



7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
105	<p><b>[2.]</b> Files of Forms CD-10, "Printing Requisition"; SF-1, "Printing and Binding Requisition"; and supplementary specifications, vendors shipping invoice, sample of print, and related correspondence.</p> <p>a. Preparing Office copies. Destroy when 3 years old. (GRS #3, Item 7a)</p> <p>b. Finance Division copies. Destroy when 6 years, 3 months old.</p> <p>d. Reference copies of Census reports, manuals, and instructions, administrative issuances, and such reference materials as GPO Style Manuals. Destroy when superseded, obsolete, or no longer needed for reference. Stocks of publications and valuable reference materials, as GPO Style Manuals, will be referred to the Bureau stockroom for appropriate disposition. (GRS #13, Item 1b)</p> <p>e. Case files of background or supporting papers to published and reproduced materials, consisting of source materials, comments and recommendations, worksheets, and related materials of a substantive nature. Destroy when 3 years old.</p>		

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106	<p><b>[3.]</b> Requisitions for printing and duplicating services from Department of Commerce, consisting of Form CD-10.</p> <p>a. Preparing Office copies. Destroy 1 year after completion of job.</p> <p>b. Finance Division copies. Destroy when 6 years, 3 months old.</p>	GRS 13/3A	
107	<p><b>[4.]</b> Control registers, ledgers, and cards relating to requisitions and work orders.</p> <p>Destroy when 1 year old or 1 year after filling of registers, whichever is applicable. (GRS #13, Item 4)</p>		
108	<p><b>[5.]</b> Requisitions for and reports of photocopy, micro-filming, and related services.</p> <p>a. Preparing Office copies. Destroy 1 year after completion of job.</p> <p>b. Finance Division copies. Destroy when 6 years, 3 months old.</p>	GRS 13/3A	
109	<p><b>[6.]</b> Publications mailing lists and related material.</p> <p>a. Correspondence relating to changes in mailing lists. Destroy after revision of mailing list is made. (GRS #13, Item 5a)</p> <p>b. Mailing lists. Destroy when cancelled, superseded, or revised. (GRS #13, Item 5a)</p>		

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110	[7.] Correspondence files relating to the publications and printing functions.  Destroy when 2 years old. Bring material forward into the current file when file is destroyed, if frequent reference exists. (GRS #13, Item 2)		
111	[8.] Requests for publications and information which do not involve special compilations or research.  Destroy when 3 months old. (GRS #14, Item 3)		

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Four copies, including original, to be submitted to the National Archives

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