>3. Various Memos</li> </ol>	1 Year
23.1-26 (19)	<p>GRIEVANCE PROCEDURES, BULLETINS, HISTORICAL BACKGROUND, miscellaneous information concerning cases.</p>	3 Years
23.1-27 (20)	<p>GAMBLING AND BLACKJACK FILES (Includes:</p> <ol style="list-style-type: none"> <li>1. REPORT OF SECURITY INVESTIGATION-BF 1547</li> <li>2. INVESTIGATION/SECURITY SURVEY - BF 9419-B</li> <li>3. VOLUNTARY STATEMENT - BF 9727-1</li> <li>4. Letters and miscellaneous information.)</li> </ol>	3 Years After Close of File
23.1-28 (21)	<p>BLOODMOBILE DONORS INDEX FILE Filed alphabetically by employee name (3 x 5 cards) (Shows: name, section, date of donation.)</p>	Dispose Upon Separation
23.1-29 (22)	<p>BLOODMOBILE VISITS Filed by date (Informational file containing list of donors, memos from offices listing donors, miscellaneous memos pertaining to blood program.)</p>	2 Years
23.1-30 (23)	<p>BLOODMOBILE DRIVES (Shows: date of visit, no. reported, no. of donations, no. rejected; also includes memos announcing Blood Day.)</p>	2 Years

23.1-31 (24)	MISCELLANEOUS BLOOD PROGRAM FILES (Includes: publicity, 1 gallon donors list, administrative excused leave list, etc.)	3 Years
23.1-32 (25)	TREASURY WELFARE ASSOCIATION - LOAN (Includes: 1. STATEMENT OF INDEBTEDNESS (Shows: employee name, address, date, amount of indebtedness, payment on account, unpaid balance, evidence of payment.) 2. POWER OF ATTORNEY (Shows: name, address, date, notary, etc.) 3. CASH RECEIPT NON BUREAU FUNDS - BF 9330 (Shows: date, received from, organizational component, amount, for (amount) recipient, etc.) 4. TREASURY LOAN APPLICATION	3 Years After Close of File
23.1-33 (26)	EMPLOYEE INDEBTEDNESS RECORD - BF 9447 Filed alphabetically (Shows: name of creditor, date of complaint, letters, remarks, result of review, employee, division, etc.)	2 Years After Close of File
23.1-34 (27)	EMPLOYEE INDEBTEDNESS LOG (Compiled from information on Employee Indebtedness Record - BF 9447)	2 Years



23.1-  
35 (28)

EMPLOYEE DEBT FILES  
Filed alphabetically

2 Years After  
Close of File

- 1. DEBT COMPLAINT TRANSMITTAL - BF 1373  
(Shows: name of employee, date, results of interview, total no. complaints, etc.)
- 2. ACKNOWLEDGEMENT OF COMPLAINT AND NOTICE TO EMPLOYEE - BF 1318  
(Letter to agency concerning a debt owed by an employee.)
- 3. LAWYERS LETTERS
- 4. CREDIT ASSOCIATION LETTERS

23.1-36  
(29)

LETTER RE: INDEBTEDNESS TO INTERNAL REVENUE  
(Shows: Letter to employee stating levy placed against his/her salary and noting that next salary will be reduced to pay levy.)

1 Year After  
Final Payment

23.1-37 (30)

TRANSMITTAL OF PAYMENTS FOR INDEBTEDNESS BF 2193  
(Shows: check amount, employee name, paid to account of employed.)

2 Years After  
Close of File

23.1-38 (31)

AGREEMENT FORMS - AGREEMENT TO TO PAY DEBTS  
(Letter signed by employee agreeing to pay debt owed- shows employee name, debt, etc.)

2 Years After  
Close of File

23.1-39 (32)

RECORD OF SECURITY VIOLATIONS Log Book  
(Shows: date, name, division, charge, date closed- distributed.)

3 Years

23-1 40 (33)	SICK LEAVE CERTIFICATES INDEX Filed alphabetically by name of employee (Shows: name/division, awarded for - hours, date.)	Dispose Upon Separation
23.1-41 (34)	SEPARATIONS AND NAME CHANGES (Shows: date, retired and resigned, employee by name.)	2 Years
23.1-42 (35)	TREASURY DEPARTMENT STATUS REPORTS Filed Chronologically (Shows: Bureau, no. employees, no. participating, percent participating, etc.)	3 Years
23.1-43 (36)	U.S. BOND CAMPAIGN FILES Filed by year (Contains: reports, meeting information, instructions, campaign plans, etc.)	3 Years
23.1-44 (37)	PAYROLL SAVING CAMPAIGN PROGRESS REPORT BF 1810 Filed Chronologically (Copy also to Office Chief and Orig. Office). (Shows: to, date, from, no. of employees, percent of participation, activity since campaign beginning, etc.)	3 Years
23.1-45 (38)	MISCELLANEOUS BOND PROGRAM IN- FORMATION (Bulletins, circulars, brochures, listings, memos, progress reports.)	3 Years
23.1-46 (39)	SICK LEAVE CLUB (Contains: 1. Listing of em- ployees in each area of hours 2. Computer Print-Out (Showing: cost center, employee no., name, sick hours, certificate received.)	1 Year

23.1-47 (46)	RETIREMENT PROGRAM (Information brochures, workshop materials for retirement program.)	3 Years
23.1-48 (44)	OPEN SEASON - HEALTH BENEFITS PROGRAM (Contains: background information, memos, bulletins, miscellaneous materials.)	3 Years
23.1-49 (47)	KEYMAN'S CAMPAIGN PROGRESS REPORT BF 1733 Filed Chronologically (Shows: division, report number, name of contributor, amount of pledge, etc.)	2 Years
23.1-50 (43)	COFFEE DERBY - CFC CAMPAIGN Filed by year (Includes: 1. REQ for MIS- CELLANEOUS SERVICES BF 1826 2. INTERDIVISION TRANSFER SCHEDULE- BF 8324 3. STATISTICS, MEMOS, MISC. INFORMATION, COPIES FOR POSTING COFFEE DERBY PERCENTAGES, etc.)	2 Years
23.1-51 (44)	FINAL REPORTS - CFC Filed by reporting unit (Shows: quota, percent of quota, grand total, no. of employees, no. of pledges, percent of participation, amount of pledges.)	2 Years
23.1-52 (45)	SPECIAL GIFTS FILE - CFC (Shows: name, salary, year, amount pledged.)	2 Years
23.1-53 (46)	CFC-INFORMATION-FILES (Contains: clippings and ideas, organization, miscellaneous CFC materials.)	3 Years

23.1-54 (47)	JOURNAL OF CAMPAIGN SUBSCRIPTIONS- BF 2244 (Shows: employees on roll, suggested quota, component, # pledges, amt. pledged, etc.)	2 Years
23.1-55 (48)	CONSOLIDATED CAMPAIGN PROGRESS REPORT - BF 1734 (Shows: report no., unit, numbered of, percent participation, amount pledged, total, etc.)	2 Years
23.1-56 (49)	HEALTH CASES Filed <b>ALPHABETICALLY</b> (Contains: workpapers, reports of sickness, history of examinations, doctor's statement, etc.)	Dispose 6 Years After Date of Last Papers in File GRS1 #21
23.1-57 (50)	HEALTH CONTRACTS (Information pertaining to grade raise for nurses, Public Health Contract, Agreement Number 11, etc.)	2 Years
23.1-58 (51)	ALCOHOLISM - ANNUAL REPORTS - CSC 1210 (copy) Filed chronologically (Shows: no. alcoholics, treatment, etc.) Also includes memo and Health Unit Reports	3 Years
23.1-59 (52)	MEDICAL OFFICE STATISTICS - HEALTH UNIT MONTHLY STATISTICAL REPORT - HSM 606 Filed chronologically by month (Shows: health unit, date, agency, no. of first visits this year, no. visits this month, all agencies total, Tables, 1, 2, 3, etc.)	3 Years

23.1-60  
(55)  
DIABETIC SCREENING TEST 2 Years  
Filed by year of screening  
(Contains: memos announcing  
program, memos from offices  
listing prospective  
candidates for testing, no.  
employees scheduled for testing,  
etc.)

23.1-61  
(54)  
CHEST X-RAY PROGRAM 3 Years  
(Shows: office, no. of  
employees tested, shift,  
date.)

23.1-62  
(58)  
HEALTH - FITNESS FOR DUTY 3 Years  
(Contains: policies,  
procedures, bulletins, re-  
garding fitness, furnishing  
medical health, examinations.)

23.1-63  
(56)  
FITNESS FOR DUTY - INVOLUNTARY 3 Years  
DISABILITY RETIREMENT  
(Contains: authority,  
USPHS Federal Employee Health  
Program, psychiatrists, etc.)

23.1-64  
(57)  
ANNUAL REPORT ON FEDERAL EMPLOYEES 3 Years  
OCCUPATIONAL HEALTH PROGRAMS  
Filed chronologically

23.1-65  
(58)  
HEALTH PROGRAMS INFORMATION 3 Years  
1. Medicaid  
2. Flu Shots  
3. Hypertension  
4. Sickle Cell Anemia  
5. Narcotics  
6. Cancer  
7. Glaucom  
8. Kidney Machine Project  
9. Mental Cases  
(Each file contains brochures,  
newspaper clippings, memos  
announcing program, list of  
employees taking advantage of  
program, etc.)

23.1-66  
(59)  
HOURS OF DUTY INFORMATION 3 Years  
(Contains: decisions giving  
offices paid lunch hours, less  
than 40 hour week, change in  
work week, etc.)

23.1-67 (60)	ADMINISTRATIVE EXCUSED LEAVE OF EMPLOYEES Filed chronologically (Cases and statements of employees concerning excused leave.)	3 Years
23.1-68 (61)	LEAVE-ATTENDANCE LWOP (Letters indicating employee in leave without pay status.)	2 Years
23.1-69 (62)	LEAVE-ADVANCED SICK LEAVE Filed chronologically (Memos or letters requesting advance of sick leave.)	2 Years
23.1-70 (63)	LEAVE SUMMARY-PRINTOUT (Shows: cost center, employee number, name, hours.)	1 Year or When Superseded
23.1-71 (64)	MISCELLANEOUS LEAVE FILES 1. Attendance Reviews 2. Sample Cases 3. Unscheduled Absences 4. Attendance Contacts 5. Absence Contacts 6. Correspondence 7. Regulations 8. Special Study re: Lunch Time 9. Military 10. Special Notices 11. Compensatory and Overtime 12. Leave Regulations - (April 1959 - 1968) 13. Statutory Changes in Use of Annual Leave 1973 14. Sick Leave Certificates 15. Sick Leave Club 16. Jury Duty	3 Years
23.1-72 (65)	WORK CONNECTED INJURIES BY COST AND CAUSE-- Filed chronologically (Shows: office, current total employees, estimated cost-lost-time, current year cost-lost time, etc.)	1 Year

23.1-73 (66)	MISCELLANEOUS SAFETY FILES (Contains: reports, information, bulletins, circulars, memos, eyeglass program, special efforts, etc.)	1 Year
23.1-74 (67)	DEATH FILES Filed chronologically (Contains: Letters of Condolence to family of deceased, newspaper clippings and official notices.)	3 Years
23.1-75 (68)	DIRECTOR FILES (Contains letters, clippings, award citations, anniversary party plans (1967), special affairs, general information pertaining to present and previous Directors of BEP)	3 Years
23.1-76 (69)	EMERGENCY DISMISSAL FILES (Contains: reports and information on procedures to follow in hazardous weather, essential employees list, tardiness, etc.)	3 Years
23.1-77 (70)	DISMISSAL -EMERGENCY INDEX LOG (Shows: when and why an emergency dismissal takes place.)	3 Years
23.1-78 (71)	DISMISSAL- HAZARDOUS WEATHER SURFACE (Contains individual employee memo stating circumstances of their absence or tardiness from work.)	1 Year
23.1-79 (72)	ENERGY CONSERVATION POLICIES (Contains information pertaining to hot weather dress, fuel conservation, etc.)	1 Year

23.1-80 (78)	FEDERAL CONFERENCE ON EMPLOYEE RELATIONS (Contains: 1. Member List (Shows: depart- ment, name, address, phone.) 2. Program and directory.)	1 Year
23.1-81 (78)	EMPLOYEE RELATIONS PROGRAM FILES (Contains: narrative summary of programs prepared for the director, memos pertaining to condition of branch/division, etc.)	5 Years
23.1-82 (78)	PERFORMANCE RATING PROCEDURES (Contains: miscellaneous information, bulletins, procedures dealing with performance evaluations.)	3 Years
23.1-83 (78)	NOTICE OF INTENT TO RATE UNSATISFACTORY (Contains: procedures and miscellaneous information dealing with supervisor's decision to rate an employee unsatisfactory.)	3 Years
23.1-84 (78)	AGENCY SPACE REPORT - SF 11 Filed chronologically (Shows: dept. or agency, bureau, date of report, building, code no., previous report for qtr., etc.)	1 Year
23.1-85 (78)	MANPOWER REQUIREMENTS REPORT - BF 9883 (Shows: from, division supt., position title, wage system, series, grade, production, manpower, total, etc.)	3 Years
23.1-86 (78)	FEDERAL CREDIT UNION (Contains information pertaining to check cashing, notices, bulletins, credit union procedures, etc.)	3 Years



23.1-87	COMPENSATION PAYMENTS (Shows: name, division, compensation payment amount, medical costs.)	3 Years
23.1-88 (81)	ACTIVITIES- FAMILY DAY Filed chronologically (Contains: information on clothing for Kids Drive, Family Day Gifts for Needy, etc.)	3 Years
23.1-89 (82)	SALE OF TOKENS (Rough notes, newspaper clippings, information pertaining to token sales.)	1 Year--
23.1-90 (83)	VOTING FILES (Files containing information on policies governing leave for voting/registration, bulletins, etc.)	3 Years
23.1-91 (84)	ELECTION I.A.M. vs I.B.B. (Files containing workpapers, union information, employee representatives, etc.)	1 Year
23.1-92 (85)	RESTAURANT ASSOCIATION (Contains: contacts, petitions, memos concerning equipment re- moval, elections, letters, Constitution and bylaws of BEP Restaurant Association, menus, etc.)	5 Years
23.1-93 (86)	EMPLOYEE SUGGESTIONS- REJECTIONS Filed by EP number (Contains: a. LETTER OF REJECTION BF 1163 (employees name, division, statement of rejection-) b. EMPLOYEE SUGGESTION BF 1164 (Shows: date, to, from, subject, suggestion number, submitter, referred to, etc.)	3 Years After Submittal

- (87)  
23.1-94
- EMPLOYEE SUGGESTIONS - ADOPTIONS  
Filed by EP number  
(Contains:
- a. LETTER OF SUGGESTION APPROVAL
  - b. STATEMENT OF REVIEWING COMMITTEE
  - c. EMPLOYEE SUGGESTION-BF 2088  
(Shows: date received, suggestion no., name, grade, subject of suggestion, suggestion explained)
  - d. EMPLOYEE SUGGESTION TRANSMITTAL - BF 7342
  - e. SUGGESTION APPRAISAL GUIDE BF 9296
  - f. ACKNOWLEDGEMENT OF SUGGESTION - TAC 6  
(Shows: suggestion no. assigned, date of your suggestion, acknowledgement, signature, etc.)
- 23.1-95
- (88)
- EMPLOYEE SERVICE AWARDS  
(Printout)  
(Shows: cost center, employee number, employee name, years of service.)
- 23.1-96
- (89)
- CERTIFICATES - HONOR AWARDS  
(Contains:
- a. INTERDIVISION TRANSFER SCHEDULE BF 8324-C  
(Shows: schedule no., receiving div., discription, design or series, qty. sheets, etc.)
  - b. PRINT ORDER - GENERAL-BF 9133-3,  
(Shows: code and title, form no., bill to, order no., sheets to print, etc.)
  - c. Correspondence
- 3 Years After Submittal
- 3 Years
- 2 Years

23.1-97  
(97)  
REPORTS OF INCENTIVE AWARDS - SF 69 3 Years  
GRS1, #13  
Filed chronologically  
(Shows: reporting agency, location, awards-cash awards, tangible benefits, amount of awards, etc.)  
Also includes letters and bulletins authorizing report.

23.1-98  
(98)  
TREASURY STATISTICS - EFFECTIVENESS CHART FOR SECRETARY ANNUAL SUGGESTION AWARD 1 Year  
Filed chronologically  
(Shows: Bureau, average number full time employees, number of suggestions received and adopted per 100 employees, total estimated savings, estimated savings per 100 employees, total, etc.)

23.1-99  
(99)  
TREASURY CUMULATIVE REPORT 3 Years  
Filed chronologically  
(Shows: bureau, number suggestions submitted, number rejected, number adopted, number pending, etc.)

23.1-100  
(100)  
HIGH QUALITY INCREASES 2 Years  
(Shows: number granted, grade, occupational group.)

23.1-101  
(101)  
SUGGESTIONS STILL IN EFFECT AFTER A NUMBER OF YEARS 1 Year After Close of File  
Yellow Worksheets  
(Shows: fiscal year, EP number, adopted.)

23.1-102  
(102)  
PERFORMANCE AWARDS 3 Years  
Filed by Fiscal year  
(Shows: employee name, supervisory and non-supervisory, office, type award recommended, date approved, office, supervisor, etc.)

23.1-103	<del>(96)</del>	NOTICE OF RETIREES SERVICE RECORD - BF 1615	1 Year
		Filed chronologically (Shows: date, employee name, type of retirement, effective date, government service computation, etc. Includes correspondence showing name, service, effective date.)	
23.1-104	<del>(97)</del>	OVERALL REPORTS (Shows: period/calendar year, average number of employees, suggestions received, rate of employee participation, suggestions adopted, etc.)	3 Years
23.1-105	<del>(98)</del>	MINORITY REPORTS Filed chronologically (Shows: total number of awards, FY, percentage of blacks, women and orientals.)	10 Years
23.1-106	<del>(99)</del>	MONTHLY REPORT FOR SUGGESTIONS (LOG) (Shows: month, number received, number adopted, number rejected, number on hand.)	3 Years
23.1-107	<del>(100)</del>	SUGGESTIONS PENDING Filed chronologically (Contains: a. LETTER OF SUGGESTION b. FOLLOW-UP TO EMPLOYEE'S SUGGESTION BF 1164 (Shows: date, to, from, subject, suggestion no., submitter, referred to, etc.) c. ACKNOWLEDGEMENT OF SUGGESTION - TAC 6 (Shows: suggestion no. assigned, date of suggestion, acknowledgement, signature etc.)	5 Years After Disposition

23.1 <del>(101)</del> 108	REJECTION LETTERS File chronologically (Letter rejecting suggestion.)	3 Years
23.1 - 109 <del>(102)</del>	QUARTERLY REPORT TO DIRECTOR SUGGESTIONS OUTSTANDING MORE THAN 90 DAYS (Qtrly.) (Shows: suggestion number, date received, subject matter, status-reason for delays.)	3 Years
23.1 - 110 <del>(103)</del>	EMPLOYEE SUGGESTION INDEX FILE Filed alphabetically (Shows: employee name, division, EP number.)	Dispose Upon Separation
23.1 - 111 <del>(104)</del>	MISCELLANEOUS AWARDS FILES a. Bulletins, Booklets, Information b. Apprentice Programs c. Awards Program Im- provements - 1960 d. Transfer of Funds e. Bureau and Treasury Award Ceremony In- formation f. Award Scales	5 Years
23.1 - 112 <del>(105)</del>	INCENTIVE AWARDS MISCELLANEOUS FILES a. Recommendation for Superior Performance Award b. Letters of Awards to Employees c. Workpapers d. List of Employees Winning Awards	3 Years
23.1 - 113 <del>(106)</del>	ORDERED DONE FILE Filed chronologically (Contains: a. Letters Advising Suggestion be put into effect-from Supervisor b. EMPLOYEE SUGGESTION c. Letter to OFM authorizing payment of award d. Letter Follow-up to Suggestion BF 1164 (shows: date, to from, subject, suggestion number, submitter, referred to, etc.)	2 Years

## CAREERS BRANCH

<u>Item</u>	<u>Description</u>	<u>Retention Period</u>
23.1-114 (21)	EMPLOYEE TRAINING FILES Filed alphabetically (a) EMPLOYEE TRAINING RECORD - BF 1910 (b) MANAGERS TRAINING RECORD - BF 1910-1 (Shows: name, component, grade, date of birth, experience, date, type, training activity, sponsor and location, course hours, expense, completed, etc.)	Dispose 1 Year After Separation
23.1-115 (2)	EDUCATION AUTHORIZATION LETTERS - BF 2247 Filed in employee folder after training completion (Letter requesting an agency/school to allow a BEP employee to participate in training.)	Dispose Upon Completion of Course or 1 Year
23.1-116 (2)	TRAINING AGREEMENTS (Shows: training hours, dates, location of program, agreement, etc.)	1 Year After Completion of Training
23.1-117 (2)	AFTER HOURS TRAINING PROGRAM (Narrative description of after hours traing opportunities.)	1 Year After Close of File
23.1-118 (5)	GED ANNOUNCEMENTS AND APPLICATIONS (Miscellaneous announcements, memos, information, etc. concerning GED program and goals.)	Dispose After 1 Year
23.1-119 (5)	GED CORRESPONDENCE Filed chronologically (Contains: letters, memos, etc. relating to GED.)	1 Year
23.1-120 (2)	GED STUDENT EVALUATION Filed chronologically (Question and answer format used for evaluating GED programs.)	1 Year
23.1-121 (8)	EVALUATION OF BUREAU TRAINING PROGRAMS BF 2071 Filed chronologically (Attached to GED Student Evaluation) (Shows: title of course, course dates, instructor, ratings of various aspects of training, etc.)	1 Year

<del>(8)</del> 23.1-122	NOTIFICATION OF COMPLETION (GED) (Memo signifying employees who qualify for application for high school equivalency.)	2 Years
<del>(10)</del> 23.1-123	GED STUDENT NOTIFICATION FORMS (Memo announcing date of course offering.)	1 Year
<del>(11)</del> 23.1-124	GED-DAILY ATTENDANCE REPORT BF 2111 (Shows: instructor, day, dates, name, unit, total sessions, hours, etc.)	1 Year
<del>(12)</del> 23.1-125	GED-DAILY PROGRESS REPORT BF 2112 (Shows: name, organizational components, type of program, no. of lessons completed, etc.)	1 Year
<del>(13)</del> 23.1-126	VICORE TEST (Taken by employee after self-study program.)	1 Year
<del>(14)</del> 23.1-127	GED ACHIEVEMENT TESTING PROGRAM Filed alphabetically by student name (Contains: (a) GED-DAILY PROGRESS REPORT - BF 2122 (Copy) (b) TEST OF GENERAL EDUCATION DEVELOPMENT (Shows: name, social security no., test score, date diploma issued, verifier.)	2 Years
<del>(15)</del> 23.1-128	GED CLASS FILES Filed by class subject (Contains: (a) GED-DAILY PROGRESS REPORT - BF 2112 (several copies)  (b) STUDENT EVALUATIONS (Question and answer evaluation of GED Class.)	2 Years
<del>(16)</del> 23.1-129	INTEREST SURVEY - HIGH SCHOOL EQUIVALENCY (Shows: name, job title, grade, office, shift, last year of school completed, etc.)	1 Year

- (17) STATISTICAL REPORTS ON COMPLETED TRAINING PROGRAM 2 Years  
 Filed by training location GRS 1, #16  
 (Contains:  
 23.1-130 (a) TRAINING COURSE COMPLETION RECORD - BF 2201  
 (Shows: report no., course title, inclusive dates, presented by, trainee information, cost data, etc.)  
 (b) REQ'N FOR PURCHASE OF MATERIALS OR SERVICES - BF 8516D  
 (Shows: requisition number, date, from, for use by, last p.o. number, estimated cost, item no., description, etc.)  
 (c) NOMINATION REGISTER FOR TRAINING OF 0037 (Copy)  
 (Shows: course title, cost, agency offering course, course dates, name, position title, billing address, etc.)  
 (d) REQUEST FOR TRAINING BF 1903 (Copy)  
 (Shows: from, nominee name, pay acct. no., course title and contents, date, etc.)  
 (e) DESCRIPTION OF COURSE
- (18) CANCELLATION FILE - TRAINING 2 Years  
 Filed chronologically  
 23.1-131 (Contains:  
 (a) NOMINATION REGISTER FOR TRAINING OF 0037 (3 copies)  
 (b) REQUEST FOR TRAINING BF 1903
- (19) EXECUTIVE DEVELOPMENT PROGRAM PROFILES 1 Year After  
 Filed alphabetically Separation  
 23.1-132 (Shows: name, title, experience, division, remarks, training activity, location, etc.)
- (20) EXECUTIVE DEVELOPMENT - GENERAL 2 Years  
 MANAGEMENT INTERN PROGRAMS  
 Filed by training course - site  
 23.1-133 (Contains information pertaining to courses, seminars and various training opportunities for Executive Development.)
- (21) ASSESMENT CENTER HIGH POTENTIALS 3 Years or Upon  
 Filed alphabetically by employee name Separation  
 23.1-134 (Each employee file includes:  
 (a) INDIVIDUAL DEVELOPMENT PLAN  
 (Shows: employee's background, goals, prior training courses and dates, etc.)  
 (b) MEMOS  
 (c) TRAINING MEMOS  
 (d) ASSESMENT CENTER REPORT - (narrative)



<del>(22)</del> 23.1-135	<p>APPRENTICES - TRAINING AND CORRESPONDENCE            Filed chronologically            (File includes:            (a) REFERENCE MATERIALS AND BACKGROUND ON PROGRAM            (b) ICS REPORT OF PROGRESS            (Shows: employee name, title of course, serial no., grade for course, etc.)            (c) INFORMATION ON PLATE PRINTERS STEAM FILTERS, ETC.            (d) VA APPRENTICE BENEFITS            (e) APPRENTICE RELATED INSTRUCTION RECORD</p>	2 Years After Completion of Training Program
<del>(23)</del> 23.1-136	<p>CORRESPONDENCE FILES            Filed alphabetically            (Administrative files including: CRMI reports, position description, visitors, EEO summaries, bulletins, circulars, etc.)</p>	3 Years GRS 1, #3
<del>(24)</del> 23.1-137	<p>READING FILES            Filed chronologically            (Contains: copies of memos, correspondence, etc. generated by Careers Branch.)</p>	1 Year
<del>(25)</del> 23.1-138	<p>APPLICATION TO ENGAGE IN OUTSIDE WORK - BF 1748            (Shows: name of intended employer, nature of duties to be performed, hrs. of requested employment, etc.)</p>	1 Year After Separation
<del>(26)</del> 23.1-139	<p>SICK LEAVE CERTIFICATION REQUEST BF 1802            (Shows: date, taxable year, social security, payroll acct. no., cost center no., home address, certification, etc.)</p>	1 Year
<del>(27)</del> 23.1-140	<p>OFFICE SKILLS TRAINING EVALUATION BF 2010            (Shows: name of employee, course, inclusive dates of course, classes per week, typing speed, etc.)</p>	1 Year
<del>(28)</del> 23.1-141	<p>NOMINATION FOR IN-HOUSE TRAINING COURSES - BF 2014            (Shows: name of nominee, position, grade, shift, nominee's training needs, etc.)</p>	1 Year

<del>(29)</del> 23.1-142	CPDF KEYPUNCH WORKSHEET BF 2083 (Shows: agency code, social security no., birth year, birth month, name, tenure, service computation date, effective date of action, etc.)	Dispose When Purpose is Served or 1 Year
<del>(30)</del> 23.1-143	RECOMMENDATIONS FOLLOW-UP CONTROL BF 2084 (Shows: date, subject, offense/violation, component/area, follow-up correspondence, etc.)	1 Year
<del>(31)</del> 23.1-144	TRAINEE EVALUATION - BF 2101 (Shows: name of trainee, position, bureau organization, course title, overall program comments, etc.)	1 Year
<del>(32)</del> 23.1-145	EMPLOYEE INFORMATION RECORD BF 2202 (a) (shows: name, date of birth, social security, component, cost center, position, grade, etc.) (b) WORKSHEET - BF 2202 W	Dispose of After Purpose is Served
<del>(33)</del> 23.1-146	COUNSELING RECORD - BF 2217 Copy maintained by employee (Shows: employee name, component, phone, position, issue discussed, facts obtained, etc.)	1 Year After Close of File
<del>(34)</del> 23.1-147	BUSINESS EXPERIENCE - BF 2219 (Shows: month-year-from-to, firm name and location, title or position held, name, etc.)	1 Year After Separation
<del>(35)</del> 23.1-148	COMMENT CARDS - BF 1882 Filed chronologically (Postcards filled out by those attending the visitor's tour of the Bureau.)	2 Years
<del>(36)</del> 23.1-149	INITIAL MANAGEMENT DEVELOPMENT PROGRAM BF 2249 (Shows: name of trainee, date assigned, component, job title, short term goals, long term goals, etc.)	1 Year After Completion of Program
<del>(37)</del> 23.1-150	TRAINING AGREEMENT AFTER HOURS BF 1707-1 Copy maintained by employee (Shows: name, series/grade, social security no., cost center, program title, inclusive dates, total hrs., training expenses, certification, date, etc.)	Dispose Upon Completion of Training or 1 Year

23. - 151

~~(38)~~

UPWARD MOBILITY EMPLOYEE DEVELOPMENT

PLAN - BF 2232 and BF 2232-1

Copies maintained by UM Trainee and Supervisor

(Shows: employee name, present position title, component, individual development requirements, method of accomplishment, target date, etc.)

5 Years or After  
Purpose is  
Served

23.1 - 152

~~(39)~~

GED ABSENTEE FOLLOW-UP BF 2120

(Shows: name, GED Group No., organizational component, date of absences, reason, employer, etc.)

1 Year

## PERSONNEL MANAGEMENT DIVISION

<u>Item</u>	<u>Description</u>	<u>Retention Period</u>
23.2 -1	(#) STAFFING ACTIVITIES AS OF (date) Filed chronologically (shows: number, position, pay plan, series, grade/salary, requisition number, date received, date selected, effective date, etc.)	2 Years
23.2 - 2	(2) POSITION ACTIONS FOR PERIOD (date) (shows: classifier, requisition number, requested title/series/ grade, draft received, submitted to management, returned, P.D. approved, remarks, etc.)	2 Years
23.2 - 3	(3) BIWEEKLY REPORT OF ACTIVITIES Filed chronologically Narrative report of OIR events.	1 Year
23.2 - 4	(4) STATUS OF SF 52's AS OF (date) Filed chronologically (shows: requisition number, position, pay plan, series, grade/salary, date received, status.)	1 Year
23.2 - 5	(5) LEAVE USAGE PRINTOUT (shows: cost center, employee name, grade, age, service, leave category, leave category, leave used, etc.)	1 Year or Until Superseded
23.2 - 6	(6) RECOMMENDATION FOR SPECIAL ACHIEVEMENT AWARDS - TD 4009 (shows: type of recommendation, recommendation for, period covered, name and title of employees, ssn, grade, justification, etc.)	2 Years

## WAGE AND CLASSIFICATION BRANCH

<u>Item</u>	<u>Description</u>	<u>Retention Period</u>
7 <del>11</del>	POSITION DESCRIPTIONS Filed by office Contains:	Dispose of Record Copy 5 Years After position is Abolished or Description is Superseded GRS 1, #7
23.2 - 7	1- PERFORMANCE REQUIREMENTS- BF 8902 (pink) 2- JOB DESCRIPTION- BF 2234 (shows: job no., title, pay schedule, grade, organization, location, job content, approval, etc.) 3- POSITION DESCRIPTION- OF 8 (Plus narrative) (shows: agency position no., CSC certification no., date of cert., class title and position, class, date, etc.) 4- REQUEST FOR PERSONNEL ACTION- SF 52 (shows: name, birthday, social security no., kind of action requested, request no., veteran preference, position title and number, etc.)	
8 (2)	CRAFT JOB INFORMATION- APPRENTICES AND NON- APPRENTICES Filed alphabetically by job title Contains:	20 Years
23.2 - 8	1- WAGE ADJUSTMENT AND JUSTIFICATION INFO. 2- MEMOS DESCRIBING JOB 3- LEAVE STATEMENTS 4- PAY AVERAGES AND LEAVE REPORTS	
9 (3)	NON-CRAFT JOB INFORMATION Filed alphabetically by job title Contains:	20 Years
23.2 - 9	1- TREASURY DEPT. WAGE BOARD DECISIONS 2- NARRATIVE JOB COMPARISON 3- JOB DESCRIPTION 4- TREASURY JOB DESCRIPTION- P.D. 76	

23.2 - 10 <sup>(4)</sup>

CLASSIFIED JOBS (GS)

Filed by office

Contains:

- 1- MINIMUM STANDARDS OF CONDUCT
- 2- REQUESTS FOR "REGRADE" OF POSITION
- 3- QUALIFICATION STANDARDS
- 4- POSITION DESCRIPTION- OF 8 (shows: agency position no., CSC certification no., date of certificate, class title and position, class, etc.)
- 5- POST CARD APPLICATION FOR ABSENTEE BALLOT- SF 76 (shows: state, birthdate, address to which ballot should be mailed, etc.)

5 Years or Until \*  
Position is  
Abolished Whichever  
is Sooner

23.2 - 11 <sup>(5)</sup>

DECISIONS- CRAFT AND NON-CRAFT

Filed chronologically

Contains:

- 1- WAGE ADJUSTMENT ANNOUNCEMENTS AND RECOMMENDATIONS
- 2- ADMINISTRATIVE ORDERS
- 3- WAGE ADJUSTMENT INFORMATION (shows: job classification, present hourly rate, appropriated no. of employees, BEP basic hourly wage basis for adjusting rate, etc.)
- 4- JOB CLASSIFICATION AND MINIMUM WAGE RATES, (shows: effective date, per hour, per week, etc.)
- 5- WAGE RATE DECISION- BF 1765 (shows: job title, organization location, recommendation, bases for recommendation, recommended by approved by, date.)

20 Years

23.2 - 12 <sup>(6)</sup>

LITHO WAGE BOARD SCHEDULES

Contains:

- 1- ILWB WAGE SURVEY DATA (CURRENT SCHEDULES) (shows: job descriptions, wage survey information, etc.)
- 2- LITHO WAGE BOARD SCHEDULES

10 Years

- 23.2-13 ~~(7)~~ PAY POLICIES, PRACTICES AND STUDIES- ACTING PAY  
 Filed chronologically  
 (shows: current pay policy governing Bureau.) 2 Years
- 23.2-14 ~~(8)~~ POLICY GOVERNING PAYMENT OF COMPENSATION FOR SPECIAL EMPLOYEES OR SUPERVISORS  
 Filed chronologically  
 (Narrative policy statement and related materials.) 2 Years
- 23.2-15 ~~(9)~~ PAY CHANGE INFORMATION :  
 (Narrative and statistical account of pay changes for government employees.) 15 Years
- 23.2-16 ~~(10)~~ MISCELLANEOUS PAY POLICIES AND STUDIES  
 1- LOCAL WAGE SURVEY  
 2- RETROACTIVE MONRONEY AMENDMENT ADJUSTMENT OF CFWS PAY RATE  
 3- GS SALARY ADJUSTMENTS,  
 4- BINDERY WOMEN WAGE STUDY- 1953 2 Years
- 23.2-17 ~~(11)~~ WAGE AND SALARY SCHEDULES  
 Filed chronologically  
 (shows: designation, grade or wage level, per hour, per annum, date, revision date.) 20 Years
- 23.2-18 ~~(12)~~ UNION INDEX -  
 (shows: employee organization type of recognition, date recognition granted, unit (s) represented, e t c.)  
 Also included are announcements to the Bureau employees of union representation. Dispose When Superseded or Canceled
- 23.2-19 ~~(13)~~ UNION MEETINGS  
 Filed chronologically  
 (Narrative reports of union meetings.) 2 Years

23.2-20 <del>(14)</del>	UNIONS- BY CRAFT Filed by craft union representative name (Contains information pertaining to union representation associated with each craft.)	2 Years
23.2-21 <del>(15)</del>	EMPLOYEE APPEALS Filed by employee name Copy maintained by CSC (Contains letters and data surrounding an appeal of an employee, as well as APPEAL FROM CLASSIFICATION ALLOCATION (shows: name, department, dept. appeal no., present allocation, grade, Bureau, allocation requested, etc.)	3 Years After Close of Files
23.2-22 <del>(16)</del>	OCCUPATIONAL FILES OR PD'S Filed by series Contains: 1- JOB DESCRIPTION- BF 2234 (shows: job no., title, pay schedule, grade, organization location, job content approval, supervisory controls, etc.) 2- POSITION DESCRIPTION- OF 8 (shows: agency position no., CSC certification no., date of cert., class title and position, class, date, etc.)	Dispose of Record Copy 5 Years After Position is Abolished or Description is Superseded-GRSI,#7
23.2-23 <del>(18)</del>	GPO ADMINISTRATIVE ORDERS Filed chronologically	Dispose When Superseded or Canceled
23.2-24 <del>(19)</del>	GPO WAGE CHANGES Filed chronologically	1 Year
23.2-25 <del>(20)</del>	CM CONVERSION SCHEDULES, HEARINGS AND JUSTIFICATIONS (shows: line, present classification action, site, grade, no. of employees, proposed job title, approximate no. of employees supervised, highest level of work supervised, etc.)	2 Years



23.2 - 24	(21) "REDESCRIPTIONS AND REGRADES" POSITION DESCRIPTION OF 8 Filed by grade/series (shows: agency position no, CSC certification no., date of certificate, class title and position, date, etc.)	2 Years
23.2 - 27	(22) REQUEST FOR PERSONNEL ACTION (SF 52) LOG (shows: number, type of action, title, grade, series, date in, date out, final action, special comments, etc.)	Dispose When Complete GRSI, #17a
23.2 - 28	(23) JOB DESCRIPTION NUMBER LOG (shows: requisition no, class title, series no., grade, date received, date established, position no., etc.)	Dispose When Complete
23.2 - 29	(24) ABOLISHED JOBS Filed chronologically Contains: 1- JOB DESCRIPTION 2- PERFORMANCE REQUIREMENTS- BF 8902 (pink copy)	5 Years After Date Abolished GRSI,#7
23.2 - 30	(25) MAINTENANCE REVIEWS Filed by office Contains: 1- MEMOS CONCERNING JOBS/POSITIONS 2- POSITION DESCRIPTION TO BE REVISED SHOWING GRADE AND POSITION NUMBER 3- WAGE AND SALARY SCHEDULES (shows: cost center, section, position, grade, per hour, per annum.)	2 Years
23.2 - 31	(26) WORK CONNECTED INJURIES BY COST AND CAUSE- BF 1740 Filed chronologically Copy maintained by Safety (shows: month and year, organizational component, current total employees, day lost and charged, current year, etc.)	2 Years

- 23.2 <sup>(27)</sup> 32 REPORTS OF ACTIONS TAKEN UNDER DELEGATED AUTHORITY  
 Filed chronologically  
 (Contains:  
 1- WAGE ADJUSTMENTS- DATE AND POSITION AFFECTED.  
 2- MEMOS RECOMMENDING WAGE ADJUSTMENTS  
 3- EXAMPLE OF INCREASE (MONETARY)  
 4- WAGE BOARD DECISION.) 2 Years
- 23.2 <sup>(28)</sup> 33 AMERICAN BANKNOTE COMPANY FILES  
 (Contains miscellaneous information and letters, wage information, and contracts with respect to the American Banknote Company.) 20 Years
- 23.2 <sup>(29)</sup> 34 CSC INSPECTION AND AUDIT  
 Filed by position number  
 (Contains: CSC letter of acknowledgement, calendar of actions, memos concerning appeal and audit, REPORT FOR PRELIMINARY EMPLOYMENT DATA- SF 52.) 2 Years
- 23.2 <sup>(30)</sup> 35 GROUP ACTION REQ/POSITION REVIEW LIST- BF 2124-1 and 2  
 Filed by office or "ANNUAL MAINTENANCE REVIEW AND CERTIFICATION."  
 (shows: new line organizational component, date, present position and title, present pay plan, proposed pay plan, wage and class branch action, SF 50 required, etc.) 2 Years
- 23.2 <sup>(31)</sup> 36 POSITION REVIEW DISCREPANCY- BF 2124-3  
 (shows: position title, occupational code and grade, office, statement of employee, signature, supervisor's comments, date, etc.) 1 Year

- (32) 23.2 37 POSITION ACTIONS- BF 2223 1 Year  
 (shows: period ending,  
 reg. no., requested title,  
 series, grade, draft received,  
 returned, approved title,  
 series, grade, remarks, etc.)
- (33) 23.2 38 MANPOWER REQUIREMENTS REPORT- 3 Years  
 BF 9883  
 (shows: from, division  
 superintendent, date, position  
 title, wage system, production,  
 manpower, etc.)
- (34) 23.2 39 APPLICATION FOR CARPOOL PARKING 1 Year  
 SPACE- BF 9782

## PERSONNEL STAFFING BRANCH

Item	Description	Retention Period
23.2 <sup>(A)</sup> 40	AUTOMATIC REGISTER FILE REGISTER LOCATOR AND PROMOTION HISTORY- 9546-1 Filed alphabetically by employee name (shows: employee name, pay acct. no., ortho test, bureau sen. date, register group and grade, evaluation, posted-date, etc.)	Dispose Upon Separation
23.2 <sup>(2)</sup> 41	AUTOMATIC REGISTER FILE EMPLOYEE PROMOTION REGISTER Filed by Bureau service comp.date (shows: register group, grade, bur. sen. date, restoration date, employee name, eval- uation, pay acct. no., etc.)	Dispose Upon Separation
23.2 <sup>(B)</sup> 42	PROPOSED APPOINTMENT RECORD- BF 8355 Filed alphabetically Files divided into 4 sections: employees on board, applicants who failed to reply, applicants whose response is awaited, summer aids.) (shows: designation, salary, division, authority, date of authority, name, address, etc.)	2 Years
23.2 <sup>(H)</sup> 43	PROMOTION INQUIRY- BF 8448-A Filed alphabetically (Copy B goes to losing division.) (shows: employee name, payroll acct. no., position title, level, division, cost center, requisition no., etc.)	2 Years
23.2 <sup>(A)</sup> 44	POSITION OR REGISTER APPLICATION - BF 1667 Filed chronologically (shows: announcement number, date of application, applicant's name, position applying for, etc.)	2 Years GRSI, #15

## REGISTERS (CLOSED)

2 Years GRSI, #15

Filed by office

Each file contains:

- 1- REGISTER OF ELIGIBLES-  
BF 2028,  
(shows: date established,  
announcement no., position  
title, series-grade, ranking  
and name, etc.)
- 2- CERTIFICATE OF ELIGIBLES-  
BF 1693  
(shows: certificate no.,  
position, qualifications  
standards use, announcement  
no., employee, etc.)
- 3- APPLICANT QUALIFICATION  
EVALUATION RECORD- BF 1448  
(shows: experience, dates, name  
of employer, grade and salary,  
position, education, creditable  
experience, etc.)
- 4- POSITION OR REGISTER APPLICATION-  
BF 1667,  
(shows: announcement number, date  
of application, applicant's name,  
position applying for, etc.)
- 5- ACTION ON PROMOTION APPLICATION-  
BF 2117  
(shows: application for, announce-  
ment no., date filed, action taken  
on case, etc.)
- 6- SUPPLEMENTAL EXPERIENCE AND  
QUALIFICATION STATEMENT- SF 172  
(copy)  
(shows: name, address, birth date,  
date of statement, experience,  
etc.)
- 7- JOB DESCRIPTION
- 8- APPLICANTS FOR POSITION LIST  
(shows: name, position title, and  
grade, eligible or ineligible.)

## REGISTERS (CONTINUING)

2 Years After  
Closed GRSI, #15

Filed by job title/grade

Each file contains:

- 1- POSITION OR REGISTER  
APPLICATION- BF 1667
- 2- SUPPLEMENTAL EXPERIENCE AND  
QUALIFICATION STATEMENT-  
SF 172 (copy)
- 3- REGISTER OF ELIGIBLES- BF 2028
- 4- APPLICANT QUALIFICATION  
EVALUATION RECORD- BF 1448

23.2

~~167~~  
45.

23.2

~~167~~  
42

- 23.2-47
- (8) REGISTER (ENDING)  
 Filed by office  
 Each file contains:  
 1- EMPLOYEE EXAMINATION ANALYSIS REPORT- BF 1600-7  
 2- CERTIFICATE OF ELIGIBLES- BF 1693  
 3- EMPLOYEE EVALUATION SUMMARY - BF 1809  
 4- QUALIFICATIONS REVIEW BOARD RATING- BF 1842  
 5- APPLICANT APPRAISAL REPORT BF 1763  
 6- REGISTER OF ELIGIBLES- BF 2028  
 7- EMPLOYEE WORK PERFORMANCE RECORD - BF 1884-1, (copy)
- Years After Closed GRSI, #15
- 23.2-48
- (9) CERTIFICATE OF ELIGIBLES FOR PROMOTION - BF 1666  
 Filed by certificate number (shows: certificate number, date, register, policy no., requisition no., date received, position to be filled, etc.)
- 2 Years GRSI, #5b
- 23.2-49
- (10) CSC CERTIFICATES  
 Filed by position (shows: position, certificate number, grade, date of certificate received and returned.)
- 2 Years GRSI, #5b
- 23.2-50
- (11) STAFFING LOG BOOKS  
 Several books, each for a particular office/division. (shows: requisition number, number of vacancies, designation, cost center, grade/salary, date, of request, date received, disposition, justification, filled.)
- Dispose Upon Completion
- 23.2-51
- (12) MANPOWER REQUIREMENTS REPORT- BF 9883  
 Filed chronologically  
 Copies maintained by OFM, Originating Office, Originating Division (shows: etc.)
- 3 Years

~~(13)~~ NEW EMPLOYEE LOG BOOKSDispose Upon  
Completion23.2-52  
(shows: date, name  
of employee, position,  
hours of date, etc.)~~(14)~~ REASSIGNMENT REQUESTS

2 Years

23.2-53  
Filed chronologically  
(Separate sections For WB  
and GS.)  
(Memos requesting reassignment.)~~(15)~~ WEEKLY DISCIPLINARY ACTION  
REPORT - BF 9550Dispose When Purpose  
Is Served23.2-54  
Filed chronologically  
(shows: name of employee,  
week ending, component  
reporting, position, charge,  
action taken, date of  
action, occasion, etc.)~~(16)~~ COST OF LIVING OUTPLACEMENT  
PROGRAM REPORT1 Year or  
Until Superseded23.2-55  
Filed chronologically  
(shows: vacancies for which  
applicants are sought, title,  
series, grade, geographic  
location, etc.)~~(17)~~ PAYROLL NUMBER ASSIGNMENT LOGDispose Upon  
Completion23.2-56  
(shows: payroll number,  
name, number, date assigned,  
etc.)~~(18)~~ APPLICATION RETURNED

2 Years

23.2-57  
Filed chronologically  
(Letters sent to applicants  
informing them that they have  
not been chosen for positions  
for which they applied.)~~(19)~~ EMPLOYEES SCHEDULED TO REPORT FOR  
DUTY (MEMO) (Memo to Superintendent)  
Copies go to Medical Office,  
Orientation, Security.)

1 Year

23.2-58  
(shows: employees scheduled for duty,  
date scheduled to report, title, grade,  
cost center.)

~~(20)~~ VERIFICATIONS FILE

1 Year

23.2-59  
 Filed chronologically  
 (Contains: Request for  
 Verification of Employment  
 from various sources and copy  
 of letter from Staffing Branch  
 verifying employment.)

## (21) EMPLOYEE RECORD- SF 7-B (or "outs")

Dispose Upon  
Separation GRSI,  
#8

23.2-60  
 Filed alphabetically  
 (shows: employee name, dob,  
 social security, tenure group,  
 serv. comp. date, employment  
 record, etc.)

## (22) UNSCHEDULED ABSENCE RECORD - BF 8805

2 Years

23.2-61  
 Filed alphabetically  
 (shows: rating period, leave  
 brought forward, leave category,  
 name of employee, office or  
 division, etc.)

(23) EMPLOYEE WORK PERFORMANCE RECORD- BF  
1884-1

2 Years GRSI, #23

23.2-62  
 Filed alphabetically  
 (shows: employee name, payroll  
 account number, cost center,  
 grade, series, date, etc.)

## (24) SECURITY FILES

1 Year

23.2-63  
 Filed alphabetically  
 (NOTE: These files contain  
 reports of investigations  
 made on prospective applicants  
 to the Bureau; these applicants  
 were not employed.)  
 Each file contains:  
 1- REQUEST FOR INVESTIGATION  
 SECURITY SURVEY- BF 9419  
 2- ARREST RECORD- INQUIRY- BF 9478  
 3- MEMOS  
 4- INVESTIGATION REPORT- BF 1886  
 5- PROPOSED APPOINTMENT RECORD- BF 8355  
 6- REQUEST FOR SECURITY INVESTIGATION-  
 BF 9753  
 7- STATEMENT OF CIVILIAN AND MILITARY  
 ARRESTS AND RESIDENCES- BF 1201



- (23) NON-SELECT LETTERS  
 Filed alphabetically  
 23.2-64 (NOTE: These files contain information pertaining to persons who were considered for employment but rejected.)  
 Each file contains:  
 1- APPLICANTS STATEMENT OF FINANCIAL OBLIGATIONS- BF 1747  
 (shows: applicant name, position applied for, persons dependent for financial support, etc.)  
 2- MEMBERS OF FAMILY CERTIFICATION - BF 1982  
 (shows: name, dob, home address, names and addresses of relatives who are employed by govt., etc.)  
 3- APPLICANT APPRAISAL QUESTIONNAIRE- BF 9395  
 (shows: applicant's name, date, personal information concerning applicant and past employer, etc.)  
 4- Letter to Employee Notifying him/her of his being considered for employment.  
 5- Letter of rejection  
 2 Years
- (26) CSC INVESTIGATIONS LOG  
 (shows: date of birth, staffing specialist, employee name, date sent.)  
 23.2-65 Dispose Upon Completion
- (27) REQUESTS FOR INVESTIGATIONS OF PROSPECTIVE APPLICANTS FOR EMPLOYMENT  
 (Copies)  
 (Memos to Personnel Security showing name, and date of birth of prospective employee as well as transmitting various personnel forms.)  
 23.2-66 1 Year
- (28) CSC INVESTIGATIONS MEMOS  
 Filed chronologically  
 (Memos to Personnel Security regarding a Civil Service Commission investigation of an employee.)  
 23.2-67 1 Year

- 23.2-68 (29) BEP RECRUITMENT AS OF \_\_\_\_\_ 1 Year  
 (Breakdown of activities by each staffing specialist)  
 Filed chronologically  
 (Shows: number, position, pay plan, series, grade, requisition number, date received, selected, submitted to Security, Medical requirements, etc.)
- 23.2-69 (30) CONGRESSIONAL FILE 2 Years  
 Filed chronologically  
 (Contains letters from Congressmen concerning recommendations for employment for certain persons; response from OIR is also attached.)
- 23.2-70 (31) REQUEST FOR CERTIFICATION- SF 39 2 Years GRSI, 5a  
 (shows: request no., No. of vacancies, position and series code, grade and salary, work location, etc.)
- 23.2-71 (32) APPLICANT SUPPLY FILE 2 Years GRSI, #15  
 Filed by position  
 Contains: PERSONAL QUALIFICATION STATEMENT- SF 171  
 (Shows: name, address, job experience, salary requirements, etc.)
- 23.2-72 (33) LEAVE WITHOUT PAY (LWOP) MEMOS 1 Year  
 Filed chronologically  
 (shows: employee name, number of hours of LWOP, date.)
- 23.2-73 (34) CERTIFICATE OF MEDICAL EXAMINATION- SF 78 3 Years  
 (shows: name, social security account no., sex, date of birth, purpose of exam, position title, etc.)
- 23.2-74 (35) MEDICAL REASSIGNMENTS 3 Years  
 (Contains memos concerning employees' condition, fitness for duty, etc.)
- 23.2-75 (36) INTERNAL REVENUE SERVICE (IRS) REPORTS 2 Years  
 Filed chronologically  
 (Contains memos from IRS reporting checks on past taxes paid/not paid by employees.)

(37) SUMMER AIDS FILES 2 Years

- Filed chronologically
- 1- PROPOSED APPOINTMENT RECORD- BF 8355
  - 2- APPOINTMENT INFORMATION RECORD- BF 1199
  - 3- APPLICANT INTERVIEW RECORD- SUMMER EMPLOYMENT- BF 2024
  - 4- RESULTS OF INVESTIGATION OR SECURITY SURVEY- BF 1547
  - 5- INVESTIGATION REPORT- BF 1886
  - 6- STATEMENT OF CIVILIAN AND MILITARY ARRESTS AND PLACES OF RESIDENCE- BF 1201
  - 7- APPLICANT APPRAISAL QUESTIONNAIRE- BF- 9395
  - 8- REQUEST FOR SECURITY INVESTIGATION- BF- 9753
  - 9- JOB QUALIFICATION STATEMENT- SF- 173

23. 2-76

(38) APPLICANT INTERVIEW RECORD- SUMMER EMPLOYMENT- BF 2024 1 Year

Filed alphabetically  
(shows: name, address, experience, miscellaneous personal information re: employment.)

23. 2-77

(39) APPLICANT'S INTRODUCTION TO EMPLOYER- MA7-116A 1 Year

(shows: company, address, section, time of appointment, position, date, etc.)

23. 2-78

(40) RE-EMPLOYMENT RECOMMENDATIONS FOR SUMMER AIDES 3 Years  
After Separation

(shows: total aides, shift, name, requisition number, cost center, E.O.D., description of duties, reemployment recommendations, etc.)

23. 2-79

(41) MANPOWER UTILIZATION REPORTS 1 Year

Filed chronologically  
(Memos from each office outlining manpower needs and utilization.)

23. 2-80

(42) VACANCY AND PROMOTION ANNOUNCEMENTS 2 Years or  
Until Canceled

Filed chronologically

23. 2-81

23. 2-82 <sup>(43)</sup> ARITHMETIC COMPUTATION TEST-  
605-01R 2 Years  
Filed alphabetically  
(Arithmetic test used to  
evaluate and select final  
assemblers.)
23. 2-83 <sup>(44)</sup> CERTIFICATE OF ELIGIBLES FOR  
PROMOTION- BF 1666 2 Years GRSI, #56  
(shows: certificate number,  
date, register, policy no.,  
requisition no., date received,  
position to be filled, etc.)
23. 2-84 <sup>(45)</sup> CERTIFICATE OF ELIGIBLES- BF 1693 2 Years GRSI, #56  
(shows: certificate no., position,  
qualification standards used,  
announcement no., employee,  
etc.)
23. 2-85 <sup>(46)</sup> SUPERVISORY CANDIDATE PROFILE-  
BF 1715 2 Years  
(shows: name of employee,  
position applied for,  
announcement no., test date,  
supervisory qualification, etc.)
23. 2-86 <sup>(47)</sup> RECORD OF EMPLOYEE COUNSELING DURING  
DETAIL- BF 1743 2 Years  
(shows: section, current date,  
employee name, detailed to,  
grade, or level, item no. and  
action taken, etc.)
23. 2-87 <sup>(48)</sup> REGISTER OF ELIGIBLES- BF- 2028 2 Years  
(shows: date established,  
announcement no., position  
title, series-grade, ranking and  
name, etc.)
23. 2-88 <sup>(49)</sup> TEST RESULTS AND PLACEMENT ON  
REGISTER- BF 9576 2 Years  
(shows: test results, no. of  
questions, name, division,  
grade, test results recorded  
either well-qualified or  
qualified, etc.)

- 23.2-89 (50) REQUEST FOR OFFICIAL PERSONNEL 1 Year  
 FOLDER - SEPARATED EMPLOYEE - SF 127  
 (Shows: date of request, name, dob, social security no., previous federal employment, reason for request, etc.)
- 23.2-90 (51) REQUEST PERTAINING TO MILITARY RECORDS 1 Year  
 SF - 180  
 (Shows: employee name, address)
- 23.2-91 (52) URINANALYSIS - SF 550 6 Years
- 23.2-92 (53) APPLICATION RECORD CARD - CS-5000 2 Years GRS 1, #15  
 (Shows: name, address, birthdate, telephone no., date of application, title of exam, announcement no., etc.)
- 23.2-93 (54) EXECUTIVE INVENTORY RECORD - SF 161A 2 Years  
 (Shows: name, social security no., grade, rank, position, employing organization, location of employment, etc.)
- 23.2-94 (55) STATEMENT OF REASONS FOR PASSING OVER A PREF. ELIGIBLE - SF 62 2 Years  
 (Shows: name and address of eligible, rating, certificate no., date of certificate, position, title of exam, etc.)
- 23.2-95 (56) STATEMENT OF PHYSICAL ABILITY - LIGHT DUTY WORK - SF 177 6 Years  
 (Shows: name, dob, social security no., address, title of position applied for, physical limitations, etc.)
- 23.2-96 (57) ACCESSIONS AND SEPARATIONS 2 Years  
 Filed chronologically  
 (Shows: appointments by title and grade, no. of appointments, retirements, gain in full-time employment, loss, no. of full-time employees, no. of temporary employees, etc.)

- 23.2-97  
 (58) REASSIGNMENTS 2 Years  
 Filed chronologically  
 (Contains memos requesting  
 reassignments to other areas.)
- 23.2-98  
 (59) PROMOTION POLICY 3 Years GRS 1, #3  
 Filed chronologically  
 (Contains memos, reference  
 documents, transcripts, leading  
 up to policy formation, etc.)
- 23.2-99  
 (60) SUBJECT FILES 2 Years  
 Filed alphabetically  
 (Shows: apprentice training program,  
 audit reports, awards, CSC, delegation  
 of authority, summer employment, EEO,  
 Health Benefits Program, position  
 description, CRMI reports, and  
 miscellaneous information on Bureau  
 programs and activities.)
- 23.2-100  
 (61) OATH BOOK 10 Years  
 (Shows: employee name after oath  
 is signed.)

## Manpower Information and Records Section

<u>Item</u>	<u>Description</u>	<u>Retention Period</u>
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(X)

MONTHLY REPORT OF FEDERAL CIVILIAN

2 Years After

EMPLOYMENT - SF 113 A &amp; F

Date of Report

Filed chronologically

Copy maintained by Mail and Files

(Shows: dept., code, month and year, employment and payrolls, total all areas, personnel actions, etc.)

23.2-101

(X)

NOTICE OF RETIREES SERVICE RECORD - BF 1615

1 Year

(Shows: date, employee name, type of retirement, effective date, job title, last day of pay status, Gov't. Service Comp., etc.)

23.2-102

(X)

EMPLOYEE COMPLEMENT QUARTERLY REPORT - BF 1175

2 Years

Filed chronologically

(Shows: originating office, last day of quarter, no. of employees, remarks, date prepared, etc.)

23.2-103

(X)

NOTIFICATION OF PERSONNEL ACTION - SF 50 or "CHRON FILE"

2 Years

Filed chronologically

Copies maintained by employee, Payroll, CSC, OPF

(Shows: name, date of birth, social security, tenure group, service comp. date, nature of action, etc.)

23.2-104

(X)

SERVICE RECORD CARD - SF 7

Dispose 3 Years

Filed alphabetically

After Year of

(Shows: employee name, nature of action effective date, position, pay plan, Salary, follow-up dates, etc.)

Separation or

Transfer to

Another Agency

GRS 1, #2b

23.2-105

OFFICE OF INDUSTRIAL SERVICES



24.0000

OFFICE OF  
INDUSTRIAL SERVICES

24.1000

PLANT SERVICES  
DIVISION

24.1100

BUILDING SERVICES  
BRANCH

24.1110

CUSTODIAL  
SECTION

24.1120

ELEVATOR  
SECTION

24.1130

MISCELLANEOUS  
SERVICES  
SECTION

24.1140

SECURITY PAPER  
DESTRUCTION  
SECTION

24.1200

INDUSTRIAL SERVICES  
BRANCH

24.1210

GARAGE  
SECTION

24.1220

MATERIALS  
HANDLING  
SECTION

24.2000

PRODUCT CONTROL  
DIVISION

24.2100

INDUSTRIAL ENGINEERING  
BRANCH

24.2200

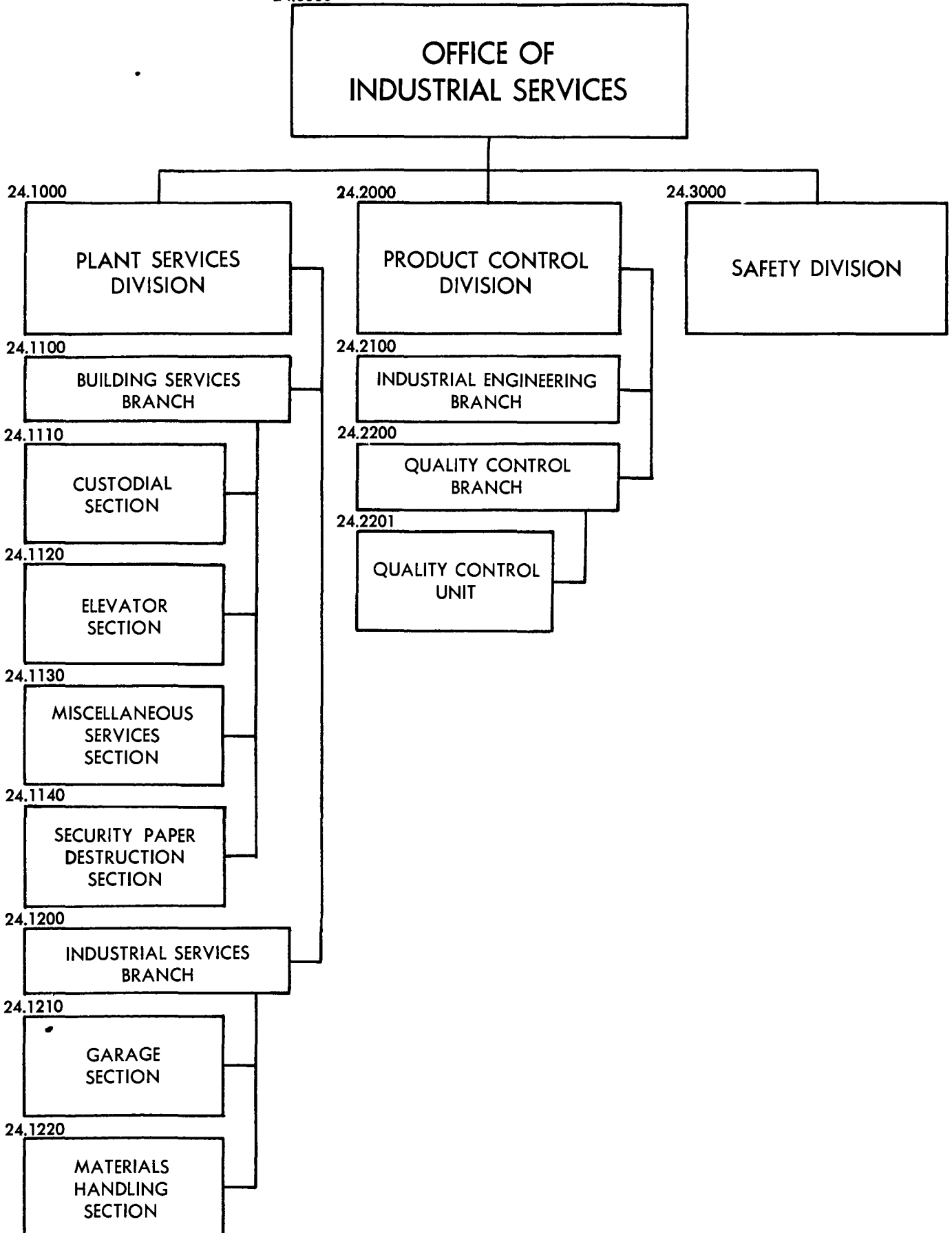
QUALITY CONTROL  
BRANCH

24.2201

QUALITY CONTROL  
UNIT

24.3000

SAFETY DIVISION



PLANT SERVICES DIVISION

24.1	Administrative Unit . . . . .	1
24.1	Telephone and Locker Coordinators . . . . .	5
24.1	Building Services Branch . . . . .	8
24.1	Material Handling Section . . . . .	10
24.1	Miscellaneous Services Section . . . . .	11
24.1	Garage Section . . . . .	12
24.3	Safety Division . . . . .	14
24.2	Product Control Division, Quality Control Branch, Quality Control Unit, Industrial Engineering Branch. . . . .	19

PLANT SERVICES DIVISION

<u>Item</u>	<u>Description</u>	<u>Retention Period</u>
24.1 - (1)	TRANSPORTATION RECORDS Filed chronologically (files contain gas receipts, monthly reports, BF 7989 - purchase order - G copy, BF 1086 - monthly vehicle report BF 8610 - stores requisition - copy C BF 9153 - daily vehicle operation record, etc.)	2 Years
24.1 - (2)	CHECKLIST - MOTOR VEHICLE OPERATION Unnumbered Form Filed chronologically (shows: car number, trip number, gas, oil, water, tires, name, etc.)	1 Year
24.1 - (3)	FORK LIFT TRUCK FILE Filed numerically (filed on companies, types of trucks, parts, catalogs, price lists, trucks disposed, electric, equipment literature, monthly and mileage reports, etc.)	2 Years
24.1 - (4)	LORTON LAUNDRY FILE Filed chronologically (contains: BF 7989 - purchase order - copy G, laundry receipts, items, delivery, prices, BF 1965 - monthly services report, etc.)	2 Years
24.1 - (5)	SUPERINTENDENT'S FILE (contains: copies of correspondence, memoranda, Office of Industrial Relations files, audit, meetings, procedures, asst. superintendent's folder, etc.)	2 Years

- 241- (6) LEAVE RESTRICTIONS AND WARNINGS 2 Years  
 Filed chronologically  
 (contains: files on termination, continuation of restriction, restriction register, restriction during probation, correspondence, memoranda, etc.)
- 241- (7) CONTROL SHEETS FOR REDLETTER BADGES 1 Year  
 Unnumbered Form  
 Filed chronologically  
 (shows: section, supervisor, badge number, time issued, date, destination, returned, signature, etc.)
- 241- (8) DAILY LOG OF DISINTEGRATOR OPERATION 1 Year  
 Unnumbered Form  
 Filed chronologically  
 (shows: shift, date, hours, material, bags produced, supervisor's signature, etc.)
- 241- (9) SECURITY FILES 2 Years  
 Filed alphabetically  
 (contains information on Security- related subjects, including: BF 9090 - report of violations, BF 1547 - copy A, BF 9419 - copy B - Investigation/Security Survey Report, BF 9727 - copy A- vountary statement, correspondence, reports of audit, etc.)
- 241- (11) DISCIPLINARY ACTIONS 2 Years  
 Filed chronologically  
 (copies of correspondence, includes name, subject, occasions, length of restriction, appeal procedure, etc.)
- 241- (12) DIVISION PERSONNEL FILES 1 Year  
 Filed alphabetically  
 (contains information on blood donors, training requests, vacancy announcements, safety shoes, personnel ratings, credit union, summer aides, job change requests, etc.)

- 24.1- (13) SERVICE RECORD CARD - SF 7 2 Years  
 Filed alphabetically  
 Copy of record maintained by  
 Personnel Staffing, Office of  
 Industrial Relations  
 (shows: name, disposition of  
 folder, employment record,  
 follow-up dates, action,  
 effective date, position, title  
 and number, salary, location,  
 etc.)
- 24.1- (14) GROUP ACTION REQUEST LIST - BF 1 Year  
 2124  
 Copy maintained by Wage and  
 Classification Branch  
 (shows: organizational  
 component, present position  
 title and incumbent, procedure,  
 action, etc.)
- 24.1- (15) DAILY WORK ASSIGNMENT REPORT - BF 1 Year  
 2145  
 Filed alphabetically  
 (shows: supervisor's name,  
 shift)
- 24.1- (16) MATERIAL SHIPMENT INSTRUCTIONS - 2 Years  
 PROPERTY REMOVAL PERMIT - BF 7995  
 Copy F  
 Filed numerically  
 Copies maintained by Delivery  
 Control; General Accounts and  
 Security  
 (shows: instruction number,  
 location, name, stock number,  
 description, quantity,  
 ship to, via, pick-up data,  
 comparasion, etc.)
- 24.1- (17) SCHEDULE OF ESTIMATED EQUIPMENT 2 Years  
 PURCHASES AND OBSOLESENCES - BF 8676  
 Copy maintained by Budget Branch,  
 Office of Financial Management  
 (shows: date, organizational  
 component, fiscal year, description  
 code number, cost center, code,  
 items, obsolete items, estimated  
 cost, etc.)

24.1 - (18)	DETAILED BADGE ACCOUNTABILITY RECORD - BF 2141 (shows: supervisor, alternate, area number, badge number, issued to, returned, etc.)	1 Year
24.1 - (19)	SAFETY SUBJECTS FILE Filed alphabetically (information, pamphlets, etc., on lawnmowers, trucks, mats, lockers, lifts, etc.)	2 Years

PLANT SERVICES DIVISION  
TELEPHONE AND LOCKER COORDINATORS

<u>Item</u>	<u>Description</u>	<u>Retention Period</u>
24.1-20 <del>(X)</del>	ORDER FOR TELEPHONE SERVICES SF 145 Copy B Filed numerically (shows: agency order number, alpha code, type of service, quantity, description, marks, from, signature, etc. - filed with office layout drawing, showing phone installation, etc.)	5 Years
24.1-21 <del>(X)</del>	C & P TELEPHONE - LONG DISTANCE TELEPHONE SERVICE CRB 691 Filed chronologically (shows: number, area code, period, date, from, to, amount, etc.)	5 Years
24.1-22 <del>(X)</del>	RECORD OF SERVICE AND EQUIPMENT - A 133 Filed chronologically (IBM printout, shows telephone, service order or authorization, date, billing number, etc.)	2 Years
24.1-23 <del>(X)</del>	COMMERCIAL TOLL CALL RECORD AND CERTIFICATION - BF 8504 (contains: telephone statements and toll slips, GSA 164, shows month and year, day, person placing call, person called, justification for use of commercial toll services, certification, etc.)	4 Years
24.1-24 <del>(X)</del>	TELEPHONE EQUIPMENT INVENTORY RECORD - BF 1927 Filed numerically (shows: number, extensions, room number, organization, order number, work order cost, date of change, monthly rental, etc.)	1 Year

24.1-25 (6)	<p>EMPLOYEE LOCATOR RECORD -            TD 2723            Filed alphabetically            Copy maintained by Main Treasury            (shows: name, office location,            home address, emergency            notification, reason for            preparation, date, etc.)</p>	<p>Destroy Upon            Separation</p>
24.1-26 (8)	<p>MEMORANDUM FOR TELEPHONE SERVICE            Filed chronologically            (shows: to, from, date, what            service is needed, name,            extension, and room number of            person to contact, etc.)</p>	<p>4 Years</p>
24.1-27 (8)	<p>LOCKER AND KEY ROSTER - Unnumbered            (shows: name, locker room number,            locker number, etc.)</p>	<p>1 Year</p>
24.1-28 (8)	<p>LOCKER ISSUANCE RECORD - BF 2087            (shows: cost center, pay account,            key status, date, room and            building, locker number, sex, name,            cost center, etc.)</p>	<p>1 Year</p>
24.1-29 (8)	<p>LOCKER ASSIGNMENT LISTING            Filed numerically            (shows: room number, locker            number, name, cost center,            employee payroll number, sex,            second room number, date, etc.)</p>	<p>Destroy When            Superseded</p>
24.1-30 (8)	<p>REQUEST FOR MAINTENANCE AND REPAIRS            BF 8301-1            Copy A            Copy maintained by Shop, Construction            and Maintenance Division            Filed numerically            (shows: request number, location of            work, description, who to consult,            approved, charge to, referred to,            work completed, etc.)</p>	<p>1 Year</p>
24.1-31 (8)	<p>SEPARATIONS LISTS - Unnumbered            Filed chronologically            (shows: separation, retirements,            name changes, date effective, etc.)</p>	<p>1 Year</p>



24.1-32	<del>(13)</del>	LOCKSMITH REQUESTS (memoranda requesting locks opened, keys made, etc.)	1 Year
24.1-33	<del>(14)</del>	CHANGES IN PHONES Filed chronologically (contains listings of phone number changes, up-to-date directory, etc.)	1 Year
24.1-34	<del>(17)</del>	BLUEPRINTS	Destroy When Obsolete

## BUILDING SERVICES BRANCH

<u>Item</u>	<u>Description</u>	<u>Retention Period</u>
<u>Elevator Unit</u>		
24.1-35	<del>(X)</del> LABOR - MANAGEMENT FILES (consists of agreements, contracts, bulletins, etc.)	2 Years
24.1-36	<del>(X)</del> CONTROL SHEETS FOR BLACKLETTER BADGES Unnumbered Form (shows: section, supervisor, badge number, time issued, date, destination, time returned, employees' and supervisors' signature, etc.) <u>NOTE: Superseded by BF 2124)</u>	1 Year
24.1-37	<del>(X)</del> PERSONNEL FILES (information on promotions, awards, restrictions, leave, etc.)	1 Year
<u>Custodial Section</u>		
24.1-38	<del>(X)</del> ACCIDENT REPORTS Filed chronologically (contains information pertaining to accidents, in- cluding names, addresses, establishment, cause, nature and extent of injury, etc.)	2 Years
24.1-39	<del>(X)</del> SAFETY FOLDERS Filed chronologically (contains safety reports, replies to audit exceptions, pamphlets, etc.)	2 Years
24.1-40	<del>(X)</del> EMPLOYEE FOLDERS OR PERSONNEL FILES Filed alphabetically (contains copies of BF 8017 - AWOL charge notice, notices of leave restrictions, etc.)	Destroy Upon Separation

24.1- 41 (A)	OVERTIME REPORT - BF 8433 Filed chronologically (attached to rosters of employees, supervisors and location of work.)	1 Year
24.1- 42 (A)	SERVICE RECORD CARD - SF 7 Filed alphabetically (shows: name, birth, social security, veteran information, performance rating, current employment record, follow-up dates, etc.)	Destroy Upon Separation
24.1- 43 (E)	SUPERVISORS REPORT OF ACCIDENT OTHER THAN MOTOR VEHICLE - SF 0092 Filed chronologically (shows: reporting unit, when, where, how, and why, corrective action, consequences, witnesses, supervisor, review and comment, etc.)	1 Year After Final Action
24.1- 44 (Z)	PERFORATION TANKS INSPECTION REPORT BF 1978 Filed chronologically (shows: shift, condition codes, date/time inspected, tank number, inspector's signature, etc.)	1 Year
24.1- 45 (B)	EQUIPMENT ISSUE RECORD BF 2204 Filed chronologically (shows: equipment, quantity checked out, condition, location of use, time, condition or return, name, date, shift, issued by, etc.)	1 Year

## INDUSTRIAL SERVICES BRANCH - MATERIAL HANDLING SECTION

<u>Item</u>	<u>Description</u>	<u>Retention Period</u>
24.1-46 (X)	SUPERVISOR'S REPORT OF ACCIDENT - SF 92 Filed chronologically (shows: name, date, where, when, how accident occurred, consequences, corrective action, witnesses, review, comments, signatures, etc.)	1 Year After Final Action
24.1-47 (X)	DELIVERY SERVICE REQUEST - BF 8525 Filed chronologically (shows: date, material consignee, consignor, location, deliverer.)	1 Year
24.1-48 (X)	EMPLOYEE WORK PERFORMANCE RECORD BF 9180 Filed alphabetically (shows: employees name, division/section, assignment, errors, date, results, etc.)	1 Year
24.1-49 (X)	ACCIDENT REPORT - ELECTRIC INDUSTRIAL TRUCKS - BF 9220-OD Filed chronologically (shows: employees name, permit number, truck number, type of injury/damage, time, location, date, details of occurrence, witnesses, signatures, etc.)	1 Year After Final Action

## MISCELLANEOUS SERVICES SECTION

<u>Item</u>	<u>Description</u>	<u>Retention Period</u>
24.1-50 <del>24</del>	EMPLOYEES' TIME, LEAVE, ATTENDANCE AND ASSIGNMENT RECORDS	1 Year
24.1-51 <del>51</del>	OPERATIONS RECORDS (Includes reports, logs, and forms related to miscellaneous services' function, etc.)	2 Years

## INDUSTRIAL SERVICES BRANCH - GARAGE SECTION

<u>Item</u>	<u>Description</u>	<u>Retention Period</u>
24.1-52 (A)	OFFICE FILES Filed alphabetically (contains general information on accidents, safety, driver education, etc.)	2 Years
24.1-53 (B)	CATALOGS Filed alphabetically (copies of periodicals, catalogs, price lists, mostly on automotive parts and accessories, etc.)	Destroy When Obsolete
24.1-54 (C)	VEHICLE RECORD Filed numerically (contains ownership title, procurement documents, registration, etc.)	4 Years After Vehicle Leaves Agency Custody GRS 10,#6
24.1-55 (D)	CONTROL SHEETS FOR BLACK LETTER BADGES Unnumbered Form Filed chronologically (shows: section, supervisor, badge number, time issued, date, destination, time returned, employees' and supervisors' signatures, etc.) <u>NOTE:</u> This form superseded by BF 2124.)	1 Year
24.1-56 (E)	OPERATORS AND INVESTIGATION REPORTS OF MOTOR VEHICLE ACCIDENT - SF 91 & 91A (shows: department or agency, operator, time and place, vehicle and property information, injured, witnesses, accident, events, diagram, etc.)	6 Years After Case is Closed GRS 10,#5

24.1-57 (8)	<p>CERTIFICATE OF RELEASE OF MOTOR VEHICLE SF 97 &amp; 97A Filed numerically (shows: certificate number, name and address of transferee, vehicle description, transferor, etc.)</p>	<p>4 Years After Vehicle Leaves Agency Custody</p>
24.1-58 (8)	<p>MONTHLY VEHICLE SERVICE REPORT - BF 1086 Filed numerically (shows: vehicle number, date, gasoline, oil, lubricant, service, odometer reading, number of miles traveled, number of trips made, etc.)</p>	<p>3 Years</p>
24.1-59 (8)	<p>TRIP RECORD - BF 8330 Filed numerically (shows: driver, vehicle number, odometer reading, out and in, material, passengers, requested by, dispatcher, etc.)</p>	<p>1 Year</p>
24.1-60 (8)	<p>MOTOR VEHICLE DESCRIPTION AND OPERATING RECORD - BF 8619 Filed numerically (shows: vehicle number, serial number, description, estimated life, status, date, total miles, gallons of gas, quarts of oil, number of trips, etc.)</p>	<p>1 Year</p>

SAFETY DIVISION - OFFICE OF INDUSTRIAL SERVICES

<u>Item</u>	<u>Description</u>	<u>Retention Period</u>
24.3- (1)	POLICY AND PRECEDENT FILE (shows: Treasury regulations and circulars, Department of Labor Regulations, Bureau Bulletins, Bureau Circulars, Bureau Safety Circulars, and Bureau policy memorandums.)	Maintained until superseded or rescinded
24.3 - (2)	ADMINISTRATIVE FILES Filed chronologically (shows: DOL letters, Bureau letters, Bureau memorandums, Safety memorandums, DOL publications, Treasury publications, Treasury letters, Bureau publications, general administrative files, Safety Division organization, EEO minutes, orientations, Safety staffing, travel requests, commercial toll call records and certifications, fixed assets program, internal audit, and news release items.)	2 Years
24.3-(3)	AWARDS AND RECOGNITION FILES Filed chronologically (shows: Safety idea program, safety suggestion awards, individual safety awards, safety committee awards, and safety award publications.)	2 Years After Final Action
24.3- (4)	SAFETY AUDIT FILES Filed chronologically by office, division, branch, etc.)	2 Years After Final Action
24.3-(5)	SAFETY COMMITTEE FILES Filed chronologically by division.)	2 Years



- 24.3- (6) SPECIAL SAFETY PROJECTS  
(SAFETY SURVEYS/EVALUATIONS)  
Filed chronologically by  
project 2 Years After  
Final Action
- 24.3- (7) SAFETY REPORTS  
Filed chronologically by  
type 2 Years After  
Final Action  
(shows: Safety action reports,  
safety action report summary,  
accident investigations re-  
sponsibilities and reports, OSHA  
reports, annual OSHA report to  
DOL, report of work connected  
injuries by cost and cause, MBO  
report, etc.) Overtime  
activity reports, report of  
excess property, employee's daily  
health report, flash report of  
injuries, fire reports, fire  
alarm test, federal fire council  
report of federal fire losses,  
Inspection and calibration weekly  
report, safety contest report  
(National Safety Council, cost  
reduction and management improve-  
ment report, quarterly cost  
reduction and management improve-  
ment report, bi-weekly report,  
(quarterly activity report,  
accident statistics (OSHA), monthly  
treasury accident report, accident  
cost and facts, mileage report,  
safety inspection report, and the  
safety request for maintenance and  
repair report.)
- 24.3 - (8) PERSONAL PROTECTIVE EQUIPMENT FILES 3 Years  
(Includes files on: The safety  
shoe program, safety eyeglasses,  
and bump caps.)
- 24.3- (9) INVESTIGATION FILES 2 Years After  
Filed chronologically by type Final Action  
of investigation  
(shows: personal injury -  
investigations, security  
investigations, elevator  
accidents, motor vehicle  
accidents, industrial truck  
accidents, special investigations,  
and practical trial inspections.)

- 24.3 - (10) TRAINING FILES  
 Filed chronologically by action  
 (shows: training requests, request for travel authorization, training on the Scott air-pack, training information (filed by individual training provided by the Bureau's careers branch.)  
 Years After Final Action
- 24.3 - (11) SPECIAL MOTOR VEHICLE AND INDUSTRIAL TRUCK FILES  
 Filed chronologically  
 (shows: motor vehicle physical examinations, motor vehicle permit records, motor vehicle testing results, motor vehicle licensing request, industrial truck licensing procedures, industrial truck physical examinations, industrial truck licensing requests, and industrial truck permit numbers.)  
 2 Years After Final Action
- 24.3 - (12) TORT CLAIMS  
 Filed chronologically by case  
 (shows: pertinent papers associated with each individual tort claim.)  
 2 Years After
- 24.3 - (13) NOTICE OF RECURRENCES OF DISABILITY CA-2a  
 (shows: name, date and hour of injury, Bureau of Employment Compensation file number, home mailing address, telephone, pay rate in effect, etc.)  
 2 Years After Close of Case
- 24.3 - (14) COMPENSATION FILES  
 Filed alphabetically  
 (includes:  
 (a) Compensation Information Sheet  
 (b) Report of Termination of Total or Partial Injury - CA-3  
 (c) Application for Augmented Compensation for Disability - CA-4  
 (d) Notification of Public Health Service Recommendation - BF 1661  
 (e) Memoranda and various paperwork)  
 (f) CA-1/2  
 (g) CA-8  
 (h) SF Form 92  
 5 Years

- 24.3 - (15) COMPENSATION CASES - UNUSUAL AND QUESTIONABLE  
 Filed alphabetically  
 (contains: memoranda and information pertaining to cases.) 5 Years
- 24.3 - (16) ACTIVE COMPENSATION CASES, AUTOMATIC ROLL EMPLOYEES, CONTINUATION OF PAY CASES  
 (each file includes:  
 (a) Compensation Information Sheets  
 (b) Report of Termination of Total or Partial Injury CA-3  
 (c) Application for Augmented Compensation for Disability - CA-4  
 (d) Notification of Public Health Service - Recommendation - BF 1661  
 (e) Memoranda and various paperwork.) 3 Years After Close of Case
- 24.3 - (17) INACTIVE COMPENSATION CASES  
 (each file includes:  
 (a) Compensation Information Sheets  
 (b) Report of Termination of Total or Partial Injury - CA-3  
 (c) Application for Augmented Compensation for Disability - CA-4  
 (d) Notification of Public Health Service Recommendation - BF 1661  
 (e) Memoranda and various paperwork.) 3 Years After Close of Case
- 24.3 - (18) MONTHLY REPORT OF WORK INJURY EXPERIENCED  
 Filed chronologically  
 (shows: new cases, numbers, division, days lost, carry over cases, pick up cases, work connected injuries by division, etc.) 2 Years

- 24.3- (19) INDUSTRIAL TRUCK OPERATORS  
(3 x 5 cards) Destroy Upon  
Separation  
Filed alphabetically  
(shows: name of employee,  
division, position, date of  
physical, rules and regulations,  
truck type, permit number, etc.)
- 24.3- (20) GOVERNMENT MOTOR VEHICLE PERMITS 3 Years  
(3 x 5 cards)  
Filed alphabetically  
(a) Biographical Card  
(shows: employee name,  
division, sex, birthdate,  
birthplace, hair color,  
eyes, weight, social  
security number, etc.)  
(b) GOVERNMENT MOTOR VEHICLE  
OPERATORS IDENTIFICATION  
CARD - SF 46  
(shows: card no., operator,  
date issued, date expires,  
sex, date of birth, hair  
color, issuing unit, etc.)
- 24.3- (21) ISSUES SAFETY SHOES (3 x 5 cards) 3 Years  
Filed alphabetically  
(shows: name, cost center, size,  
style, date.)
- 24.3- (22) RECORD OF INDUSTRIAL TRUCK OPERATORS - Destroy Upon  
BF 8067 Separation  
Filed numerically  
(shows: division, name,  
designation, grade, date  
assigned, probationary, detail,  
etc.)

PRODUCT CONTROL DIVISION  
 QUALITY CONTROL BRANCH  
 QUALITY CONTROL UNIT  
 INDUSTRIAL ENGINEERING BRANCH

<u>Item</u>	<u>Description</u>	<u>Retention Period</u>
24.2- (1)	MANPOWER REQUIREMENTS REPORT - BF 9883 (shows: from, division superintendent, date, chief, position title, wage system, series, grade and position number, production, manpower, production, etc.)	2 Years
24.2- (2)	GENERAL CORRESPONDENCE Files by correspondent's name (contains letters, memos, etc.)	1 Year
24.2- (3)	WEEKLY SUMMARY OF STAMP SPOILAGE PROJECTIONS Filed chronologically (contains: (a) memo (b) narrative explaining percent of perfect and spoiled stamps.)	2 Years
24.2- (4)	WEEKLY SUMMARY OF CURRENCY SPOILAGE PROJECTIONS Filed chronologically (contains: (a) memo (b) narrative explaining percent of perfect and spoiled currency.)	2 Years
24.2- (5)	MONTHLY SUMMARY OF STAMP AND CURRENCY SPOILAGE Filed chronologically (narrative and statistical summary of spoilage for a one month period.)	2 Years
24.2- (6)	SPECIAL REPORTS - SPOILAGE (shows: spoilage figures, intaglio spoilage, processing overprinting, total currency spoilage, confidence interval, etc.)	1 Year

242- (7)	SPECIAL REPORTS AND EXPERIMENTS (contains miscellaneous reports on experiments done on various subjects such as temperature and paper specifications, etc.)	2 Years
242- (8)	QUALITY REVIEW AMERICAN BANK NOTE Filed chronologically (narrative report on Food Stamp Program.)	2 Years
242- (9)	<u>AOQL/CURRENCY</u> (narrative/and statistical on currency program.)	1 Year
242- (10)	FOOD COUPONS WEEKLY AVERAGE OUT-GOING LEVEL Filed chronologically (narrative and statistical report portraying average percentage of perfect and spoiled products.)	2 Years
242- (11)	WEEKLY AVERAGE OUTGOING QUALITY LEVEL POSTAGE STAMPS Filed chronologically (narrative and statistical report portraying average percentage of perfect and spoiled products.)	2 Years
242- (12)	MONTHLY AVERAGE OUTGOING QUALITY LEVEL OF CURRENCY (narrative and statistical report portraying average percentage of perfect and spoiled products.)	2 Years
242- (13)	CURRENCY INSPECTION REPORT - BF 2132 Filed numerically (shows: date, press number, denomination and series, printers, time of sample, observations, reasons for defects, remarks, etc.)	1 Year

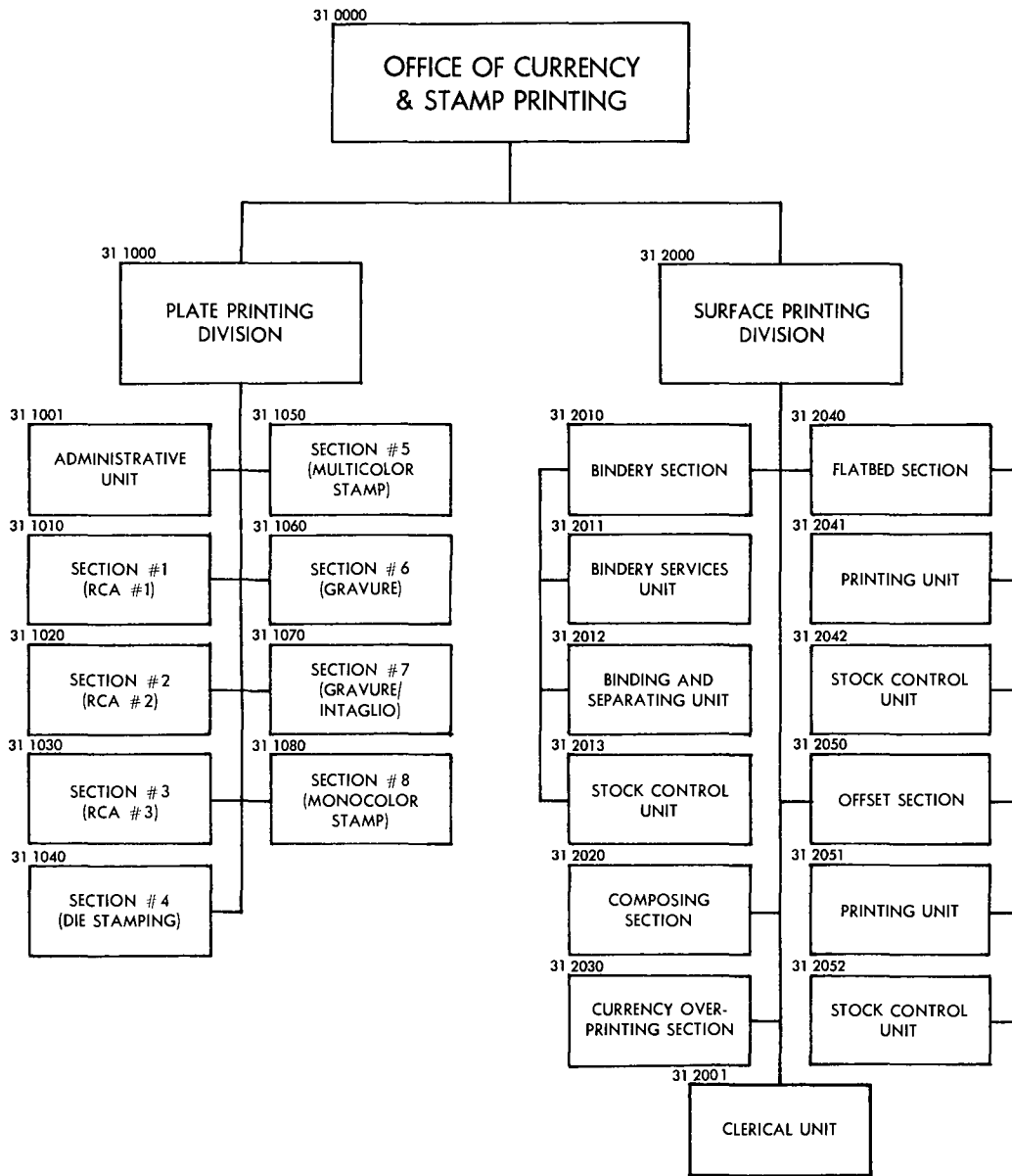
- 242- (7) SPECIAL REPORTS AND EXPERIMENTS 2 Years  
 (contains miscellaneous reports on experiments done on various subjects such as temperature and paper specifications, etc.)
- 242- (8) QUALITY REVIEW AMERICAN BANK NOTE 2 Years  
 Filed chronologically  
 (narrative report on Food Stamp Program.)
- 242- (9) AOQL/CURRENCY 1 Year  
 (narrative/and statistical on currency program.)
- 242- (10) FOOD COUPONS WEEKLY AVERAGE OUT-GOING LEVEL 2 Years  
 Filed chronologically  
 (narrative and statistical report portraying average percentage of perfect and spoiled products.)
- 242- (11) WEEKLY AVERAGE OUTGOING QUALITY LEVEL POSTAGE STAMPS 2 Years  
 Filed chronologically  
 (narrative and statistical report portraying average percentage of perfect and spoiled products.)
- 242- (12) MONTHLY AVERAGE OUTGOING QUALITY LEVEL OF CURRENCY 2 Years  
 (narrative and statistical report portraying average percentage of perfect and spoiled products.)
- 242- (13) CURRENCY INSPECTION REPORT - BF 2132 1 Year  
 Filed numerically  
 (shows: date, press number, denomination and series, printers, time of sample, observations, reasons for defects, remarks, etc.)

- 24.2- (14) POSTAGE STAMP INSPECTION 1 Year  
 REPORT - BF - 2143  
 Filed chronologically  
 (shows: date, press no.,  
 denomination and series,  
 printers, time of sample,  
 observations, reasons for  
 defects, etc.)
- 24.2- (15) EMPLOYEE SENIORITY LIST Destroy When  
 Filed alphabetically Obsolete  
 (shows: employee name,  
 seniority, etc.)
- 24.2- (16) QUALITY CONTROL - FINAL 1 Year  
 INSPECTION REPORT CURRENCY -  
 BF 2205  
 (shows: date, sample number,  
 package number, accountability  
 verification, quality audit,  
 examiner's name, inspector's  
 name, etc.)
- 24.2- (17) DEFECTS LOCATED BY QUALITY CONTROL 2 Years  
 INSPECTOR  
 (shows: printer, press number,  
 date printed, shift, load  
 number, defects located, etc.)
- 24.2- (18) COPE CURRENCY 2 Years  
 Filed chronologically  
 (narrative report shows process  
 sheet, date processed, shift,  
 date inspected, denomination,  
 bank, percent defective, reasons  
 for note removal, COPE, etc.)
- 24.2- (19) FINAL INSPECTION REPORT (POSTAGE 2 Years  
 STAMPS - COILS, SHEETS & BOOKS)  
 Filed chronologically  
 (shows: name, sample number,  
 issue, number and types of  
 defects, date, etc.)
- 24.2- (20) EXAMINING SPOILAGE REPORT - QUALITY 2 Years  
 ANALYSIS - BF 9502  
 (16-Subject & 32-Subject Blank  
 Engraved Currency)  
 (shows: test number, run number,  
 total sheets, defect, quantity of  
 defective notes per sheet, etc.)



24,2- (21)	PROJECT FOLDERS Filed numerically (contains: (a) Workpapers (b) Drafts (c) Correspondence (d) Final Report	2 Years After Close of Project
24,2- (22)	CORRESPONDENCE FILES Filed chronologically (contains: miscellaneous letters, memoranda, etc., issued by or received by Industrial Engineering.)	2 Years
24,2- (23)	EMPLOYEE COMPLEMENT QUARTERLY REPORT - BF 1175 (shows: from, last day of quarter, building, shift, total, remarks, prepared by, etc.)	2 Years

OFFICE OF CURRENCY AND  
STAMP PRINTING



INDEX - Office of Currency and Stamp Printing

<i>31.1</i>	Plate Printing Division . . . . .	1
<i>31.2</i>	Surface Printing Division . . . . .	16

PLATE PRINTING DIVISION

- (1) PRINTED PAPER DEFECT NOTICE - BF - 1034 3 Months

Filed chronologically

(shows: name of printer, press number, denomination and class, defective note, plate & load number, description of defect, defective sheets printed, remarks, signature, date.)

- (2) MONTHLY ACTIVITY REPORT, POSTAGE STAMP PLATES NUMBERED, ISSUED, AND CANCELLED - BF - 1067 1 Year

Filed chronologically

Copies to Correspondence Unit, Production Scheduling, Plate Vault, Engraving

(shows: plate number, denomination, title, subjects, series, date to press, certified or cancelled, number of impressions.)

- (3) NOTICE TO CORRECT SCHEDULE OF DELIVERY OF MUTILATED PAPER - BF - 1463 1 Year

Filed chronologically

Copies to Printings Accounts Unit

(shows: schedule number, date, originating component, entries which were in error, corrected entries, effect on division accounts, documents which support corrections, signatures and date.)

- (4) SECTION OPERATION AND MAINTENANCE RECORD - BF - 1523 6 Months

Filed chronologically

(shows: date, idle presses, presses under maintenance, jobs in section, quantity of supplies ordered, on hand, to order, quantity of plates at press by type and status, discrepancies, press number, register count, remarks.)

- 31.1 (5) STOCK CONTROL RECORD - 1596 1 Year  
 Filed chronologically  
 (shows: month, denomination, class, subject, series, press, product code number, date, balance brought forward, received, total on hand, delivered, balance, remarks.)
- 31.1 (6) DAILY ASSIGNMENT AND PRODUCTION RECORD 1 Month  
 BF - 1644  
 Filed chronologically  
 (shows: press number, ink symbol, code, job description, name of printer and assistants, order number, die number, opening balance, closing balance.)
- 31.1 (7) NOTICE OF STOCK TO BE DELIVERED - BF - 1 Month  
 1685  
 Filed chronologically  
 (shows: denomination and class, date, load number press number, total delivery today, quantity of loads, quantity of sheets, estimated delivery tomorrow.)
- 31.1 (8) PRINTING SUPPLIES INVENTORY - BF - 1708 6 Months  
 Filed chronologically  
 (shows: press number, job title, ink symbols, amount at press, date remarks, paper supply summary by type, ink supply summary.)
- 31.1 (9) INK REQUIREMENTS WORK SHEET - BF - 1709 1 Month  
 Filed chronologically  
 (shows: date, press number, class of work, ink symbol, quantity of sheets, total of sheets printed, ink consumption, balances.)
- 31.1 (10) RECEIPT AND DELIVERY RECORD - BF - 1718 6 Months  
 Filed chronologically  
 (shows: date received, number of run, skid or load; denomination and class, press number, name of printer, date finished, date delivered to examining, quantity of unfit, remarks.)

31.1

(11) RETURNED INK DISPOSITION REQUEST - 6 Months  
 BF - 1738  
 Filed chronologically  
 Copies to Ink Manufacturing & Control  
 Branch, Ink Supply and Storage, Cost  
 Accounting, Section Files  
 (shows: ink identification formula  
 number, buckets or cans, quantity  
 returned to inventory, quantity  
 disposed as waste, signature, date.)

31.1

(12) DAILY POSTAGE STAMP PRODUCTION REPORT 6 Months  
 BF - 1739  
 Filed numerically  
 Copies to Production Scheduling  
 (shows: date, report number, press  
 number, description, subjects, series,  
 number of shifts, manhours, production  
 data.)

31.1

(13) SCHEDULE OF RECEIPT - BF - 1753 1 Year  
 Filed numerically  
 Copies in General Accounts and  
 Receiving Division  
 (shows: date of receipt, schedule  
 number, reference, Receiving Division,  
 cost code, registry numbers, received  
 from, schedule of delivery or  
 requisition number, description,  
 denomination, serial numbers, quantity,  
 subject per sheet, quantity received,  
 billing rate, amount of credit.)

31.1

(14) SPOILAGE NOTICE CURRENCY - BF - 1921-1 1 Month  
 Filed chronologically  
 (shows: denomination and class,  
 date examined, process sheet number,  
 load number, press number, date of  
 printing, check numbers, defects,  
 printer, packages, amount, sheet  
 number, package number, date.)

31.1

(15) SPOILAGE NOTICE - POSTAGE STAMPS - BF 1 Month  
 1921-2  
 Filed chronologically  
 (shows: denomination and class,  
 date examined, series, roll number,  
 press number, date printed, shift  
 defects, amount, printer, date.)

- 31.1 (16) PRODUCTION DATA REPORT - BF - 1985 1 Year  
 Filed chronologically  
 Copies to Production Scheduling,  
 Cost Accounts, Section File  
 (shows: date, shift, cost center  
 number, signature, product code  
 and order number, time and quantity  
 of sheets for each production  
 operation, totals.)
- 31.1 (17) PRESS REGISTER COUNT RECORD - BF - 1992 1 Month  
 Filed chronologically  
 (shows: press number, printer,  
 denomination and series, date,  
 shift, load number, press register  
 readings, remarks.)
- 31.1 (18) PLATE PRINTING DAILY PRODUCTION REPORT 6 Months  
 BF - 1993  
 Filed chronologically  
 Copies to Cost Accounting, Production  
 Scheduling, Printings Accounts, Unit  
 File  
 (shows: product code and description,  
 date cost center number, shift,  
 submitted by, load roll, or process  
 sheet number, press number, opening  
 inventory, closing inventory, shift  
 production, names of printers, manhours  
 worked, production totals.)
- 31.1 (19) LOAD NUMBER CONTROL LOG - BF - 1994 6 Months  
 Filed chronologically  
 (shows: load number, back press,  
 blank stock, printed backs, unfit  
 blanks, face press, printed faces,  
 unfit, delivered.)
- 31.1 (20) DISTINCTIVE PAPER ISSUE RECEIPT - BF 1 Month  
 1997  
 Filed chronologically  
 (shows: date, stock number, size,  
 skid number, run number, number  
 of sheets, remarks, issued to,  
 recipient.)



- 31.1 (21) BEP SECURITY SEALS CONTROL REGISTER 1 Year  
 BF - 2045-2  
 Filed chronologically  
 (shows: year, seal color, component, identifying initials, seal number, issued and affixed, removed and returned, day and month, process or load number.)
- 31.1 (22) COPE DATA - BF - 2092 6 Months  
 Filed chronologically  
 (shows: denomination and class, load number, process number and bank letter, dates of printing, shifts, overprinting, exchanges, note processing, date, initials, grand totals.)
- 31.1 (23) DAILY WORK RECORD - BF - 2128 6 Months  
 Filed chronologically  
 (shows: day, date, press number, days run, job description, plate numbers, opening balance, plate and job changes, remarks.)
- 31.1 (24) DAILY PRESS ACTIVITY REPORT - BF - 2137 6 Months  
 Filed chronologically  
 (shows: shift, date, press number, cost center, product code, order number, start time, job description, stop time, operational code, total production, remarks.)
- 31.1 (25) NOTICE OF CHANGE - BF - 2149 6 Months  
 Filed numerically  
 Record copy in Production Scheduling  
 (shows: date, change number, to, order number, date, title, type of change, from, to, reason for change, cancellation information reason for cancellation, signature.)

- 31.1 (26) PRECANCELLING MATS RECORD AND LOCATOR Destroy Upon  
Destruction  
Mat  
BF - 2161  
Filed alphabetically  
(shows: date received, city,  
quantity, locations, date  
destroyed, type of stamps,  
name of state, standard  
abbreviation.)
- 31.1 (27) MISCELLANEOUS JOB PRINTING LOG 1 Year  
BF -2230  
Filed chronologically  
(shows: job title, order number,  
product code number, ink symbols,  
date, printer's name, load number,  
daily production, balances.)
- 31.1 (28) DAILY INVENTORY REPORT - MISCELLANEOUS 6 Months  
PRINTINGS - BF - 2251  
Filed chronologically  
Copies to Cost Accounting, Production  
Scheduling, Printings Accounts  
Division File  
(shows: date, code, denomination  
and class, cost center, order number,  
prepared by, load number, press  
number, blank stock, printed stock,  
unfit stock, load total, name of  
printers, man-hours, production,  
totals, balances and deliveries.)
- 31.1 (29) RECEIPT FOR SPECIMENS - BF - 8038 Destroy Upon  
Return of Received  
Item  
Filed chronologically  
(shows: date, denomination,  
title, form or series number,  
quantity, total, signature.)
- 31.1 (30) JOB CHANGE REQUEST - BF - 8050 6 Months  
Filed numerically  
Copy of record in Production  
Scheduling  
(shows: date, number, job to be  
changed, job to be assigned.)

- 31.1 (31) DIVISION DAILY STOCK CONTROL RECORD - BF - 8167-3 6 Months  
 Filed chronologically  
 (shows: date, product title, stage of printing, item, reference, summary, denomination, balances and totals.)
- 31.1 (32) STOCK CONTROL RECORD - BF - 8177 1 Year  
 Filed chronologically  
 (shows: denomination and class, series, number of subjects, stage of processing, date, reference, receipts, receipt adjustments, deliveries, balance totals.)
- 31.1 (33) NOTICE OF PLATE CHANGE - BF - 8198 1 Month  
 Filed chronologically  
 (shows: date, date to change plate, shift, plate numbers denomination and class, name of printer, press number, plates to be removed, total impressions printed.)
- 31.1 (34) RECORD OF IMPRESSIONS PRINTED FROM ENGRAVED PLATES - BF - 8204 Destroy Upon Cancellation of Plate  
 Filed numerically  
 (shows: plate number, plate description, number subjects, date certified, date cancelled, to press date, press number, sheets printed, date removed, recertified.)
- 31.1 (35) DAILY RECORD OF PRINTINGS AND PERSONNEL ASSIGNED - BF - 8212 6 Months  
 Filed chronologically  
 (shows: date, shift, press number, printer, code number, work description, other personnel.)
- 31.1 (36) SCHEDULE OF DELIVERY - STOCK DROPPED FROM PRESS - BF - 8215 1 Year  
 Copies to Plate Vault Unit, Office Of Engraving  
 (shows: date, press number, plate or item number, description, condition or defect, number of impressions, signature.)

31.1

(37) ENGRAVED PLATE IMPRESSION RECORD  
 BF - 8221  
 Filed numerically  
 (shows: press number, plate number,  
 inspection due, rechroming due,  
 denomination, class, subjects, series,  
 date, impressions printed.)

Destroy Upon  
 Cancellation  
 of Plate

31.1

(38) DAILY REPORT OF IMPRESSION PRINTED  
 BF - 8226  
 Filed chronologically  
 Copies to Cost Accounts, Production  
 Scheduling, Printings Accounts  
 (shows: schedule number, date, press  
 number, name of printer, description  
 of work, product code, quantity of  
 sheets, remarks summary of  
 printings.)

6 Months

31.1

(39) ROTARY PRESS REGISTER COUNT RECORD -  
 BF - 8229  
 Filed numerically  
 (shows: press number, description  
 subjects, series, name of printer,  
 register readings, quantity of  
 impressions, roll number, remarks.)

6 Months

31.1

(40) DAILY PRODUCTION REPORT - BF - 8251  
 Filed chronologically  
 (shows: date, name of printer,  
 press number, denomination and  
 class, quantity of sheets, totals,  
 total hours worked, total sheets  
 processed.)

1 Month

31.1

(41) EXAMINERS SPOILAGE REPORT - BF - 8253  
 Filed chronologically  
 (shows: load number, denomination  
 and class, check numbers, date of  
 examination, signature, type of  
 defect found, totals.)

6 Months

31.1

(42) PRESS REGISTER COUNT RECORD - BF - 8293  
 Filed chronologically  
 (shows: division, section, shift,  
 date press number, name of printer  
 or pressman, class of work, load or  
 roll number, register readings, total  
 impressions recorded, remarks.)

6 Months

31.1

- (43) PAPER ACCOUNT TRANSFER SCHEDULE 1 Year  
 BF - 8303  
 Filed chronologically  
 Copies to Printings Accounts,  
 Cost Accounts, Division File,  
 Stock Control Clerk  
 (shows: date, from, cost center,  
 schedule number, transferred from  
 and to, authority, series  
 or design, denomination, stock  
 number, size, subject persheet,  
 quantity.)

31.1

- (44) INTERDIVISION TRANSFER SCHEDULE - 1 Year  
 BF - 8324  
 Filed numerically  
 Copies to Printings Accounts,  
 Production Scheduling, Receiving  
 and Delivering Units  
 (shows: schedule number, to,  
 from, date, description, design  
 or series, denomination or form  
 number, subjects persheet, quantity  
 of sheets.)

31.1

- (45) DAILY REPORT OF IMPRESSIONS PLATE 6 Months  
 PRINTED - BF - 8328  
 Filed chronologically  
 Copies to Printings Accounts,  
 Production Scheduling, Division Files  
 (shows: schedule number, date,  
 denomination, class, series or  
 design, subject persheet, number of  
 sheets printed, sheets carried in  
 books of accounts.)

31.1

- (46) SCHEDULE OF DELIVERY OF MUTILATED 1 Year  
 PAPER - BF - 8333  
 Filed numerically  
 Copies to Security Destruction Unit,  
 Printings Accounts, Mutilated  
 Disposition Unit, Delivery Component,  
 Production Scheduling  
 (shows: schedule number, delivery  
 date, delivering component, package  
 number, item description, total  
 sheets, destruction certificate.)

- 31 . 1 (47) SCHEDULE OF DELIVERY - BF - 8334 1 Year  
 Filed numerically  
 Copies in General Accounts,  
 Printing Accounts, Production  
 Scheduling, Delivering Division,  
 Receiving Office  
 (shows: date of delivery,  
 schedule number, delivery method,  
 Bureau order, Delivering Division,  
 cost center, requisitioning agency,  
 delivered to, bill to, product  
 code, description, denomination,  
 serial numbers and other delivery  
 information.)
- 31 . 1 (48) REQUISITION AND RECEIPT - PLATES 6 Months  
 AND MISCELLANEOUS VAULT STOCK -  
 BF - 8343  
 Filed numerically  
 Copy to Plate Vault Unit  
 (shows: section, date, requisition  
 number, class, denomination,  
 subjects, quantity, plate or item  
 numbers.)
- 31 . 1 (49) DISCREPANCY REPORT AND ADJUSTMENT 1 Year  
 AUTHORIZATION - BF - 8435  
 Filed numerically  
 Copies to Printings Accounts,  
 Impressions Control, Security,  
 Originating Unit  
 (shows: report number, date, date  
 printed, date transferred, schedule  
 number, class, denomination, subjects,  
 series, roll or load number, press  
 number, type of press, press register  
 record, physical count, differences,  
 remarks, results of investigation,  
 recommendations.)
- 31 . 1 (50) REPORT OF RECONCILIATION OF OVERAGE 1 Year  
 OR SHORTAGE - BF - 8477  
 Filed numerically  
 Copy of record maintained by Office  
 of Security  
 (shows: reference number, date,  
 action taken, quantity of sheets,  
 denomination and class, disposition  
 of report, remarks.)

- 31 . 1 (51) REPORT OF OVERAGE OR SHORTAGE - 1 Year  
 BF - 8478  
 Filed numerically  
 Copy of record maintained by Office  
 of Security  
 (shows: division report number,  
 date, denomination, class of work,  
 sheets over or short, remarks,  
 signatures.)
- 31 . 1 (52) BLANK PRINTING PAPER REQUISITION - 1 Year  
 BF - 8513  
 Filed numerically  
 Copies to Supply Branch, Printings  
 Accounts, Stock Control, General Accounts,  
 Cost Accounting  
 (shows: requisition number, date,  
 cost center, stock number,  
 description, deliver to, quantity,  
 price.)
- 31 . 1 (53) REQUISITION AND RECEIPT - BF - 8577 6 Months  
 Filed chronologically  
 Copies to Technical Services, Cost  
 Accounts, requisitioner, Ink  
 Supply & Storage Unit  
 (shows: date, requisition number  
 cost center, identification, quantity,  
 net weight delivered.)
- 31 . 1 (54) CERTIFICATION OF MUTILATED SHEETS - 6 Months  
 BF 8659  
 Filed chronologically  
 Copy to Mutilated Disposition Unit  
 (shows: date, press number,  
 denomination cause of irregularity,  
 signature.)
- 31 . 1 (55) TEMPORARY RECEIPT FOR POSTAGE STAMPS - 6 Months  
 BF - 9184  
 Filed chronologically  
 (shows: to, from, date, denomination  
 and class of work, subjects, load  
 number, units received, totals,  
 printer, press number, date printed,  
 remarks.)

- 31.1 (56) MONTHLY REPORT OF RECEIPTS,  
DELIVERIES AND INVENTORY BY  
COST CENTER - BF - 9200  
Filed chronologically  
Copies to Cost Accounting, Production  
Scheduling, Printings Accounts,  
Originator File  
(shows: cost center, date,  
product code, title, production  
data, quantities, balances, stage  
of processing.) 1 Year
- 31.1 (57) REPORT OF SHEET COUNT - BF - 9247 1 Year  
Filed chronologically  
(shows: load number, roll number,  
description, class, subjects,  
series, printing, section, press  
number, date, printer, shift,  
register readings, totals, adjustments,  
remarks.)
- 31.1 (58) PLATE ACTIVITY REPORT - BF - 9357 6 Months  
Filed chronologically  
(shows: press number, plate  
number, title of work, date  
to press, date removed, press  
register readings, reason for plate  
removal, signature.)
- 31.1 (59) CURRENCY TRANSFER SCHEDULE - BF - 9363 1 Year  
Filed chronologically  
(shows: date, to, from, shift,  
press number, load or process sheet  
number, item description, quantities  
of sheets, totals.)
- 31.1 (60) SECURITIES TRANSFER SCHEDULE - BF - 1 Year  
9363-2  
Filed chronologically  
Copies to Printings Accounts Unit,  
Production Scheduling, Cost Accounts  
Delivering and Receiving Units  
(shows: same information as form  
above.)



31.1

(61) EXAMINERS SPOILAGE REPORT - 6 Months  
 BF - 9436  
 Filed chronologically  
 (shows: roll or load number,  
 denomination and class, printer,  
 press, shift, date, plate numbers,  
 type of defect, operation, totals.)

31.1

(62) BUILDING & VAULT SECURITY REGISTER - 1 Month  
 BF - 9405  
 Filed chronologically  
 Copy of record maintained by  
 Office of Security  
 (shows: division, section, date,  
 shift, post, badge number, area,  
 signature, destination reason, time.)

31.1

(63) DAILY PRESS ACTIVITY REPORT - BF - 6 Months  
 9455  
 Filed chronologically  
 (shows: name of printer, type  
 of press, press number, date,  
 order number, product code, title,  
 shift, time, operation, load number,  
 quantity of sheets, remarks, totals,  
 remarks.)

31.1

(64) CREDIT REQUISITION - BF - 9469 1 Year  
 Filed chronologically  
 Copies to Stock Control, General  
 Accounts, Cost Accounts, Printings  
 Accounts  
 (shows: requisition number, date,  
 cost center, account number type of  
 paper, reason for return.)

31.1

(65) PRODUCT PROCESSING ACCOUNTABILITY - 1 Year  
 RECORD - BF - 9482  
 Filed chronologically  
 Copies to Printings Accounts Unit,  
 Division Control Clerk, Section Control  
 Clerk, Impressions Control Unit  
 (shows: load or process sheet number,  
 order number, product code, title,  
 denomination, series, serial numbers,  
 packing sheet numbers, number of subjects,  
 operating, date, shift, press number, name  
 of printer, press register readings, and  
 other types of processing information.)

- 31.1 (66) UNFIT CURRENCY IDENTIFICATION NOTICE 1 Month  
 BF - 9497  
 Filed chronologically  
 (shows: press number, load number,  
 denomination & class, date, shift,  
 class of work, name of printer,  
 quantity of unfit sheets, count.)
- 31.1 (67) SPOILAGE REPORT STAMP PRODUCTION - BF 1 Year  
 9551  
 Filed chronologically  
 (shows: roll or load number, class  
 of work, totals for sheets,  
 impressions, spoiled, percentage  
 figures, quantity and percentage  
 figures by operation grand total.)
- 31.1 (68) DAILY PRINTING AND/OR PERSONNEL - 6 Months  
 ASSIGNMENT RECORD - BF 9635  
 Filed chronologically  
 (shows: cost center number, date,  
 shift, press number, name of  
 printer, men-hours, description  
 of job at press, quantity printed,  
 other personnel data.)
- 31.1 (69) STOCK STATUS REPORT - BF - 9636 6 Months  
 Filed chronologically  
 (shows: to, reporting period,  
 paper description, quantities  
 received, issued, balances.)
- 31.1 (70) STOCK CONTROL RECORD - BF - 9644 1 Year  
 Filed chronologically  
 (shows: denomination and class,  
 series, subject, job order number,  
 date receipts, deliveries, totals,  
 balance, remarks.)
- 31.1 (71) REPORT OF IMPRESSIONS PRINTED - 1 Year  
 BF - 9702  
 Filed chronologically  
 (shows: date, denomination, title,  
 subject, series, type of press,  
 plate number, quantity of  
 impressions, total impressions.)

31 . 1 (72) LOAD CONTROL RECORD WORKSHEET 1 Month  
 BF - 9777-1  
 Filed chronologically  
 (shows: section, load number,  
 press number, date, shift  
 stakers name, date.)

31 . 1 (73) WEEKEND PRESS MAINTENANCE 6 Months  
 REQUIREMENTS - BF - 9777-2  
 Filed chronologically  
 (shows: section, date,  
 requirements, press numbers,  
 special requirements.)

(74) CURRENCY ASSIGNMENT TAG - BF - Transferred  
 9924 to Production Scheduling  
 31 . 1 Filed with process sheet  
 (shows: denomination, code,  
 press number, date printed,  
 shift, bookbinder, load number,  
 process sheet number, seal  
 number, initials.)

31 . 1 (75) WORK IDENTIFICATION COVER 1 Month  
 BF - 9988  
 Filed chronologically  
 (shows: denomination, Bureau  
 order number, load number,  
 security class, agency order  
 number, press number, name of  
 printer, shift, date, quantity of  
 sheets.)

SURFACE PRINTING DIVISION

- 31.2 (1) RESULTS OF INVESTIGATION, SECURITY SURVEY - BF - 1547  
 Filed chronologically  
 Copy of record maintained by Security (shows: to, thru, from, subject, date of birth, social security number, component, security recommendation, report case number, remarks.) 1 Year After Close of Investigation
- 31.2 (2) VAULT WITHDRAWAL & RECEIPT RECORD  
 BF - 1572  
 Filed chronologically  
 Copies maintained by Stock Control, Controller and Foreman (shows: to, date to be printed, product code number, press number, class of work, denomination, subjects per sheet, processing operation, quantity sheets to issue, quantity of sheets returned, total and order number.) 6 Months
- 31.2 (3) WORK RECEIVED RECORD - BF - 1629  
 Filed chronologically (shows: skid number, process sheet number, assigned to press number.) 6 Months
- 31.2 (4) DAILY PRODUCTION REPORT - 32 SUBJECT SHEET - BF - 1630  
 Filed chronologically (shows: date, press number, process sheet number, regular or star, unfinished sheets skid load numbers, shift information and product totals.) 1 Year
- 31.2 (5) TRANSFER SCHEDULE - BF - 1692  
 Filed numerically  
 Copies to Production Scheduling, Cost Accounting, Clerical Unit Surface Printing, Stock Control Section (shows: schedule number, date, print order number, stock item number, description, quantity of sheets ordered, delivered, to be delivered, per skid and skid totals.) 1 Year

- 31.2<sup>(6)</sup> SCHEDULE OF RECEIPT - BF - 1753 1 Year  
 Filed numerically  
 Copies in General Accounts, Production Scheduling, Originating and Receiving Divisions.  
 (shows: date, schedule number, reference number, Receiving Division, cost center, registry number, originator, requisition number, description, denomination, serial numbers, quantities, amount of credit.)
- 31.2<sup>(7)</sup> REPORT OF HAND COUNT - BF - 1774 1 Month  
 Filed chronologically  
 (shows: to, product code, product title, denomination or form number, series or design, subjects as printed, subjects as counted, skid number, date printed, date counted, quantity of sheets counted, summary of count, signature of counters.)
- 31.2<sup>(8)</sup> SERIAL NUMBER REPLACEMENT LIST - BF - 1898 1 Month  
 Filed chronologically  
 Copy to Superintendent  
 (shows: identification of security, date, denomination, order number, press number, serial numbers, pressman and signature.)
- 31.2<sup>(9)</sup> PLATE STOCK RECORD - BF - 1922 Destroy Upon  
 Filed numerically Cancelation of Plate  
 (shows: plate number, made by, date received, date drawn, date returned, date destroyed, name, item, agency.)
- 31.2<sup>(10)</sup> WORK IDENTIFICATION TAG - BF - 1971 1 Month  
 Filed chronologically  
 (shows: process sheet number, series pressmans initials, lift number.)

- 31.2 (11) DISCREPANCY REPORT - BF 1988 1 Year After  
 Filed chronologically Reconciliation  
 (shows: reporting section, type of of Discrepancy  
 discrepancy, load number, press  
 number, date printed, shift, date  
 trimmed, initials, process sheet  
 number, bank, denomination, package  
 number, quantity discrepancy, action  
 taken, signatures.)
- 31.2 (12) BEP SECURITY SEALS, ISSUES & RETURNS 3 Years  
 BF - 2045-1 RECEIPT RECORD  
 Filed chronologically  
 Copy in Security  
 (shows: date issued, color, quantity  
 issued serial numbers, remarks,  
 received by, component, signature.)
- 31.2 (13) BEP SECURITY SEALS CONTROL REGISTER - 3 Years  
 BF - 2045-2  
 Filed chronologically  
 (shows: seal color, component, identifying  
 initials, seal number, issued & affixed,  
 day & month, process or load number,  
 removed & returned.)
- 31.2 (14) PHYSICAL INVENTORY OF SECURITIES ON 1 Year  
 HAND - BF - 2113  
 Filed chronologically  
 (shows: to, product code number &  
 title, denomination, stage of  
 processing, quantity of packages,  
 quantity of sheets per package,  
 subjects per sheet, total delivery,  
 date counted, signature.)
- 31.2 (15) WEEKLY PRODUCTION REPORT 1 Year  
 BF - 2159  
 Filed chronologically  
 (shows: day, date, shift, product  
 hours, summary totals.)
- 31.2 (16) RECEIPT FOR SPECIMENS - BF - 8038 1 Year  
 Filed chronologically  
 (shows: date, denomination, title,  
 series, quantity, total, recipient  
 signature.)

31.2

- (17) ORDER FOR SUPPLIES OR SERVICES - 1 Year  
 BF - 8098  
 Filed chronologically  
 Copy of record maintained by  
 Production Scheduling  
 (shows: order number, date,  
 delivery & billing instructions,  
 order authorization and detailed  
 Production instructions)

31.2

- (18) SCHEDULE OF DELIVERY - STOCK DROPPED 1 Year  
 FROM PRESS - BF - 8215  
 Filed chronologically  
 Copies in Plate Vault Unit, Office of  
 Engraving, Originating Division  
 (shows: date, to, from, transaction,  
 press number, plate or item number,  
 description, condition or defect,  
 number of impressions.)

31.2

- (19) PRESS REGISTER COUNT RECORD - BF - 6 Months  
 8293-1  
 Filed chronologically  
 (shows: division, section, shift,  
 date, press number, name of printer  
 or pressman, class of work, register  
 reading, impressions recorded.)

31.2

- (20) PAPER ACCOUNT TRANSFER SCHEDULE 1 Year  
 BF - 8303  
 Filed chronologically  
 Copies to Printing Accounts, Cost  
 Accounting, Initiating Division,  
 Stock Control Unit  
 (shows: date, cost center, schedule  
 number, stock number, size,  
 quantity or sheets, transferred from,  
 to and authority.)

31.2

- (21) INTERDIVISION TRANSFER SCHEDULE - 1 Year  
 BF - 8324  
 Filed numerically  
 Copies to Delivering Division, Receiving  
 Division, Printing Accounts, Production  
 Scheduling  
 (shows: schedule number, date,  
 Receiving Division, division,  
 description quantity of sheets.)

- 31.2 (22) SCHEDULE OF DELIVERY OF MUTILATED PAPER - BF - 8333  
 Filed numerically  
 Copy of record maintained by Printings Accounts  
 (shows: schedule number, delivery date, delivery component, package number, item description, total sheets, destruction certificate.) 1 Year
- 31.2 (23) SCHEDULE OF DELIVERY - BF - 8334  
 Filed numerically  
 Copy of record maintained by Printings Accounts  
 (shows: date of delivery, schedule number, delivery method, Bureau order delivery division, cost center, requisitioning agency, delivered to, bill to, product code, description, denomination, serial numbers and other delivery information.) 1 Year
- 31.2 (24) REQUISITION AND RECEIPT - BF - 8343  
 Filed numerically  
 Copy in Plate Vault and Requisitioning Unit  
 (shows: section, date, requisition number, class, denomination, subjects, quantity, plate or item numbers, signature.) 1 Year
- 31.2 (25) REPORT OF RECONCILIATION OF OVERAGE OR SHORTAGE - BF - 8477  
 Filed numerically  
 Copies in Security, Printings Accounts and Originating Division  
 (shows: reference number, date, action taken to reconcile overage or shortage, remarks signature.) 1 Year
- 31.2 (26) REPORT OF OVERAGE OR SHORTAGE - BF 8478-1  
 Filed numerically  
 Copies in Security and Originating Division  
 (shows: division, report number, date, denomination, class of work, sheets over or short, explanatory remarks, signature.) 1 Year



31.2 (27) REPORT OF OVERAGES AND SHORTAGES 1 Year

BF - 8478-2

Filed numerically

Copies in Security, Printings Accounts and initiating division

(shows: division, report number, date denomination, series, subjects, reporting unit, adjusting unit code, load number, process sheet, bank, date overprinted, over, short, remarks, totals.)

31.2 (28) BLANK PRINTING PAPER REQUISITION - 6 Months

BF - 8513

Filed numerically

Copies in Stock Control, Printings Accounts, General Accounts, Cost Accounting, Requisitioning Component

(shows: requisition number, date, to, from, cost center, stock number, description, delivery information, quantity, price, other information, signature.)

31.2 (29) PLATE STOCK STATUS REPORT - BF - 8821 1 Year

Filed chronologically

(shows: record number, date, reason, plate number, year description, disposition.)

31.2 (30) INTERSECTION STOCK TRANSFER SCHEDULE 1 Year

BF - 8831

Filed numerically

Copies to Delivering Section, Stock Control, Production Scheduling, Receiving Section

(shows: schedule number, date, product code and title, series, denomination, order number, serial numbers and quantities.)

31.2 (31) PRESS REPORT - BF - 8832 6 Months

Filed chronologically

(shows: shift, press number, date, register reading, pressman, examiners, product code, product title, denomination, order number, cost center, printing symbol, number of subjects, sheets issued, sheets printed, waste, mutilated, running time, remarks, totals.)

- 31.2 (32).. RECORD OF INTERNAL REVENUE STAMPS SHIPPED - BF - 8858 1 Year  
 Filed chronologically  
 (shows: sheet number, order number date, labels checked by, order filled by, prepared by, schedule number, verified by, city, number of cartons, weight, pieces, totals, GBL number.)
- 31.2 (33) DELIVERY INSTRUCTIONS - BF - 8887 6 Months  
 Filed chronologically  
 (shows: trip number, date, schedule number, address, description of work, number of packages, units, weight, totals, time out, time in, signature.)
- 31.2 (34) OPERATIVES DAILY PRODUCTION REPORT BF - 8898 1 Month  
 Filed chronologically  
 (shows: name of employee, date, class or work, operation symbol time required, quantity of sheets or packages.)
- 31.2 (35) RECORD OF WORK AREAS CLOSED BF - 8913 1 Month  
 Filed chronologically  
 (shows: date, area, time, reported by, remarks.)
- 31.2 (36) PURCHASE ORDER - ELECTROTYPED AND MISCELLANEOUS PLATES - BF - 8918 1 Year  
 Filed numerically  
 Copies in GPO, Procurement Branch  
 General Accounts, Originator File  
 (shows: order number, date, product code, print order number, use type of plate, quantity description, special instructions.)

- 31.2 (37) NOTE EXAMINERS DAILY PRODUCTION REPORT - BF 8922 6 Months  
 Filed chronologically  
 (shows: description of work, check letter, class symbol, denomination, bank, serial numbers, regular, stars, quantity of extractions, quality of tags, machine count, remarks hours, totals, name, date.)
- 31.2 (38) INTRADIVISION REQUISITION FOR SUPPLIES AND SERVICE - BF - 8924 6 Months  
 Filed numerically  
 (shows: requisition number, to, from, item description, purpose, date and quantity required, remarks, signature.)
- 31.2 (39) RECEIPT AND DISTRIBUTION RECORD BF - 8981 6 Months  
 Filed chronologically  
 (shows: date, time order received, total orders received, order number, description or item ordered, distribution of copies.)
- 31.2 (40) DAILY CURRENCY PRODUCTION REPORT BF - 9015-1 1 Year  
 Filed chronologically  
 Copies in Cost Accounting, Examining Division, Surface Printing Division and Production Scheduling  
 (shows: date, code, kind of employee, shift, number of presses, total mandays quantity of sheets, average number of sheets.)
- 31.2 (41) DAILY FOOD COUPON PRODUCTION REPORT - BF - 9015-3 1 Year  
 Filed chronologically  
 Copies in Cost Accounting, Surface Printing Division, Production Scheduling  
 (shows: date, code, kind of employee, shift, number of presses, man-days, quantity of sheets, average number of sheets.)

- 31.2 (42) OVERAGE OR SHORTAGE REPORT  
 BF - 901 JP  
 Filed chronologically  
 Copy in Superintendent Office  
 and Originating Section  
 (shows: to, from, date,  
 class of work, denomination,  
 series, form number, endorsement  
 number, date printed, total  
 subjects, subjects per sheet,  
 total sheets, shift, pressman,  
 press number, section examiner,  
 name of person reporting  
 discrepancy, remarks.)  
 1 Year After  
 Reconciliation
- 31.2 (43) WORK ORDER JACKET - BF - 9036  
 Filed numerically  
 (shows: date, jacket number  
 and detailed information  
 regarding type of work to be  
 performed.)  
 1 Month
- 31.2 (44) STARTING NUMBER ASSIGNMENT NOTICE  
 BF - 9048  
 Filed chronologically  
 (shows: date, title of work  
 denomination or form number,  
 order number, process sheet number,  
 starting number, quantity of  
 sheets to complete order, number  
 of subjects, pressman press number.)  
 6 Months
- 31.2 (45) VAULT WITHDRAWAL ORDER - BF - 9054  
 Filed numerically  
 Copies to Vault Recorder, Vault  
 Clerk, Section Foreman  
 (shows: order number, schedule of  
 delivery number, ship to,  
 date shipped, Bureau  
 requisition number, date prepared,  
 product code, class of work, style,  
 denomination, series, and other  
 descriptive information.)  
 1 Year
- 31.2 (46) DAILY RECORD OF OFFSET PLATES IN THE  
 OFFSET SECTION - BF - 9103  
 Filed chronologically  
 (shows: press number, plate  
 number, location, total plates  
 date.)  
 1 Month

- 31.2 (47) WORK ASSIGNMENT RECORD - BF - 9110 6 Months  
 Filed chronologically  
 (shows: date, press number, product title, denomination, subject, process symbol, pressman or examiner, impressions printed, personnel, remarks.)
- 31.2 (48) PRINT ORDER - BF - 9133 1 Year  
 Filed numerically  
 Copy of record maintained by Production Scheduling  
 (shows: order number, date, product code and title, ordering agency, billing instructions, authorizing agency and detailed production instructions.)
- 31.2 (49) SERIAL NUMBER REPLACEMENT NOTICE 1 Year  
 BF - 9147  
 Filed chronologically  
 Copies in Superintendent Office, Flatbed Section, Originating Unit  
 (shows: class of work, date, order number, denomination, serial numbers, signature, type of equipment.)
- 31.2 (50) PROCESS RECORD - BF - 9156 1 Year  
 Filed numerically  
 (shows: order number, product code number, schedule number, sheet number denomination, serial numbers, quantity of sheets, press number, names, date.)
- 31.2 (51) VAULT OR BIN STOCK TRANSFER 1 Year  
 BF - 9176  
 Filed chronologically  
 (shows: transfer number, date, purpose of transfer, description, balances.)

- 31.2 (52) TEMPORARY RECEIPT FOR POSTAGE STAMPS 1 Month  
 BF - 9184  
 Filed chronologically  
 (shows: to, from, date, denomination  
 and class of work, number of subjects,  
 load number, units received, totals,  
 printer, press number, remarks.)
- 31.2 (53) WORK IN PROCESS CONTROL RECORD 1 Year  
 BF - 9194  
 Filed numerically  
 (shows: product title, production  
 symbol, cost center, product  
 code number, date, schedule  
 number, receipts, deliveries,  
 balances.)
- 31.2 (54) MONTHLY REPORT OF RECEIPTS, DELIVERIES 1 Year  
 BF - 9200  
 AND INVENTORY BY COST CENTER  
 Filed chronologically  
 Copies to Cost Accounting, Production  
 Scheduling, Printings Accounts,  
 Originator File.  
 (shows: cost center, date, product  
 code, title, production data, quantities,  
 balances, and stage of processing.)
- 31.2 (55) RECORD OF SCHEDULE TYPED AND 6 Months  
 FILED - BF - 9201  
 Filed chronologically  
 (shows: date, schedule number,  
 description of work scheduled,  
 kind of schedule.)
- 31.2 (56) STOCK CONTROL RECORD - BF - 9203 1 Year  
 Filed numerically  
 (shows: section, date, schedule  
 number, receipts, adjustments  
 deliveries, balances, description,  
 product code, product title,  
 denomination, series, subjects  
 balances.)

- 31.2 (57) TYPE LOCATION RECORD - BF - 9204 1 Year  
 Filed alphabetically  
 (shows: title, form number,  
 location, changes, number of  
 subjects, size, date, type  
 of press.)
- 31.2 (58) DAILY ASSIGNMENT & PRODUCTION RECORD 6 Months  
 BF - 9302-1  
 Filed chronologically  
 (shows: date, total production,  
 shift, press number, denomination,  
 quantity to print, number of  
 subjects, quantity printed, balance  
 to print, pressman, remarks.)
- 31.2 (59) DAILY ASSIGNMENT & PRODUCTION RECORD 6 Months  
 BF - 9302-2  
 Filed chronologically  
 (Form identical to one listed  
 above except used for currency  
 overprinting operations.)
- 31.2 (60) PLATE ACTIVITY REPORT - IMPRESSIONS 1 Year  
 PRINTED - BF - 9357  
 Filed numerically  
 (shows: press number, plate number,  
 title of work, date to press, date  
 removed, press register reading,  
 reason for plate removal  
 signature and date.)
- 31.2 (61) DAILY STOCK CONTROL RECORD 6 Months  
 BF - 9361  
 Filed chronologically  
 Copies to Printings Accounts,  
 Production Scheduling, Sheet Processing  
 Branch, Cost Accounting, Section File.  
 (shows: time inventory started, date  
 shift, cost center, location,  
 denomination, receipts and delivery  
 information by product status,  
 summarized totals.)

- 31.2 (62) SECURITIES TRANSFER SCHEDULE 1 Year  
 BF - 9363  
 Filed numerically  
 Copies to Printings Accounts,  
 Delivery Section, Receiving  
 Section, Production Scheduling,  
 Cost Accounting  
 (shows: schedule number, date,  
 to, from, load number, item  
 description, quantities and totals.)
- 31.2 (63) PROCESS IDENTIFICATION TAG None  
 BF - 9380  
 Not Filed. Form used to  
 identify work that has been  
 checked and is ready to trim.
- 31.2 (64) NOTICE OF MUTILATED RED STRIP 1 Month  
 STAMPS - BF - 9402  
 Filed chronologically  
 (shows: press number,  
 denomination, quantity of sheets  
 mutilated, numbers, pressman,  
 examiner.)
- 31.2 (65) STOCK CONTROL RECORD - OFFSET 3 Years  
 PLATES - BF - 9420  
 Filed alphabetically  
 (shows: plate number, denomination,  
 date certified or cancelled, size,  
 number of subjects, date issued,  
 press number, pressman, date  
 returned, total number of  
 impressions, title and series.)
- 31.2 (66) DAILY PRESS ACTIVITY REPORT 6 Months  
 BF - 9455  
 Filed chronologically  
 (shows: printer, press, press  
 number, date, order number,  
 product code, title, shift, time,  
 operation description, load  
 number, quantity of sheets, total  
 sheets printed, remarks.)



31.2 (67)

PRODUCT PROCESSING ACCOUNTABILITY  
RECORD - BF - 9482

6 Months

Filed chronologically

Copies to Printings Accounts,  
Division Control Clerk, Section  
Control Clerk, Office of Security.

(shows: load or process sheet  
number, order number, product  
code, product title, denomination  
or form number, series or design,  
and detailed information concerning  
status of product during various  
stages of processing.)

31.2 (68)

PRODUCT SERIAL NUMBER CONTROL RECORD  
BF - 9500

1 Year

Filed numerically

(shows: printing order, date,  
number, quantity of sheets ordered,  
quantity of sheets to print and  
serial numbers assigned, remarks,  
product code and title, denomination,  
printed, delivered.)

31.2 (69)

STORAGE RECORD - ELECTROTYPE PLATES  
BF - 9541

Retain For  
Life of Plate

Filed alphabetically

(shows: description, denomination,  
drawer number, order number, date  
ordered, plates received, title,  
number of subjects.)

31.2 (70)

STOCK CONTROL RECORD - OFFSET SECTION  
BF - 9549

1 Year

Filed numerically

(shows: description of paper,  
substance, size, cut from, back number,  
replacement number, sheets in  
package, inactive, active, product  
code, product title, product  
symbol, denomination or form  
number, and other processing  
information.)

31.2 (71) PROCESS RECORD - BF - 9608-1 1 Month  
 Filed chronologically  
 (shows: date, description, process sheet number, order number, denomination, series, number of subjects, color of ink, product code number, number layout, serial numbers, runs, examiners initials process information.)

31.2 (72) PROCESS RECORD - BF - 9608-2 1 Month  
 Filed chronologically  
 (Information same as previous form.)

31.2 (73) SCHEDULE OF PRINTINGS - BF - 9614 6 Months  
 Filed numerically  
 Copies to Printings Accounts, Production Scheduling, Section File, Surface Printing Division  
 (shows: schedule number, date, description of work, size of paper drawn, color and size printed, stage of printing, quantities.)

31.2 (74) PRODUCTION DATA REPORT - OFFSET 6 Months  
 SECTION - BF - 9615  
 Filed chronologically  
 Copies to Surface Printing Division, Cost Accounting, Production Scheduling Section File  
 (shows: date, shift, employee classification wage level, number of employees on roll, detailed, overtime, absent, available man-days, product code, description and summarized totals at productive time.)

31.2 (75) VAULT WITHDRAWAL & RETURN - BF - 9617 1 Month  
 Filed chronologically  
 (shows: press number, blank paper stock color, type, size, class of work, denomination, processing operation, sheets to issue, quantity of sheets and disposition, totals.)

- 31.2 (76) NUMBER LAYOUT NOTICE 1 Month  
 BF - 9620-1  
 Filed chronologically  
 (shows: description of label,  
 date, kind, denomination, series,  
 prepared by, city, quantity,  
 package numbers and serial  
 numbers.)
- 31.2 (77) NUMBER LAYOUT NOTICE 1 Month  
 BF - 9620-2  
 (Same as form above.)
- 31.2 (78) DAILY PRODUCTION REPORT - 1 Year  
 BF - 9745  
 Filed chronologically  
 (shows: section, signature,  
 machine number, date, product  
 code number, product title,  
 denomination, order or  
 jacket number, cost center,  
 operator symbol, type of  
 operation and other production  
 information.)
- 31.2 (79) ANALYSIS OF DAILY PRODUCTION 1 Year  
 REPORTS - BF - 9764  
 Filed chronologically  
 (shows: date, code, description,  
 denomination or form number,  
 operation symbol, man-hours,  
 quantity of sheets, totals.)
- 31.2 (80) PRODUCTION PROGRESS REPORT 6 Months  
 BF - 9832  
 Filed chronologically  
 (shows: date, operation symbol,  
 quantity of sheets processed,  
 number of subjects, time required,  
 employees initials, code number,  
 product title, cost code.)

- 31.2 (81) STOCK CONTROL RECORD  
 BF - 9836  
 Filed numerically  
 (shows: date, order number,  
 agency number, delivery date,  
 schedule number, receipts,  
 deliveries, balance on hand,  
 product code number, product  
 title, denomination, series.)  
 1 Year After  
 Last Entry
- 31.2 (82) VAULT WITHDRAWAL AND RETURN  
 BF - 9837  
 Filed chronologically  
 (shows: date, product code number,  
 product title, denomination,  
 Bureau order number, identification  
 number, processing operation,  
 quantity of sheets and disposition  
 totals.)  
 1 Year
- 31.2 (83) BIN CONTROL RECORD - BF - 9838  
 Filed numerically  
 (shows: date, load number,  
 receipts deliveries, balances in  
 vaults, receipts, deliveries,  
 balances in shipments and vault  
 balances, product code number, title,  
 denomination.)  
 1 Year After  
 Last Entry

# OFFICE OF SECURITIES PROCESSING

34 0000

OFFICE OF  
SECURITIES PROCESSING

34 1000

EXAMINING DIVISION

34 2000

POSTAGE STAMP  
DIVISION

34 1100

SHEET PROCESSING  
BRANCH

34 1200

NOTE PROCESSING  
BRANCH

34 1110

TRIMMING SPLITTING  
SECTION

34 1130

SHEET EXAMINING  
SECTION

34 1210

NOTE PROCESSING  
SECTION(S)

34 2001

CLERICAL UNIT

34 2050

PERFORATING  
SECTION

34 1111

TRIM-SPLIT UNIT

34 1131

EXAMINING UNIT(S)

34 1211

NOTE FINISHING  
UNIT(S)

34 2010

BOOK SECTION

34 2060

SHEET SECTION

34 1112

STOCK CONTROL  
UNIT(S)

34 1132

STOCK CONTROL  
UNIT

34 1212

STOCK CONTROL  
UNIT(S)

34 2020

AUTOMATIC  
BOOK SECTION

34 2061

EXAMINING UNIT

34 1120

CURRENCY RECEIPT  
& CONSOLIDATION  
SECTION

34 1133

SECURITIES  
EXAMINING UNIT

34 1213

STAR NOTE  
FINISHING AND  
ISSUE UNIT

34 2030

COIL  
MANUFACTURING  
SECTION

34 2062

FINISHING UNIT

34 1121

EXAMINED  
CURRENCY UNIT

34 1010

CLERICAL  
SECTION

34 1220

NOTE PACKAGING  
SECTION

34 3031

EXAMINING UNIT

34 2063

DIE CUTTING  
UNIT

34 1122

UNEXAMINED  
CURRENCY UNIT

34 1230

FEDERAL RESERVE  
DEPOSITORY VAULT

34 3032

MANUFACTURING  
UNIT(S)

34 2070

VAULTS AND  
SHIPPING SECTION

34 2040

FOOD COUPON  
SECTION

INDEX - Office of Securities Processing

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OFFICE OF SECURITIES PROCESSING - Examining Division

<u>Item</u>	<u>Description</u>	<u>Retention Period</u>
34.1-(1)	ADMINISTRATIVE FILES Filed alphabetically (Includes awards, audit, training, correspondence, overtime, etc.)	2 Years
34.1-(2)	ORGANIZATION FILES (Includes interoffice correspondence, memoranda, circulars, reports, etc.)	2 Years
34.1-(3)	COST FILES AND RELATED RECORDS Copy maintained by Cost Accounts and Budget (Includes: a. Statement Showing Cost Center Costs by Objects - BF 8634 b. Schedule of Estimated Equipment Purchases and Obsolescence - BF 8676 c. Comparative Statement of Budgeted and Realized Product Cost - Major Products - BF 8650, etc.)	1 Year
34.1-(4)	SCHEDULING AND ORDERS RECORDS Copy of record maintained by Production Scheduling Staff (Includes: a. Schedule of Daily Printings of Backs and Faces - BF 8842 b. Order to Print and Process - BF 9235 c. Print Orders - BF 9133 d. Pressman Recording of Defects - BF 9804 e. Press Schedule - Securities Printing - BF 2241 f. Monthly Schedule - Federal Reserve Notes - BF 8099 g. Monthly Layout, etc.)	6 Months After Completion
34.1-(5)	MATERIAL PURCHASE RECORD - BF 9165 (shows: category, date ordered, requisition number, etc.)	1 Year



34.1 (6)	INVESTIGATION AND SECURITY SURVEY REPORTS Copy of record maintained by Office of Security (Includes: a. Investigation/Security Survey Report - BF 9419 b. Letter of Transmittal - BF 1547 c. Security Inspection Report - BF 2051, etc.)	1 Year After Close of Investigation
34.1 (7)	OVERAGES AND SHORTAGES Copy of record maintained by Office of Security (Includes: Report of Overages and Shortages - BF 8478, etc.)	1 Year After Reconciled
34.1 (8)	EMPLOYEE WORK PERFORMANCE RECORD BF 9180 (shows: name, date assigned, section, work errors, result of investigation, etc.)	1 Year
34.1 (9)	RECEIPT FOR STAR STOCK - BF 9595 (shows: name, denomination, class of bank, date, etc.)	1 Year
34.1 (10)	RECORD OF VAULT CLOCKS WOUND AND VAULTS CLOSED - BF 9548 (shows: vault number, time lock hours, clock wound and checked, etc.)	1 Year
34.1 (11)	CURRENCY INSPECTION REPORT - BF 2133 (shows: date, press number, denomination, series, printers, time of sample, etc.)	1 Year
34.1 (12)	SHEET EXAMINATION RECORDS - BF 9596-1&2 (shows: unit number, package number, examiner, date verified, note, defect, action taken, summary, etc.)	5 Years
34.1 (13)	LOGS, CONTROL RECORDS AND SIMILAR RECORDS (Includes: a. Securities Transfer Log b. Overtime Log c. Detailed Badge Accountability Record - BF 2141 d. BEP Security Seals Control Register BF 2045 e. Work Journals f. Stock Logs, etc.)	1 Year After Last Entry
34.1 (14)	COPE RECORDS (Includes: COPE Date - BF 2092, Cope Spoilage and Examination Reports, etc.)	2 Years

34.1 (15)

RECORD OF STAR STOCK ISSUED BY  
PACKAGE NUMBER - BF 1991  
(shows: date, package numbers,  
denomination, serial numbers,  
issues, reissues, returns, etc.)

6 Months

34.1 (16)

DISCREPANCY REPORTS, ADJUSTMENTS AND  
RELATED RECORDS  
Copy maintained by Office of Security  
(Includes but not limited to:  
Alleged Discrepancy Report BF 2019  
Discrepancy Report BF 1988  
Report of Discrepancy in  
Rotary Printed Work BF 8435  
Logs, Correspondence, Verification  
Counts, Receive Counts, etc.)

Destroy 1 Year  
After Reconciled  
or Close of  
Investigation  
or 1 Year

34.1 (17)

TRANSFER AND DELIVERY SCHEDULES AND  
RELATED RECORDS  
Copy maintained by Printings Accounts  
Filed numerically  
(Includes but not limited to:  
Notice of Stock to be Delivered BF 1500  
Schedule of Delivery - Federal  
Reserve Currency Notes BF 1905  
Letter of Advice of Shipment BF 1907  
Daily Record of Currency Receipts  
and Shipments BF 1972  
Daily Currency Delivery  
Schedule BF 1973  
Monthly Delivery Schedule BF 8099  
Interdivision Transfer Schedule BF 8324  
Intersection Transfer Schedule BF 8326  
Schedule of Delivery of Mutilated  
Paper BF 8333  
Monthly Report of Receipts,  
Deliveries and Inventory by  
Cost Center BF 9200  
Currency Transfer Schedule BF 9363  
Logs, Correspondence, Mutilation Notices,  
etc.)

a) Daily Reports  
3 Months  
b) All Others  
1 Year

34.1 (18)

PRODUCTION AND ACTIVITY REPORTS AND  
RELATED RECORDS  
Copy maintained by Cost Accounts  
Filed chronologically  
(Includes but not limited to:  
Examiners Daily Work Reports BF 1351  
Currency Sheet Counters Daily  
Production Report BF 1711  
Production Worksheet BF 1891  
Production Data Report - Sheet BF 1569  
Bookbinders Monthly Production  
Report BF 1919  
Assemblers Daily Production  
Report BF 1419

a) Daily Reports  
3 Months  
b) All Others  
1 Year

Daily Work Record	BF 2128
Daily Currency Activity Report	BF 2186
Unit Supervisors Daily Data Report	BF 2184
Bookbinders Daily Summary	BF 2162
Shrink Wrap Daily Production Report	BF 2226
Daily Report of Employees Detailed and Absent	BF 8813
Examiners Production Report	BF 8947
Production Record	BF 2212
Production Record - Securities Examiners	BF 2209
Assemblers Daily Production Report	BF 1419

Production Data Reports	BF 9015
Production Data Reports (All)	BF 9157
Examiners Daily Production and 32-Subject Currency Reports	BF 9473
Currency Load Balance Record	BF 9473
Daily Employee Work Perfor- mance	BF 9898
Daily Press Activity Report	BF 9455
Bookbinders Daily Production Report	BF 9699
Employee Record-Exchanger Assembler etc.)	BF 2210,

### STOCK CONTROL, INVENTORY, STOCK STATUS AND ACCOUNTABILITY RECORDS

(Includes but not limited to:

Daily Stock Control Record - Star Notes	BF 9360
Inventory Report - Examining Unit	BF 9461
Stock Balance Record - Security Account	BF 8257
Control and Accountability Record	BF 9339
Currency Daily Stock Control Record	BF 9361
Inventories of Vault Stock and Vault Sheets, Daily Stock Control Record - Sheet Section	BF 8424
Daily Stock Balance Record - Sheets	BF 8425
Daily Mutilated Stock Control Record	BF 1535

1 Year

34.1 (19)

Monthly Inventory Report -  
 Book and Corner Covers BF 9772  
 Currency Load Balance Record BF 9473  
 Control and Accountability  
 Record - Examining Division BF 9339  
 Product Processing Accounta-  
 bility Record BF 9482  
 Worksheet for Summarizing  
 Daily Physical Inventory BF 1881  
 Daily Inventory Report,  
 Currency Receipt and  
 Consolidation Section BF 9503  
 Daily Stock Control Record -  
 Star Notes BF 9360  
 Daily Stock Control Record BF 9569  
 etc.)

34.1 (20)

SPOILAGE, DEFECT AND RELATED RECORDS

- a) Divisional reports to include: 2 Years  
 Currency Spoilage Report, Cope  
 Defects, Summaries of Averages,  
 etc.
- b) Branch and Section Reports 1 Year  
 Test Load Reports, Examiners  
 Spoilage Reports BF 8253  
 Examiners Spoilage Report BF 9436  
 Examining Spoilage Report-  
 Quality Analysis BF 9502  
 Process Sheet Spoilage  
 Report BF 9925

Spoilage Notice - Plate  
 Printing and Surface  
 Printing etc.) BF 1921

34.1 (21)

MISCELLANEOUS DELIVERY SUMMARY-BF 9696 1 Year  
 (Shows Date, Product Code, Units  
 Delivered, Billing Rate, Amount to  
 Bill, Job Cost Products, Bonds,  
 Totals, etc.)

34.1 (22)

MONTHLY VERIFICATION OF EXCHANGE 1 Year  
 Stock - BF 2068  
 (Shows Date, Bank Quantity, Counted/  
 Sponged, Denomination, Remarks, etc.)

34.1 (23)

SHEET EXCHANGE RECORD-MUTILATED CURRENCY 1 Year  
 (Shows Denomination, Class, Date,  
 Examiner, Processor Sheet, Package  
 Numbers, Serial, Totals, Defect, Veri-  
 fier, Time, Remarks, etc.)

(24)

## PRODUCTION RECORDS

5 Years

34.1

- a) Sheet Examination and Verification  
Record BF 9596-1 and -2
- b) Banders, Wrappers, Verifiers Daily  
Production Reports BF 8276
- c) Note Examiners Daily Production  
Record BF 8922
- d) Examiners Production Record  
BF 8947
- e) Currency Spoilage Control Record  
BF 9868

## EXAMINING DIVISION - Federal Reserve Depository Vault

<u>Item</u>	<u>Description</u>	<u>Retention Period</u>
34.1 <sup>(#)</sup> <sub>-25</sub>	REQUISITION FOR SHIPMENT OF FEDERAL RESERVE NOTES - FR 45 (shows: ship to, denomination, number of packages, amount, serial numbers, signature blocks for director of federal reserve bank operations, office of comptroller of the currency, etc.)	Sent to Security
34.1 <sup>(#)</sup> <sub>-26</sub>	BEP FEDERAL RESERVE NOTES - Brink's Form 201 Filed numerically (shows: from bureau, to federal reserve banks, number, date, pouch number, seal number, said to contain, denomination, package, amount, items 1 to 50, date received, etc.)	Sent to Security
34.1 <sup>(#)</sup> <sub>-27</sub>	ACTIVITY AND STOCK BALANCE REPORT - a-Daily Report - Stock Balance Copies maintained by Production Scheduling, Printings Accounts, Comptroller of the Currency, Note Processing and Federal Reserve Board	1 Year
	b-Monthly Report - Activity and Stock Balance Copies maintained by General Accounts, Production Scheduling, Main Treasury, Printings Accounts, Note Processing, Federal Reserve Board, Each Reserve Bank, Brink's incorporated (shows: packages, values, date, obligated, balances on hand, shipments, reports, denomination, bank city, grand total packages, value, grand total obligated, etc.)	Sent to Security
34.1 <sup>(#)</sup> <sub>-28</sub>	INVENTORY WORK SHEETS - UNNUMBERED (shows: aisle, bin, denomination, bank, packages, date, initials, etc.)	1 Year
34.1 <sup>(#)</sup> <sub>-29</sub>	SHIPMENT RECORD - FEDERAL RESERVE DEPOSITORY VAULT - BF 1998 (shows: agent and bank shipped to, series, date, pouches, packages, denomination, package, serial numbers, amount, grand total, etc.)	Sent to Security

- 34.1<sup>-30</sup> (6)  
 DEPOSITORY SLIP - BF 2073 1 Year  
 (shows: date of deposit, denomination,  
 bank, packages, bin number, low and  
 high package numbers, etc.)
- 34.1<sup>-31</sup> (7)  
 DAILY CURRENCY DELIVERY SCHEDULE 3 Months  
 (shows: date, denomination, bank  
 name, packages, high and low package  
 numbers, etc.)
- 34.1<sup>-32</sup> (8)  
 DAILY RECORD OF CURRENCY RECEIPTS AND 3 Months  
 SHIPMENTS - BF 1972  
 (shows: receipt or shipment, bank  
 name, bin number, denomination,  
 packages, value, packages, serial  
 numbers, pouch number, etc.)
- 34.1<sup>-33</sup> (9)  
 SCHEDULE OF DELIVERY - FEDERAL RESERVE Sent to  
 CURRENCY NOTES - BF 1905 Security  
 Copies maintained by General Accounts,  
 Production Scheduling, Main Treasury,  
 Printings Accounts, Comptroller of the  
 Currency, Note Processing, Federal  
 Reserve Board, Product Security  
 (shows: delivering and receiving,  
 component, cost center, date, schedule,  
 bill to, description, quantities, billing,  
 product code number, bank denomination,  
 series, packages, notes, rate per "m,"  
 receipt blocks, etc.)
- 34.1<sup>-34</sup> (10)  
 LETTER OF ADVICE OF SHIPMENT - BF 1907A Sent to  
 Copies maintained by Production Scheduling, Security  
 Main Treasury, Printings Accounts,  
 Comptroller of the Currency  
 Copy B - Receipt  
 Copy H - File Copy  
 (shows: date, bank, packages,  
 denomination, serial number, amount,  
 receipt signature, etc.)
- 34.1<sup>-35</sup> (11)  
 SHIPMENTS FROM FEDERAL RESERVE VAULT OF Sent to  
 FEDERAL RESERVE NOTES - COMPTROLLER OF Security  
 THE CURRENCY 2342-A  
 (shows: date, destination, lower  
 denominations, number of packages,  
 high package number, high serial  
 number, etc.)
- 34.1<sup>-36</sup> (12)  
 FEDERAL RESERVE BANK OF \_\_\_\_\_ COMPTRON- 2 Years  
 LER OF THE CURRENCY 2326A  
 (shows: brought forward, date, 1's  
 turn 10,000's, serial numbers, amount,  
 etc.)

## OFFICE OF SECURITIES PROCESSING - Postage Stamp Division

<u>Item</u>	<u>Description</u>	<u>Retention Period</u>
34.2 (1)	ADMINISTRATIVE FILES Filed alphabetically (Includes announcements, regulations, tours, parking, travel, positions, EEO, etc.)	2 Years
34.2 (2)	ORDERS, SCHEDULES AND CHANGES Copies maintained by Production Scheduling Staff (Includes Schedule of new stamps to be printed, Notice of Change - BF 2149, Print Orders - BF 9133, Order for Supplies or Services - BF 8099, Order to Print and Process - BF 9235, etc.)	6 Months After Completion
34.2 (3)	REPORTS - DIVISIONAL AND OFFICE (Includes Production Averages Report, Spoilage Reports, Stock Returns, Program Reports, etc.)	2 Years
34.2 (4)	PRODUCTION DATA AND ACTIVITIES REPORT Copies maintained by Cost Accounts (Includes Examiners Spoilage Report BF 9436 Report of Sheet Count BF 9247 Weekly Report of Production, Mutilations and Percentages  Employee Daily Production Report BF 9917 Production Data Report - Sheet Section BF 1569 Shipment Processors Report of Work Performed BF 8426 Employees Daily Production Report Examining and Selecting BF 9930 Daily Work Assignments Production Data Report-Coil BF 1570 Daily Coil Equipment Operation Report BF 9553 Daily Assignment Schedule BF 2131 Daily Production Reports- Book Section BF 1568 Daily Collator Operation Report BF 2109 Book Work In Process-Book Section BF 9163(all) Employees Daily Production Report-Book Section BF 9916	a) Daily Reports 3 Months b) All Others 1 Year



Monthly Report of Postage Stamp  
Production  
Daily Register Reading Record-  
Perforating Machine BF 1506  
Daily Report of Impressions  
Examined BF 8328  
Report of Sheet Count-Postage  
Stamp Roll BF 9247  
Production Data Report BF 9719  
Employees Daily Production  
Report Perforation Unit BF 9929  
etc.)

34.2 (5)

STOCK CONTROL INVENTORY AND  
ACCOUNTABILITY RECORDS

Copies maintained by Cost Accounts  
(Includes

Vault Stock Balance Record BF 9132  
Daily Inventory Report BF 9503  
Record of Stamps Received,  
Delivered and on Hand BF 9371  
Daily Stock Control Record  
Sheet Section BF 8424  
Daily Stock Balance Record BF 9425  
Monthly Inventory Report BF 9772  
Finished Stock Inventory BF 9159  
Product Processing Accounta-  
bility Record BF 9482  
Daily Stock Status Report BF 9534  
Book Work In Process BF 9163  
Shipment Sheets  
Daily Stock Balance Record-  
Coil Manufacturing BF 9218  
Daily Stock Inventory-Stamp  
Coils In Process BF 9632  
Daily Stock Inventory-Coil  
Manufacturing BF 9633  
Daily Mutilated Stock Control  
Record BF 1535  
Monthly Report of Receipts  
Deliveries and Inventory by  
Cost Center BF 9200  
Work In Process Control Record BF 9194  
etc.)

Daily Reports  
Destroy After  
3 Months

All others  
1 Year

34.2 (6)

TRANSFER AND DELIVERY SCHEDULES

Copies maintained by Printing  
Accounts

(Includes

Paper Account Transfer Schedule BF 8303  
Transfer Schedule-Book and Corner  
Covers BF 1692  
Interdivision Transfer Schedule BF 8303  
Intersection Transfer Schedules BF 8326  
Schedule of Delivery of Mutila-  
ted Paper BF 8333

Daily Reports  
3 Months  
All others  
1 Year

Currency Transfer Schedule BF 8028  
 Daily Shipment Register BF 9532  
 Vault Withdrawals BF 9535  
 etc.)

34.2 (7)

SPOILAGE, DEFECT AND RELATED RECORDS 2 Years  
 a ) Divisional Reports 1 Year  
 b ) Branch and Section Reports to  
 Include  
 Examiners Spoilage Report BF 9436  
 Spoilage Report-Stamp Pro-  
 duction etc. BF 9551

34.2 (8)

DISCREPANCY, OVERAGE, SHORTAGE AND RELATED 1 Year  
 RECORDS After Reconciled  
 Copy of Record Maintained by Office of Adjusted or Close  
 Security of Investigation  
 (Includes  
 Report of Reconciliation of Over-  
 age or Shortage BF 8477  
 Report of Overages and Shorta-  
 ges BF 8478  
 Report of Discrepancy in Rotary  
 Printed Work etc.) BF 8435

34.2

(9)

RECEIPTS AND ACCOUNTABILITY RECORDS a) Destory  
 Includes Upon Return  
 a) Temporary Receipts for Postage of Receipted  
 Stamps BF 9184 Item or  
 General Receipt 1 Year  
 Paper Received-Receipt Book BF 9434  
 b) Registered Pakcage Receipt BF 9531 b) 2 Years

34.2 (10)

NUMBER ASSIGNMENT NOTICES 2 Months  
 (Includes  
 Notice of Assignment of Postage  
 Stamp Numbers etc.) BF 1703

34.2 (11)

CUMULATIVE RECORD OF STAMP SHIPMENTS 1 Year  
 BF 1672  
 Copies Maintained by Data Processing  
 (Shows type of stamp, period, date,  
 card count, Shipments, etc.)

34.2 (12)

CONTROL RECORD, STAMP IDENTIFICATION 2 Years  
 BF 2236  
 (Shows name, stamp identification  
 number, component, issued, returned,  
 initials, remarks, etc.)

34.2

(13)

LOGS, LISTINGS, ROSTERS AND RELATED RECORDS 1 Year  
 (Includes after last entry  
 Delivery Logbooks or when obsolete

Overage and Shortage Logbook  
 Loads Received  
 BEP Security Seals Control  
 Register BF 2045  
 Mutilated Schedule Corrections  
 Coils Precanceled,  
 Postage Stamp Control  
 Postage Stamp Numbers  
 Detailed Badge Accountability BF 2141  
 Daily Delivery of Commemorative  
 Stamps  
 Unfinished Postage Stamps  
 Call-In Books, etc.)

- 34 . 2 (14) PROGRAM FILES 4 Years  
 (Includes  
 Production Files  
 Post Office Files, etc.)
- 34 . 2 (15) REQUEST FOR INSPECTION OR PRACTICAL TRAIL 1 Year  
 BF 8584  
 Copy Maintained by Procurement  
 (Shows description, date received  
 purchase order, bidder, car no.  
 discount, etc.)
- 34 . 2 (16) JOB CHANGE REQUEST 6 Months  
 BF 8050  
 (Shows date, request no., job to be  
 changed, job to be assigned, etc.)
- 34 . 2 (17) PRECANCELED FILES 2 Years  
 Copies Maintained by Management  
 Services Division  
 (Shows denomination, series, type  
 of postage, city and state, quanti-  
 ty, etc.)
- 34 . 2 (18) CLOSED ACCOUNTS FILES  
 (Includes  
 Record of Vault Stock Inven-  
 tories, etc.) BF 9371
- 34 . 2 (19) APPLICATION FOR REGISTRATION-POSTAL 2 Years  
 SURCHARGE - PO 3877  
 (Shows name of sender, address, article  
 name of addressee, sheet, post  
 office address, etc.)
- 34 . 2 (20) PRODUCTION AND PROGRAM FILES 3 Years  
 (Includes proposals, materials and  
 equipment, coil processing, package  
 wrapping, business machines, perforators,  
 air conditioning, 9 color press, etc.)

- 34.2 (21) PERFORATOR UNIT REPAIR NOTICE 6 Months  
BF 1361  
(Shows receiving component, type of unit, factory numbers, Bureau numbers, service data, totals, remarks, etc.)
- 34.2 (22) SHEET AND ROLL PAPER IDENTIFICATION 6 Months  
NOTICE - BF 9640  
(Shows order number, date, receipt, testing, printer, press, job description, etc.)
- 34.2 (23) GUM STRIPS, ACCURRAY RECORDER CHARTS 6 Months

OFFICE OF RESEARCH AND  
TECHNICAL SERVICES

42.0000

# OFFICE OF RESEARCH AND TECHNICAL SERVICES

42.2000

## TECHNICAL SERVICES DIVISION

42.2100

### ANALYTICAL AND TESTING BRANCH

42.2110

#### PHYSICAL TESTING SECTION

42.2200

### INK MANUFACTURING BRANCH

42.2210

#### INK PRODUCTION SECTION

42.2211

#### INK PRODUCTION UNIT

42.2212

#### INK SUPPLY & STORAGE UNIT

42.2220

#### INK QUALITY CONTROL SECTION

42.2300

### INK RESEARCH AND DEVELOPMENT BRANCH

42.1000

## RESEARCH DIVISION

42.1100

### MATERIALS BRANCH

42.1200

### PAPER BRANCH

42.1300

### SECURITIES BRANCH

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Office of Research and Technical Services

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42.2	Analytical and Testing Branch . . . . .	6
42.2	Ink Manufacturing Branch, Ink Production, Ink Quality Control, Ink Supply and Storage. . . . .	12
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42.1	Paper Branch. . . . .	17

OFFICE OF RESEARCH & TECHNICAL SERVICES

Files shared by Office Chief, Securities, Material and Paper Branch

- 42 - (1) CORRESPONDENCE FILES 2 Years  
Filed alphabetically  
(General Office Files, include copies of correspondence, reading file, monthly, quarterly and audit reports, and personnel files. Also covers a wide range of subjects, such as adhesives, books, counterfeiting, currency, fixed assets, papers, orders, inks, silver recovery, stamps, tape, varnish, etc.)
- 42 - (2) COMMERCIAL FIRMS - U.S. and FOREIGN - Destroy When  
File Cards Obsolete  
Filed alphabetically  
(shows: name of company, address, phone, name of contact, etc.)
- 42 - (3) REPRESENTATIVES - File Cards Destroy When  
Filed alphabetically Obsolete  
(shows: name, extension, position, title, function, etc.)
- 42 - (4) GOVERNMENT REPRESENTATIVES - Destroy When  
File Cards Obsolete  
Filed alphabetically  
(shows: name, code, extension, agency, chronological list of visits, etc.)
- 42 - (5) CORRESPONDENCE CROSS-INDEX - BF 2 Years Destroy  
9135 or File Card with Related  
Filed alphabetically Files  
(shows: name, address, to, from, reference, filed, date, etc.)
- 42 - (6) PATENTS - U.S. and FOREIGN Destroy When  
Filed numerically Obsolete  
(shows: what for, who by, date, address of inventor, etc.)



- 42- (7) PATENTS BY OBJECT  
 Filed alphabetically  
 (shows: name of object,  
 patent no., what for, date  
 and patented, etc.) Destroy When  
 Obsolete
- 42- (8) BOOK AND CATALOGS FILE  
 Filed alphabetically  
 (shows: name of publication,  
 edited by, author, subject,  
 etc. One file by subject,  
 one by author's name) Destroy When  
 Obsolete
- 42- (9) INTERDIVISION TRANSFER SCHEDULE -  
 BF 8324  
 Copy maintained by Printings  
 Accounts Unit  
 (shows: schedule no., sheet  
 no., to, from, description,  
 series, denomination, subjects,  
 quantity, signatures, etc.) 1 Year
- 42- (10) WORK IN PROCESS CONTROL RECORD -  
 BF 9194  
 (shows: product title, production  
 symbol, cost center no., product  
 code no., date, schedule no.,  
 receipts, deliveries, balance on  
 hand, etc.) 2 Years
- 42- (11) SPECIFICATIONS  
 Filed alphabetically  
 (extra copies of Bureau,  
 Federal, Military, NBS  
 Specifications, active and  
 inactive) Destroy When  
 Canceled, Superseded,  
 or Obsolete
- 42- (12) ELECTRA TYPE TAPE FILES  
 (paper tapes used to send form  
 letters, etc. arranged  
 alphabetically) Destroy When  
 Obsolete
- 42- (13) CHEMICAL SUPPLIES  
 Filed alphabetically  
 (trade magazines, bulletins,  
 price lists, folders, samples, etc.) Destroy When  
 Obsolete
- 42- (14) REPORT OF STOCK BALANCES -  
 SECURITY PRINTINGS - BF 9547  
 Copy maintained by Printings Accounts  
 Unit  
 (shows: report no., from, description,  
 form no., subjects, sheets, signature,  
 date, etc.) 1 Year

## INK RESEARCH AND DEVELOPMENT BRANCH

- |       |     |   |  |
|-------|-----|---|--|
| 42.2- | (1) | INK SAMPLE BOOKS<br>Filed numerically by Ink Formula No.<br>(color charts of different inks,<br>one book for each color, blue,<br>green, etc.)  | Destroy When<br>Obsolete                             |
| 42.2- | (2) | PURCHASE ORDER - BF 7989-2 or<br>REQUISITIONS - MATERIALS RECEIVED<br>Filed alphabetically<br>(shows: order no., date, Gov't.<br>B/L/No., TEP No., discount terms,<br>reference, supplies or services,<br>cash disbursement no., etc.)  | 1 Year   |
| 42.2- | (3) | SUPPLIES USED FOR PAST GRAVURE JOBS<br>Filed by name of material<br>(used to show where supplies were<br>obtained. Shows name of stamp<br>or Bureau Product. File contains<br>color charts, correspondence, SMP's<br>work orders, etc.) | 10 Years   |
| 42.2- | (4) | REQUISITIONS - GRAVURE INKS<br>(basically same as above contains<br>purchase order, requisitioner,<br>inspection and receiving report,<br>correspondence, etc.)   | 1 Year   |
| 42.2- | (5) | REFERENCE MATERIAL<br>(consists of Chemistry Texts and<br>notebooks, manuals, catalogs,<br>instrument data specifications,<br>etc.)   | Dispose When<br>Obsolete, Superseded,<br>or Canceled |
| 42.2- | (6) | VENDOR FILES<br>Filed alphabetically<br>(contains advertisements,<br>formulas, price lists from<br>different companies, Dupont, Dow,<br>Allied Chemical, etc.)  | Same As #5   |
| 42.2- | (7) | PROJECT FILES<br>(contains specifications,<br>correspondence, reports, etc.<br>pertaining to projects being<br>conducted in Ink R&D)  | 5 Years After<br>Close of Project                    |

- 42.2- (8) CHEMICAL TEST METHODS 5 Years  
 Filed alphabetically  
 (shows: name of item, Federal Specification Number, characteristics, defects, humidity testing, etc.)
- 42.2- (9) CHEMICAL AND ROLD MATERIALS Destroy When  
 (contains publications and Obsolete  
 reference materials on testing and formulating different chemicals, solvents, waxes, dyes, resins, etc.)
- 42.2- (10) MATERIAL SHIPMENT INSTRUCTIONS - 1 Year  
 PROPERTY REMOVAL PERMIT - BF 7995  
 Copy F - Copies maintained by General Accounts, Protective Services, Delivery Control  
 (shows: instruction no., date, reference, location, stock no., description, quantity, ship to, via, remarks, pick-up data, etc.)
- 42.2- (11) WORK AUTHORIZATION - BF 8096 1 Year  
 Copy of Record maintained by Production Scheduling  
 (shows: product code no., series, denomination, quantity, authority, order no., date, plate information, description of paper, instruction, etc.)
- 42.2- (12) INK FORMULA RECORD - BF 8954 DESTROY WHEN ALL  
 Filed numerically ADMINISTRATIVE NEEDS  
 Copy maintained by Analytical & HAVE ENDED.  
 Testing Branch  
 (shows: symbol, date typed, stock no., ingredients, weight, date and formula change, per cent, etc.)
- 42.2- (13) PRINT ORDER - BF 9133 1 Year  
 Copy of record maintained by Production Scheduling  
 (shows: code and title, form no., bill to, deliver to, authority, BEP Identification, sheets to print, to deliver, subj. per sheet, signature, Head, Production Scheduling Branch, etc.)

- 41.2- (14) PAPER PRINTING SIZES AND INKS FOR BONDS AND RELATED SECURITIES - BF 9498 - 1 & 2  
(shows: product, description and code no., denomination, tint, face, back, overprinting, delivery size, etc.) 2 Years
- 42.2- (15) INK DRAWDOWN TEST SHEET - RESEARCH - BF 9677-1  
(shows: color, code no., date, order no., supplier, full strength, color strength, tint, etc.) 5 Years
- 42.2- (16) FORMULA SHEET - INK INGREDIENTS - BF 9684  
(shows: ingredients, ink no., date, etc.) Destroy When Obsolete
- 42.2- (17) NOTICE OF ANTICIPATED DELIVERY/RECEIPT - BF 9839B  
Copies maintained by Receiving and Shipping, and General Accounts  
(shows: purchase order no., from, originator, requisition no., transporter, vendor, supplies or services, BEP Stock/CC No., reason for report, acknowledgment of receipt, etc.) 1 Year
- 42.2- (18) REJECTION AND/OR ADJUSTMENT REQUEST BF 9840 (Pink)  
Copy maintained by Procurement  
(shows: purchase order no., date, from, description, reason for request, Procurement reply, etc.) 1 Year

ANALYTICAL & TESTING BRANCH  
& PHYSICAL TESTING SECTION

42.2-19 (X)	<p>SPECIFICATIONS AND TESTS FILES Filed alphabetically (consists of Treasury Dept., BEP and Federal Specifications, correspondence, reports, and various standard and Bureau forms, provisions, contracts, purchase orders, samples, etc.)</p>	5 Years
42.2-20 (X)	<p>BLUEPRINT FILES Filed numerically (shows: blueprint no., title, revision, date, other related blueprints, etc.)</p>	Destroy When Obsolete
42.2-21 (X)	<p>INSTRUMENT DATA Filed alphabetically (instructions, information, maintenance data, warranty, and other material related to laboratory equipment)</p>	Destroy When Instrument is Surplused or Excessed
42.2-22 (X)	<p>STANDARDS Filed numerically (samples of different materials I.E. paper, textiles, rubbers, and other materials used and tested)</p>	5 Years
42.2-23 (X)	<p>SHIPMENTS Filed numerically (samples of shipments of materials received by BEP, to be compared against standards)</p>	2 Years
42.2-24 (X)	<p>SPECIFICATIONS Filed alphabetically (contains Military, Federal, BEP and Treasury Specs., samples)</p>	Destroy When Obsolete
42.2-25 (X)	<p>RESEARCH PROJECTS Filed numerically (contains graphs, blueprints, samples, characteristics of different materials, drawings, reports, correspondence SF 33's samples, etc.)</p>	5 Years After Close of Project

42.2- 26 (8)	TEST RESULTS - LOG BOOK Filed chronologically (shows: preport no., product, order no., supplier, dated, characteristics, properties, etc.)	5 Years After Last Entry
42.2 - 27 (9)	LAB PROCEDURES - LOG BOOK Filed chronologically (shows: test no., type of material, step by step testing procedures, etc.)	Destroy When Obsolete
42.2- 28 (10)	MECHANICAL EQUIPMENT - LOG BOOK Filed chronologically (shows: name of equipment, type, color, name of co., etc.)	2 Years After Last Entry
42.2- 29 (11)	SCHEDULE OF INCOMING CURRENCY - LOG BOOK Filed chronologically (shows: schedule no., size, date, no. of sheets, etc.)	2 Years After Last Entry
42.2-30 (12)	TESTING LAB ORDER BOOK - LOG BOOK Filed chronologically (shows: company, catalog no., item, how many, price each, total, for, approved, ordered, etc.)	2 Years After Last Entry
42.2-31 (13)	OIL ABSORPTION TEST FILES (consists of memo showing description of paper, run no., date of test, performed by, test results, sheet no., etc.) Also unnumbered form, xerox, containing same information, plus high, low, avg., etc.)	5 Years
42.2-32 (14)	LOG OF INCOMING SAMPLES - WORK PAPERS Filed chronologically (shows: stock no., purchase order no., title, company, date received, type of test, T-Tested, L-Lorton, (10) - discounts days, (5) - samples sent, etc.)	2 Years

42.2-33 (15)	TECHNICAL REPORTS ON PAPER (By Office of Research and Technical Services, and National Bureau of Standards)	Destroy When Obsolete
42.2-34 (16)	JOB TITLES FOR INTAGLIO INKS Filed numerically (NO Form no., shows; Ink Formula No., product code and description, type of product and date, etc.)	2 Years
42.2-35 (17)	FINISHED SAMPLE TEST SHEETS (shows: kind, size, no., run no., lot no., etc.)	2 Years
42.2-36 (18)	STOREROOM RECEIPT AND ISSUE RECORD - BF 1844 Filed numerically (shows: kind and size of paper, date, quantity, purchase order no., issued, etc.)	1 Year
42.2-37 (19)	INK FORMULA RECORD - BF 8954 Filed chronologically, Copy maintained by Ink RDE (shows: symbol, date card typed, stock no., ingredients, weight, date and formula change, per cent, etc.)	<i>DESTROY WHEN ALL ADMINISTRATIVE NEEDS HAVE ENDED</i>
42.2-38 (20)	REQUEST FOR REPORT ON BID OR PROPOSALS - BF 7996 Pink - From Procurement Attached to 8557, upon completion of test (shows: requisition or stock no., quantity of proposals, invitation no., description, report on bid, name of bidder, remarks, reason for rejecting lower bids, signature, etc.)	2 Years
42.2-39 (21)	REPORT ON BID SAMPLES - BF 8557 Copy maintained by Procurement, Attached to 7996 (shows: date, req'n no., date bid opened, material, results, signature, etc.)	2 Years

- 422-40 (22) PAPER AND TEXTILE TEST RECORD - 2 Years  
 BF 8573  
 Filed numerically  
 (shows: lab, report & bid no.,  
 material, dates received,  
 reported, and bid opened,  
 property no., item specs.,  
 test result, other tests, test  
 no., thickness, strength, endurance,  
 resistance, stiffness, oil penetration,  
 opacity, smoothness, porosity,  
 printing no., etc.)
- 422-41 (23) REPORT OF COLOR TESTS - BF 8581 2 Years  
 (shows: date, report no., order  
 no., req'n no., bid no.,  
 material, shipper or bidder,  
 specifications, results,  
 properties, color, fading, bleeding,  
 resistance, practical trial, ink  
 test no., tested by, remarks, etc.)
- 422-42 (24) DISTINCTIVE SECURITY PAPER TEST REPORT - 2 Years  
 BF 8583  
 Original to Contractor  
 (shows: type of paper, date of run,  
 run no., lot no. or name of  
 mill, thickness, strength, resistance,  
 opacity, degree size or oil penetration,  
 weight, color, specification, etc.)  
 NOTE: 8583 Worksheet - Same Information
- 422-43 (25) REQUEST FOR INSPECTION OR PRACTICAL 1 Year  
 TRIAL - BF 8584 A  
 Copies maintained by Requester and  
 Procurement  
 (shows: to, from, purchase  
 order no., req'n no., bidder or  
 contractor, car no., discount  
 item, bid sample, description  
 of item, report, signature, etc.)



42.2-44 ( <del>26</del> )	LABORATORY TEST RECORD - BF 8585 Filed numerically (shows: material, report no., order no., lab no., received from, req'n no. BEP No., schedule no., dates, tested by, specifications, test results, remarks, etc.)	2 Years
42.2-45 ( <del>27</del> )	STOCK REPLENISHMENT REQUISITION AND RECORD - BF 8997 (shows: BEP Stock No., stores class, stock unit, quantity, Federal Stock No., description, price, date, balance, vendor name, purchase order no., etc. This is an envelop for samples)	2 Years
42.2-46 ( <del>28</del> )	SCHEDULE OF DELIVERY OF WATERLEAF SAMPLES AND OTHER DISTINCTIVE PAPER - BF 9069 Copy B Filed numerically (shows: schedule no., purchase order no. & date, mill, description of paper, quantity, weight, contract, run no., bill of lading no., remarks, etc.)	2 Years
42.2-47 ( <del>29</del> )	PROJECT ASSIGNMENT - TECHNICAL SERVICES DIVISION - BF 9241-2 (shows: assignment no., requested by, work assigned to, approved by, description of work to be performed, results, target date, signature, etc.)	Destroy When Completion of Project
42.2-48 ( <del>30</del> )	SHEET AND ROLL PAPER IDENTIFICATION NOTICE - BF 9640 Copy maintained by either Plate Printing or Postage Stamp, depending on type of paper (shows: order no., dates, printer, number, factory no., job description, remarks, signatures, etc.)	2 Years

42-49 (21)	<p>TEST REPORT - BF 9716          Copies maintained by Proc.,          General Accts. &amp; Requester          (shows: date of report,          purchase order no., kind of          material tested, specifications,          shipment, etc.)</p>	2 Years
42-50 (32)	<p>NOTICE OF ANTICIPATED          DELIVERY/RECEIPT - BF 9839          Copy C, Copies maintained by          Procurement and General Accounts          (shows: originator, purchase          order no., req'n no., reference,          name, Gov't B/L No., BEP Stock/CC          No. price, description, reason,          acknowledgment of receipt, etc.)</p>	1 Year
42-51 (33)	<p>TEST RESULTS REQUEST - BF 1811          (shows: description, order no.,          date received of request, signature,          sent to, etc.)</p>	1 Year

INK MANUFACTURING BRANCH  
 INK PRODUCTION, INK QUALITY CONTROL,  
 INK SUPPLY AND STORAGE

42.2-57 <del>(1)</del>	<p>DAILY CONSUMPTION REPORT - INK AND RELATED ITEMS - BF 1724          Filed chronologically          Copy maintained by Cost Accounts          (shows: date, item, ink ident. formula no., weight, stock, base, Ink Formula Symbol, etc. feeder report for BF 8943)</p>	1 Year
42.2-53 (2)	<p>DAILY INVENTORY REPORT - FINISHED INKS, STOCKS, AND BASES - BF 1832          Filed chronologically          (shows: opening balance, formula symbol, quantity manufactured and issued, closing balance, etc.)</p>	1 Year
42.2-54(3)	<p>REQUISITION AND RECEIPT - INK AND RELATED SUPPLIES - BF 8577          Filed chronologically          Copies maintained by Cost Accounts, Requisitioner and Ink Supply and Storage Unit          (shows: req. no., cost center no., ink identification formula no., quantity of buckets or cans, net weight delivered, etc. feeder report for BF 9867)</p>	1 Year
42.2- 55 (A)	<p>STOCK CONTROL RECORD - FINISHED INK, STOCKS, AND BASES - BF 8625          Filed numerically by Ink Formula No.          (shows: manufactures, issues, balance on hand, date, quantity, weight, avg. weight, card no., etc.)</p>	2 Years After Last Entry
42.2- 56 (B)	<p>INK PRODUCTION REPORT - BF 8943          Filed numerically          Copy maintained by Cost Accounts          (shows: report no., date, ink ident. formula no., quantity completed, master formula wgt., intaglio ink, surface and engraving inks, stocks, bases, etc.)</p>	1 Year

42.2-57 (8)	DAILY INK MANUFACTURING CONTROL RECORD - BF 9297 Filed chronologically (shows: batch no., Ink identification formula no., mixing machine no., grinding operation, bucketing operation, penetration test, atmospheric conditions, certification, etc.)	1 Year
42.2-58 (8)	ORDER TO MANUFACTURE - BF 9867 Filed chronologically (shows: date, symbol, quantity, weight, stock no., ingredients, weight, date and formula change, per cent, remarks, ink received and noted, etc.)	2 Years
42.2-59 (8)	REPORT OF COLOR TESTS - DRY COLORS, EXTENDERS, AND VARNISHES - BF 8581 (attached to SF 33, shows date, report no., order no., requisition no., bid no., type of material, shipper or bidder, specifications, results, properties, colors, practical trial, ink test no., etc.)	2 Years
42.2-60 (8)	LABORATORY TEST RECORD - BF 8585 Filed numerically (shows: material, report no., order no., lab no., req. no., BEP No., sched. no., date, specifications, test results, etc.)	2 Years
42.2-61 (8)	INK DRAWDOWN TEST SHEET - BF 9677 1, 2 & 3 (shows: color, code no., date, order no., supplier, full strength, color strength (Tint), etc.)	2 Years
42.2-62 (8)	LABORATORY REPORT - SURFACE PRINTING INKS - BF 9973 (shows: ink no., ordered, new or reprocessed, color, litho properties, drying, released, technician, etc.)	2 Years

42.2-63 (18)	SUPERVISOR'S REPORT OF ACCIDENT - OTHER TI MOTOR VEHICLES - SF 92 (shows: reporting unit, facts about accident and corrective action, consequences and related data, witnesses, supervisor, review and comment, etc.)	Destroy After Final Action on Accident
42.2-64 (23)	RETURNED INK DISPOSITION REQUEST - BF 1738 Copies maintained by Ink Manufacturing and Cost Accounts (shows: Ink Identification Formula No., buckets or cans, quantity returned, waste, signatures, dates, etc.)	2 Years
42.2-65 (24)	FINISHED INK RECEIPT AND ISSUE RECORD - BF 9384 Filed chronologically (shows: date, receipts, deliveries, Ink Formula No., quantity, etc.)	2 Years
42.2-66 (25)	ORDER TO MANUFACTURE - BF 9585 Copy A, C, D and/or F Filed chronologically (shows: date, Ink Formula No., quantity, type of ink, signature, etc.)	2 Years
42.2-67 (26)	SUPPLY STATUS REPORT - DRY COLORS BF 8894 Copy maintained by Technical Services Division (shows: description, BEP Stock No., unit of issue, quantity in stock, on order, prepared by, reviewed by, etc.)	1 Year
42.2-68 (27)	INK PRODUCTION REPORT - BF 8943 Copy maintained by Cost Accounts (shows: report no., date, Ink Ident Formula No., quantity completed, master formula weight, type of ink, remarks, etc.)	1 Year
42.2-69 (28)	INK FORMULA RECORD - BF 8954 Copies maintained by Ink Research & Development and Technical Service Division (shows: symbol, date typed, stock no., ingredients, weight, date and formula change, per cent, etc.)	<i>DESTROY WHEN ALL ADMINISTRATIVE NEEDS HAVE ENDED.</i>

42.2-70 (29)	INK IDENTIFICATION LABEL - BF 9166 - 1 to 10 (shows: Ink Ident. No., date manufactured, remarks)	1 Year
42.2-71 (20)	BUCKETED INK IDENTIFICATION TAG - BF 9377 (shows: Ink Ident. No., date of manufacture, batch no., bucketed by, etc.)	1 Year
42.2-72 (21)	DAILY BLACK INK PRODUCTION RECORD - BF 9611 (shows: date, ink no., batch no., weighing, mixing, grinding, laboratory tests, signature, etc.)	1 Year
42.2-73 (22)	BUCKETED INK IDENTIFICATION TAG - BF 9619 (shows: Ink Ident. No., date of manufacture, batch no., bucketed by, etc.)	1 Year
42.2-74 (23)	FORMULA SHEET - INK - BF 9684 (shows: ingredients, ink no., date, etc.)	1 Year
42.2-75 (24)	INK MILL INSPECTION REPORT - BF 9770-1 Copy maintained by Superintendent, Technical Services Division (shows: inspection date, item, remarks, inspector, approved by, date, hoist and mixer cables, bucket washers and scales, etc.)	2 Years
42.2-76 (25)	INK MILL INSPECTION REPORT - ROLLERS - BF 9770-2 (shows: inspection date, mill no., line, roller type, measurements, remarks, inspector, approved by, etc.)	2 Years

RESEARCH DIVISION  
MATERIALS BRANCH

- 42.1-(1) APPARATUS FILE  
Filed alphabetically  
(information on various types  
of equipment  
contains publications, advertise-  
ments, Technical Data, etc.,  
pertaining to lab, testing and  
general equipment)  
Destroy When  
Obsolete
- 42.1-(2) LAB DATA  
Filed numerically  
(file is broken down into general  
categories:  
1-coatings, 2-ink, 3-paper, 4-press,  
5-raw materials, etc.  
contains correspondence, workpapers,  
notes, specifications, reference  
material, etc.)  
5 Years
- 42.1-(3) RESEARCH REFERENCE FILE  
Filed alphabetically  
(contains publications, work papers,  
notes, newspaper and magazine  
clippings, correspondence,  
specifications, blueprints, etc.)  
Destroy When  
Obsolete
- 42.1-(4) PUBLICATION CROSS REFERENCE  
Filed alphabetically  
(3x5 file cards, clippings,  
lists of related articles, notes,  
etc.)  
Destroy When  
Obsolete
- 42.1-(5) RESEARCH FILES  
Filed alphabetically  
(contains reports, publications,  
products, samples, correspondence,  
etc.)  
Destroy When  
Obsolete

RESEARCH DIVISION  
PAPER BRANCH

421-6 (1)	WORKING FILES (consists of projects files, research files, correspondence active and inactive filed separately)	5 Years
421-7 (2)	PROJECT ASSIGNMENT - RESEARCH DIVISION - BF 9241-1 (shows: assignment no., requested by, assigned to, approval, description of work, results, target date, project completed, etc.)	Close of Project