

## **Printing, Binding, Duplication, and Distribution Records**

This schedule provides for the disposal of all copies, wherever located in the agency, of records relating to printing, binding, duplication, and distribution, except as indicated. The principal records documenting these functions are (a) records pertaining to requests for service, control, production, and distribution of individual jobs or projects (this material normally consists of requisitions requesting service and registers or similar media utilized to control the receipt of the requisitions and to record the production, distribution, and cost analysis within the operating units); and (b) correspondence and report files reflecting the activities of the unit responsible for handling, printing, binding, duplication, and distribution matters within the agency. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration (NARA) before applying these disposition instructions.

This schedule does not cover (a) the record copy of printed materials; (b) records retained by agencies for onsite audit by the General Accounting Office, and agency memorandum copies which are part of the accountable officers' accounts (Schedule 6); and (c) records that reflect agency programs, rather than administrative management functions.

Instructions given are for record copies. All other copies are treated as informational unless separately scheduled. Informational copies cannot be retained beyond the retention period for the recordkeeping copies.

### **1. *Administrative Correspondence Files.***

Correspondence files pertaining to the administration and operation of the unit responsible for printing, binding, duplication, and distribution matters, and related documents.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy when 2 years old.

**Disposition Authority:** [GRS 13, Item 1]

### **2. *Project Files. [See note after item 2b.]***

Job or project records containing information relating to planning and execution of printing, binding, duplication, and distribution jobs.

- a. Files pertaining to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related documents exclusive of (1)

requisitions on the Public Printer and related records; and (2) records relating to services obtained outside the agency.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy 1 year after completion of job.

**Disposition Authority:** [GRS 13, Item 2a]

- b. Files pertaining to planning and other technical matters.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy when 3 years old.

**Disposition Authority:** [GRS 13, Item 2b]

[NOTE: The Chapter does not cover the publications themselves. One copy of each publication should be designated the record copy and scheduled for transfer to NARA. Agencies should describe each series of publications on an Standard Form (SF) 115 submitted to NARA. Extra copies are nonrecord and may be destroyed when no longer needed.]

### **3. *Control Files.***

Control registers pertaining to requisitions and work orders.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy 1 year after close of fiscal year in which compiled or 1 year after filling of register, whichever is applicable.

**Disposition Authority:** [GRS 13, Item 3]

### **4. *Mailing Lists.***

- a. Correspondence, request forms, and other records relating to changes in mailing lists.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy after appropriate revision of mailing list or after 3 months, whichever is sooner.

**Disposition Authority:** [GRS 13, Item 4a]

- b. Card lists.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy individual cards when canceled or revised.

**Disposition Authority:** [GRS 13, Item 4b]

## **5. *Joint Committee on Printing (JCP) Reports Files.***

Reports to Congress and related records.

- a. Agency report to JCP regarding operation of Class A and B Plants and inventories of printing, binding, and related equipment in Class A and B Plants or in storage.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy when 3 years old.

**Disposition Authority:** [GRS 13, Item 5a]

- b. Copies in subordinate reporting units and related work papers.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy 1 year after date of report.

**Disposition Authority:** [GRS 13, Item 5b]

## **6. *Internal Management Files.***

Records relating to internal management and operation of the unit.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy when 2 years old.

**Disposition Authority:** [GRS 13, Item 6]

## **7. *Electronic Mail and Word Processing System Copies.***

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

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy/delete within 180 days after the recordkeeping copy has been produced.

**Disposition Authority:** [GRS 13, Item 7a]

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy/delete when dissemination, revision, or updating is completed.

**Disposition Authority:** [GRS 13, Item 7b]