

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p style="text-align: center;">CENSUS ADMINISTRATIVE RECORDS SCHEDULE 3</p> <p style="text-align: center;">PERSONAL PROPERTY</p> <p>These disposition instructions cover the procurement and supply records accumulated in obtaining supplies and services, controlling stock on hand, reporting, and related matters.</p> <p>64 [1.] Correspondence files of procurement and service operating activities.</p> <p style="padding-left: 40px;">Destroy when 2 years old. Bring material forward into the current file when file is closed, if frequent reference exists. (GRS #3, Item 3)</p> <p>65 [2.] Contract case files consisting of numbered and unnumbered contracts.</p> <p style="padding-left: 40px;">a. Procurement file involving transactions of \$10,000 or more.</p> <p style="padding-left: 80px;">Destroy 6 years and 3 months after date of final payment. (GRS #3, Item 4a(1))</p> <p style="padding-left: 40px;">b. Procurement file involving transactions of less than \$10,000.</p> <p style="padding-left: 80px;">Destroy 3 years after final payment. (GRS #3, Item 4a(2))</p> <p style="padding-left: 40px;">c. Copies of contracts used for verification of deliveries.</p> <p style="padding-left: 80px;">Destroy after deliveries are completed.</p> <p style="padding-left: 40px;">d. Copies of contracts, used for administrative purposes.</p> <p style="padding-left: 80px;">Destroy upon termination or completion. (GRS #3, Item 4c)</p>		

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66	<p>[3.] Bid invitations on which no awards were made. (Accepted and rejected bids are covered in Item 2a.)</p> <p>Destroy when 1 year old.</p>		
67	<p>[4.] Bidder's mailing lists.</p> <p>a. Application from vendors to be placed on mailing lists to receive invitations to bid.</p> <p>Destroy when new mailing list is established.</p> <p>b. Commodity card index indicating commodities which applicants to bid can furnish.</p> <p>Destroy when superseded or obsolete. (GRS #3, Item 6b)</p>		
68	<p>[5.] Purchase order files.</p> <p>a. Numerical file, consisting of a copy of a request order such as Form CD-45, "Supply, Equipment or Service Order," used as a purchase document; worksheets; and related correspondence.</p> <p>Destroy 6 years and 3 months after date of final payment. (GRS #3, Item 4a(1))</p> <p>b. Vendor file, consisting of an alphabetical file of purchase orders, which serves as an index to Item a above.</p> <p>Destroy concurrently with Item a above.</p> <p>c. Numerical file used for reporting purposes.</p> <p>Destroy when 1 year old.</p> <p>d. Commodity index card file.</p> <p>Close file every 5 years and destroy 5 years later.</p>		

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	<p>e. Copies of purchase orders used for follow-up purposes.</p> <p>Destroy when deliveries are completed.</p>		
69	<p>[6.] Job order files, consisting of combined cost estimates and work orders for property alteration or construction, memoranda quoting costs, and related records.</p> <p>Destroy 6 years and 3 months after date of final payment. (GRS #3, Item 4a(1))</p>		
70	<p>[7.] Repair and maintenance files.</p> <p>a. Files consist of forms such as BC-5, "Equipment Repair Request," estimated costs of repairs, copies of vendor's report of repairs, and issues and returns to stock.</p> <p>Destroy 3 years after date of final payment. (GRS #3, Item 4a(2))</p> <p>b. Control register of orders.</p> <p>Destroy 6 years after register is filled or closed.</p>		
71	<p>[8.] Records such as Form BC-22, "Request for Supplies, Equipment, or Service."</p> <p>a. Stockroom copies.</p> <p>Destroy when 2 years old. (GRS #3, Item 9a)</p> <p>b. All other copies.</p> <p>Destroy when 6 months old. (GRS #3, Item 9b)</p>		

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72	<p>[9.] Stock control records for expendable property such as Forms CD-123, "Stock Issue Record Card," and CD-124, "Historical Records Card," used to record amounts ordered, received, due dates, issued, stocks on hand, and unit price.</p> <p>Destroy 2 years after discontinuance of time or 2 years after card is completed. Transfer inactive and completed cards to a separate file maintained on an annual basis. (GRS #3, Item 10b)</p>		
73	<p>[10.] Property control file for nonexpendable property such as Form BC-1196A, "Mechanical Transactions;" BC-1196E, "Descriptive Code File, Mechanical;" BC-1391A, "Non-Mechanical Transactions;" and, BC-1391B, "Descriptive Code File (Non-Mechanical)." Used to control inventory input to the computers.</p> <p>Dispose when 6 months old. (GRS #3, Item 9b)</p>		
74	<p>[11.] Excess property file.</p> <p>a. Consists of forms, such as CD-50, CD-51, CD-52, and related papers, which document the disposition of excess, or surplus, accountable property. Case filed by field and Suitland offices, by case number.</p> <p>Destroy 6 years after final action. (GRS #4, Item 6a)</p> <p>b. Quarterly Report to GSA and Annual Report to the Department of Commerce.</p> <p>Consisting of forms, such as SF-121, "Quarterly Report of Utilization and Disposal of Excess and Surplus Personal Property," and GSA 1473, "Supply Activity Report," used to report excess and surplus property to GSA and to the Department of Commerce.</p> <p>Destroy when 3 years old. (GRS #4, Item 3)</p>		

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75	<p>[12.] Accountable property inventory listings.</p> <p>a. Mechanical and nonmechanical master listings.</p> <p>These are monthly inventory listings which reflect increases and decreases of mechanical and nonmechanical property during the course of a current month. Used as a principle source of data for accountable property. Filed by month, fiscal year, type (Executive Furniture), person's name, and room number.</p> <p>Destroy when 2 years old. (GRS #3, Item 10a)</p> <p>b. Mechanical and nonmechanical locator listings.</p> <p>These listings are prepared each month showing the location of mechanical and nonmechanical property by division. Used as a quick reference for property information by division. Filed by month, by fiscal year.</p> <p>Destroy when 6 months old or sooner if not needed.</p> <p>c. Transaction listings.</p> <p>(1) Transaction listings by account code.</p> <p>These listings reflect all transactions of mechanical and nonmechanical accountable property during the course of a current month, such as purchases, issuances, no-cost acquisitions, return to stock and transfer of excess and surplus property. Used to balance totals on the current month master listings. Filed by month, by fiscal year.</p> <p>Destroy when 2 years old. Cut off file at the end of fiscal year, hold 1 year, and transfer to Bureau Reference Center and destroy 1 year later. (GRS #3, Item 10a)</p>		

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	<p>(2) Transaction listings by transaction number.</p> <p>These listings contain the same information as Item c(1) above, except that they appear in the same numerical sequence as the input coding documents. Used to verify punch errors and omissions. Filed by month, by fiscal year.</p> <p>Destroy when 1 year old or sooner if not needed.</p>		
76	<p>[13.] Property issuance records for nonexpendable property to an individual for official use, on or off premises, such as Form BC-208, "Memorandum Receipt," and Form OF-7, "GSA Property Pass."</p> <p>Destroy 3 months after expiration or revocation. (GRS #18, Item 13)</p>		
77	<p>[14.] Shipping Service, consisting of forms such as BC-41, "Request for Shipping Service," and BC-468, "Request for Computer Tape Shipment," prepared by divisions for material to be shipped from the Bureau, showing mode of shipment and special instructions. Also used as a receipt for material being transported.</p> <p>a. Shipping Section (ASD) copies. Destroy when 1 year old. (GRS #9, Item 1b)</p> <p>b. Tape Management Section (CSvD) copies. Destroy when 3 years old. (GRS #9, Item 1a)</p> <p>c. Other copies. Destroy when no longer needed for reference.</p>		

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78.	[15.] Records such as Form BC-261, "Release of Computer Tape," used to account for the disposition of capital equipment. Destroy when 2 years old. (GRS #3, Item 10c)		