

GENERAL RECORDS SCHEDULES

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| | <u>Schedule</u> | <u>Item</u> |
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| | <u>Schedule</u> | <u>Item</u> |
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| | <u>Schedule</u> | <u>Item</u> |
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| | <u>Schedule</u> | <u>Item</u> |
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| | <u>Schedule</u> | <u>Item</u> |
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| Retirement assistance | 1 | 39 |
| Retirement (payroll) | 2 | 28 |
| Security clearance | 18 | 22,23 |
| Security violation | 18 | 24 |
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| Case files | 18 | 22 |
| Correspondence | 18 | 21 |
| Status | 18 | 23 |
| Violations | 18 | 24 |
| Photographs (also see Audiovisual) | 21 | 1-4 |
| Plant Accounting | | |
| Account cards | 8 | 5 |

| | <u>Schedule</u> | <u>Item</u> |
|---------------------------------|-----------------|-------------|
| Correspondence | 8 | 1 |
| Ledgers | 8 | 5 |
| Police Records | 18 | 14 |
| Position Descriptions | 1 | 7b |
| Postal Irregularities | 12 | 8 |
| Postal Records | 12 | 5,7 |
| Press Service | 14 | 3 |
| Printing | | |
| Correspondence | 13 | 1 |
| Mailing lists | 13 | 4 |
| Management | 13 | 6 |
| Planning | 13 | 2b |
| Projects | 13 | 2a |
| Reports to Congress | 13 | 5 |
| Registers | 13 | 3 |
| Printouts | 20 | 16 |
| Privacy Act | | |
| Administrative | 14 | 26 |
| Amendment cases | 14 | 22 |
| Control records | 14 | 24 |
| Disclosure | 14 | 23 |
| Erroneous release | 14 | 36 |
| Reports | 14 | 25 |
| Requests | 14 | 21 |
| Procurement | | |
| Bids and proposals | 3 | 5 |
| Bond and surety | 3 | 3 |
| Contract appeals | 3 | 15 |
| Contractors' payrolls | 3 | 11 |
| Contracts | 3 | 3 |
| Correspondence | 3 | 2 |
| Federal Procurement Data System | 3 | 3d |
| Inventories | 3 | 9 |
| Purchase orders | 3 | 3 |

| | <u>Schedule</u> | <u>Item</u> |
|--|-----------------|-------------|
| Real property acquisition | 3 | 1 |
| Requisitions | 3 | 3,6,7,8 |
| Small and disadvantaged business utilization | 3 | 17 |
| Supply management | 3 | 4 |
| Survey, reports of | 3 | 9c |
| Tax exemption certificates | 3 | 12 |
| Telephone statements | 3 | 10 |
| Production Files (Audiovisual) | 21 | 28 |
| Profiles (IT User) | 24 | 6 |
| Program Review (Ethics) | 25 | 6 |
| Employee training and education files | 25 | 8 |
| Procedure files | 25 | 9 |
| Questionnaire files | 25 | 7 |
| Promotion, Merit | 1 | 3,32 |
| Property Disposal | | |
| Correspondence | 4 | 1 |
| Excess personal property reports | 4 | 2 |
| Real property disposal | 4 | 4 |
| Surplus property | 4 | 3 |
| Proposals (see Bids and Proposals Files) | | |
| Property Pass | 18 | 12 |
| Publications, Electronic | 20 | 6 |
| Purchase Orders | 3 | 3 |
| Recordings | | |
| Sound (audio) | 21 | 22-24,26 |
| Video | 21 | 14,16-20 |
| Records Disposition Files | 16 | 2 |
| Records Holdings Files | 16 | 4 |
| Records Management Files | 16 | 7 |

| | <u>Schedule</u> | <u>Item</u> |
|--|-----------------|-------------------------|
| Reduction-In-Force (RIF) Records (see Personnel) | | |
| Referrals and Notifications of Violations of Criminal Conflicts of Interest Statutes | 25 | 4 |
| Regulatory Compliance Records | 27 | 4 |
| Reports | | |
| Accident, motor vehicle | 10 | 5 |
| Budget | 5 | 3 |
| Building space and maintenance | 11 | 2b,6,8,10,13 |
| Communications | 12 | 2b |
| Computer security incident handling | 24 | 7 |
| Control Files | 16 | 6 |
| Cost accounting | 8 | 6 |
| Electronic files to produce | 20 | 6 |
| Financial disclosure | 25 | 2 |
| Freedom of Information | 14 | 14 |
| Health programs, civilian | 1 | 22 |
| Housing | 15 | 3 |
| Incentive award | 1 | 13 |
| Joint committee on printing | 13 | 5a |
| Losses in shipment act, government | 9 | 2 |
| Mail | 12 | 5c,6b,6d,7,8 |
| Motor vehicle | 10 | 4 |
| Pay and payroll | 2 | 22,28 |
| Personnel | 1 | 13,16,22,25f,25h(4),33q |
| Privacy Act | 14 | 25 |
| Property disposal | 4 | 2 |
| Security (facility) | 18 | 18 |
| Space and maintenance | 11 | 2,6,8,10,13 |
| Statistical | | |
| Communications | 12 | 2c |
| Cost accounting | 8 | 7 |
| Health | 1 | 22 |
| Mail | 12 | 6b,6d |
| Payroll | 2 | 22 |
| Personnel | 1 | 16 |
| Surplus property | 4 | 2 |
| Requisitions | | |
| Bindings | 13 | 2 |
| Control registers | 13 | 3 |

| | <u>Schedule</u> | <u>Item</u> |
|-----------------------------------|-----------------|-------------|
| Duplication | 13 | 2 |
| Housing maintenance and repair | 15 | 2b |
| Non-personal | 3 | 7 |
| Printing | 13 | 2a |
| Procurement | 3 | 3,6,7,8 |
| Public Printer | 3 | 6 |
| Stamps | 12 | 6c |
| Supplies and equipment | 3 | 8 |
| Retirement | 2 | 28 |
| Assistance | 1 | 39 |
| Safety and Security Inspections | 18 | 9,10 |
| Schedules of Daily Activities | 23 | 5 |
| Scripts | 21 | 28 |
| Security and Protective Services | | |
| Correspondence | 18 | 8 |
| Guard assignment and strength | 18 | 13 |
| Guard force facility checks | 18 | 18 |
| Guard log and registers | 18 | 20 |
| Guard service control | 18 | 19 |
| Investigations | 18 | 11 |
| Key accountability | 18 | 16 |
| Lost or Stolen property | 18 | 15 |
| Police files | 18 | 14 |
| Property pass files | 18 | 12 |
| Survey and inspection | 18 | 9,10 |
| Visitor control files | 18 | 17 |
| Security Incident Handling (IT) | 24 | 7 |
| Security of Systems and Data (IT) | 24 | 5 |
| Selective Placement | 1 | 5 |
| Shortage and Demurrage Reports | 9 | 1 |
| Site Audit Records | 6 | 1 |
| | 2 | 1 |
| | 9 | 1 |

| | <u>Schedule</u> | <u>Item</u> |
|--|-----------------|--------------------|
| Small and disadvantaged business utilization (see Procurement) | | |
| Software | 20 | 10 |
| Sound Recordings (also see Audiovisual) | 21 | 22-24, 26 |
| Space and Maintenance | | |
| Allocation and utilization | 11 | 2 |
| Building plans | 11 | 2 |
| Correspondence | 11 | 1,2b |
| Credentials | 11 | 4,13 |
| Directory service listings | 11 | 3 |
| Maintenance and repair | 11 | 5,6,8,9,12,13,15 |
| Reports | 11 | 2b,5,6,8,10, 13 |
| Specifications, Real Property | 4 | 4 |
| Spreadsheets | 20 | 15 |
| Statement of Employment and Financial Interest | 1 | 24b |
| Statistical Files | | |
| Extracted data | 20 | 5 |
| Summarized data | 20 | 4 |
| Still Pictures (also see Audiovisual) | 21 | 1-4 |
| Stores Accounting | | |
| Correspondence | 8 | 1 |
| Invoices | 8 | 2 |
| Returns and reports | 8 | 3 |
| Work papers | 8 | 4 |
| Suggestions, Employee | 1 | 12a(1) |
| Supply | | |
| Inventory | 3 | 9 |
| Requirements | 3 | 4 |
| Requisitions | 3 | 8 |

| | <u>Schedule</u> | <u>Item</u> |
|---|-----------------|-------------|
| Surety Bond Files | 6 | 6 |
| Surplus Property | | |
| Correspondence | 4 | 1 |
| Personal property | 4 | 3 |
| Real property | 4 | 4 |
| Reports | 4 | 2 |
| Suspense Files | 23 | 6 |
| System Backups and Tape Libraries | 24 | 4 |
| Tax Exemption Certificates | 3 | 12 |
| Tax Files | 2 | 13 |
| Telecommunications | 12 | 2,3 |
| Telegrams | 6 | 9 |
| Telephone | | |
| Statements and toll slips | 3 | 10 |
| | 6 | 8 |
| Use | 12 | 4 |
| Temporary Commissions, Boards, Councils and Committees | | |
| Day-to-day activities | 26 | 2b |
| Establishment of | 26 | 2a |
| Management | 26 | 4 |
| Web site records | 26 | 2c |
| Thrift Savings Plan | 2 | 16 |
| Time and Attendance | 2 | 6-9 |
| Title Papers | 3 | 1 |
| Tracking Files (see Control Records) | | |
| Training Records | 1 | 29 |
| Transit Certificates | 9 | 1 |

| | <u>Schedule</u> | <u>Item</u> |
|---|-----------------|-------------|
| Transitory Files | 23 | 7 |
| Transportation | | |
| Accountability | 9 | 4 |
| Bills of Lading | 9 | 1 |
| Correspondence | 9 | 4 |
| Freight records | 9 | 1 |
| Lost or damaged shipment | 9 | 2 |
| Subsidies | 9 | 7 |
| Travel | | |
| Accountability | 9 | 4 |
| Authorization | 9 | 1 |
| Correspondence | 9 | 4 |
| Ethics related | 25 | 5 |
| Orders | 9 | 3 |
| Passports | 9 | 5 |
| Reimbursement | 9 | 3 |
| Requests | 9 | 1 |
| Vouchers | 9 | 1,3 |
| User Identification, Profiles, Authorizations, and Password Files | 24 | 6 |
| U.S. Postal Service Records | 12 | 5 |
| U.S. Saving Bonds | | |
| Payroll savings | 2 | 14 |
| Receipt and transmittal | 2 | 14 |
| Registration | 2 | 14 |
| Utilities | 11 | 16 |
| Vacancy Announcement | 1 | 32 |
| Video Recordings (see also Audiovisual) | 21 | 14,16-20 |
| Viewgraphs | 21 | 5 |
| Violations (Ethics) | 25 | 4 |
| Visitors' Passes | 11 | 4 |

| | <u>Schedule</u> | <u>Item</u> |
|--------------------------|-----------------|-------------|
| Vouchers | | |
| Communications | 12 | 2d |
| General | 6 | 1 |
| Passenger transportation | 9 | 1 |
| Wage Survey | 1 | 38 |
| Waiver of Claims | 6 | 11 |
| Work Papers | | |
| Budget | 5 | 2 |
| Stores accounting | 8 | 4 |