

**DISTRICT OF COLUMBIA
GENERAL RECORDS SCHEDULE 23**

Records Common to Most Offices

This schedule provides for the destruction or retention of certain records common to most agencies in D.C. government. The records covered by this schedule relate to routine internal administrative and housekeeping activities are generally facilitative or informational. *They are not basic program records and are not part of official program files.* They are often extra copies of documents whose record copies must be scheduled by submitting a request for records disposition authority, or are scheduled in the office of primary responsibility by such other general records schedules as D.C. Schedule 40, Section 3, Budget Preparation, Presentation and Apportionment Records; or DCGRS 16, Administrative Management Records.

Records created prior to January 1, 1921, must be offered to the D.C. Archives before applying the disposition instructions set forth in this schedule.

This schedule was approved by the D.C. Records Disposition Committee on April 4, 1988.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
1.	<p>Office Administrative Files.</p> <p>Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists.</p> <p>In general, these records relate to the office organization, staffing, procedures, communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may include copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels) and other materials that do not serve as official documentation of the programs of the office.</p> <p><i>Note:</i> This schedule is not applicable to the record copies of organizational charts, functional statements, and related records that document the essential organization, staffing, and procedures of the agency. See DCGRS 16, item 12.</p>	<p>Destroy when 2 years old or when no longer needed, whichever is sooner.</p>

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
2.	Schedules of Daily Activities.	
	Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of D.C. employees.	
	<i>Note:</i> This item does not include the Mayor's official schedule which is covered under EOM's retention schedule.	
	a. Records containing substantive information relating to official activities of high level officials, the substance of which has <i>not</i> been incorporated into memoranda, reports, correspondence, or other records included in the official files. (High level officials include the heads of departments and independent agencies, commissioners, directors, office chiefs, administrators, their deputies and assistants; the heads of program offices and staff offices; directors of offices, bureaus, or equivalent; staff assistants to these aforementioned officials, such as special assistants and administrative assistants; and, career D.C. employees and political appointees serving in equivalent or comparable positions.)	Submit request for transfer of records to D.C. Archives. If offer not accepted, destroy records when 6 years old.
	b. Records of other than high level D.C. employees as defined in "a" above containing substantive information relating to official activities, the substance of which has <i>not</i> been incorporated into official files.	Destroy when no longer needed.
	c. Routine materials containing no substantive information regarding the daily activities of other than high officials as defined in "a" above; records of all D.C. employees containing substantive information, the substance of which has been incorporated into official files; and/or personal records of all D.C. employees relating to nonofficial activities.	Destroy when no longer needed.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
3.	<p>Mailing Lists.</p> <p>Lists of individuals and organizations that are to receive copies of newsletters reports, and other issuances.</p>	Destroy when obsolete or superseded.
4.	<p>Invitation Lists.</p> <p>Lists of individuals or organizations that that are to receive invitations to events.</p>	Destroy when obsolete or superseded.
5.	<p>Suspense Files.</p> <p>Papers arranged in chronological order as a reminder that an action is required on a given date or that a reply should be traced on a given date.</p> <p>a. A note or other reminder to take some action.</p> <p>b. The file copy, or extra copy of an outgoing communication, filed by the date on which a reply is expected.</p>	<p>Destroy after action is taken.</p> <p>Withdraw papers when reply is received. (1) If suspense copy is an extra copy, destroy immediately. (2) If the suspense copy is the file copy, incorporate it into the official files.</p>
6.	<p>Transitory Files.</p> <p>Papers of short-term interest which have no documentary or evidential value and normally need not be kept more than 90 days. Examples of transitory correspondence are shown below.</p> <p>a. Letters of transmittal. Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material, and receiving office copy if filed separately from transmitted material.</p> <p>b. Quasi-official notices. Memoranda and other papers that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, and similar papers.</p>	Destroy when 3 months old or when no longer needed, whichever is sooner.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
7.	<p>Routine Control Files.</p> <p>Job control records, status cards, routing slips, work processing sheets, correspondence control forms, receipts for records charge-out, and other similar records used solely to control work flow and to record routine and merely facilitative actions taken.</p>	<p>Remove from related records and destroy when work is completed or when longer needed for operating purposes.</p>
8.	<p>Technical Reference Files.</p> <p>Copies of documents retained strictly for reference and informational purposes and which are not a part of the official files. Included are copies of files of reports, studies, special compilations of data, drawings, periodicals, books, clippings, extra (nonrecord) copies of "policy and precedent" files, brochures, catalogs, vendor price lists, and publications pre-pared internally and externally.</p> <p><i>Note:</i> Reference materials relevant to permanent records accessioned by or scheduled to be accessioned by the D.C. Archives should be offered to the Archives for appraisal (submit request for transfer of records).</p>	<p>Review annually and destroy material of no further reference value.</p>
9.	<p>Finding Aids.</p> <p>Indexes, lists, registers, and other finding aids necessary for the efficient use of records.</p> <p>a. Finding aids for series that have been accessioned by the D.C. Archives and those relating to major program case files not previously authorized for disposal.</p> <p>b. All other finding aids or indexes used for internal administrative convenience or for informational purposes.</p>	<p>Submit request for disposition authority to D.C. Archives.</p> <p>Follow records disposition instructions for related records, or destroy when no longer needed for reference.</p>