	Schedule	Item
Accident Records (Motor Vehicles)	10	5
Accountable Officer's Account Records	6	-
Accounting Records (Expenditures)	7	
Administrative Files (Accounting)	6	5
Administrative Files (Office)	23	1
Administrative Management Records Committee Files	16 16	11
Conference Files	16	11
Directives	16	1
Feasibility Studies	16	13
Forms Files	16	4
Management Improvement Reports	16	5
Organizational Files	16	12
Procedural and Operating Manuals	16	1
Project Control Files	16	2 2
Publications Records Management Files	16 16	2 3, 6, 10
Records Control Files	16	8
ADP Records (SEE Electronic Records Systems)	10	0
Adverse Action Files	1	26b
Aerial Photography	17	4
Affirmative Action Plans	1	21h
Airline Ticket Files	9	3, 4
Applications, Employment	1	5
Appointment Books	23	2
Architectural/Engineering Records "As Built" Drawings	22 22	6
Final Drawings	22	5
Intermediate Drawings	22	4
Measured Drawings	22	10
Models	22	3
Preliminary Design Drawings	22	1
Presentation Drawings	22	2
Renderings	22	2
Repair Drawings	22 22	8 9
Shop Drawings Specifications	22	10
Audiovisual Records	21	10
Artwork		
Flyers	21	11
Letterhead	21	11
Original Art	21	15
Posters	21	11, 14
Line Copies, Charts, Graphs	21 21	13 12
Photo-mechanical Reproductions Viewgraphs	21 21	12
Graphic Arts	21	10-15
Motion Pictures	21	16-24
Agency-sponsored Activities	21	16, 22
Documentary Footage	21	23
Educational	21	19
News Releases, Television	21	20
Outtakes	21	24
Programs Public Service Announcements	21 21	16, 22 21
Recruiting Films	21 21	21 19
Research and Development Films	21	23
Routine Activities	21	17
Stock Footage	21	24

	Schedule	Item
Television Releases	21	20, 21
Training Films	21	18
Sound Recordings	21	37-47
Agency-sponsored Radio Programs	21	42-44
Appearances, Speeches (Top Officials)	21	40
Conference Files	21	37
Dictation Tapes	21	39
Documentary Recordings	21	46, 47
Hearings, Public	21	37
Meetings	21	37
News Releases, Radio	21	43
Oral History Collections	21	41
Public Service Announcements	21	44
Radio Programs	21	42-44
Speeches	21	37
Testimony	21	37
Still Photography	21	1-9
Agency Programs and Activities	21	1-2
Ceremonial (Social)	21	2
Filmstrips (Internal training)	21	4
Personnel Identification	21	3
Portraits, Official	21	5
Project or Case File Photographs	21	6
Routine Activities	21	2
Slides (Internal Training)	21	4
Video Recordings	21	25-36
Agency Programs and Activities	21	25-36
Appearances, Speeches (Top Officials)	21	25-50 34
Ceremonial (Social)	21	26
Conferences (Public)	21	32
Documentary Recordings	21	47
Educational	21	29
Hearings, Public	21	32
Internal Management	21	28
Management Instruction	21 21	28
News Releases	21 21	28 30
Outside Sources	21 21	33
Public Meetings	21	
Public Service Announcements	21 21	26, 32 31
	21 21	29
Recruiting Research and Development	21 21	35
	21 21	
Role-playing Sessions Routine Activities	21 21	28
		26
Speeches	21	32
Studies	21	35
Television	21	30-31
Testimony	21	32
Training	21	27, 28
utomobile Permits (D.C. Vehicles)	11	4
utomobile Operations Records	10	10
wards, Employee	11	13
wards Programs Records	1	14
ackground Files (working papers)	16	9
ids and Proposals Files	3	6
ills of Lading	9	1
inding Records (Printing)	13	
-		

	Schedule	Item
Boards and Commissions	24	
Administrative Files	24	16
Audiovisual Files	24	11
Case Files	24	10
Chronological (Reading) Files	24	11
Correspondence	24	3
Hearing, Public	24	2
Machine-readable Files	24	13
Mailing Lists	24	15
Media Files	24	5
Meetings	24	1
Organizational Files	24	7
Press Conferences	24	5
Press Releases	24	5
Project Subject Files	24	9
Reference Files (staff)	24	14
Studies	24	8
Publications	24	4
Speeches	24	6
Bonds (Personnel Surety)	6	6
Bonds (U.S. Savings)	2	4-7
Budget Authorization Reference Files (Payroll and Pay Admin,)	2	12
Budget Preparation, Presentation, Apportionment Records	5	
Budget Apportionment Files	5	6
Budget Background Records	5	4
Budget Correspondence Files	5	3
Budget Estimates/Justifications	5	2
Budget Policy Files	5	1
Budget Report Files	5	5
Building Space and Maintenance Records	11	
Allocation of Space	11	2
Building and Equipment Service Files	11	5
Correspondence Files	11	1, 2b
Credentials Files	11	4a
Directory Service Files	11	3
Plans	11	2a
Reports	11	2b
Utilization of Space	11	2
Calendars	23	2
Cartographic Records (SEE Maps)		
Case Files		
Adverse Actions (Personnel)	1	26b
Boards and Commissions	24	10
Classification Appeals	1	9d
Employee Awards	1	13a (1)
Grant Awards/Project Files	3	15
Grievance Review and Appeals	1	26a
Information Services	14	6
Labor Arbitration	1	24b
Map History	17	5
Merit Staffing	1	5
Position Classification	1	9a
Catalogs and Price List	23	8
Certificates		-
Eligible (Employment)	1	8
Performance Rating	1	10
		-

	Schedule	Item
Commendation Letter	1	13c
Commissions (SEE Boards and Commissions)		
Committee and Conference Files	16	11
Communication Records	12	
Communication Correspondence, reports	12	2
Mail and Delivery Control Files	12	6
Messenger Service Files	12	1
Postal Service Records	12	5
Telecommunications Operations Files	12	3
Telephone Summaries	12	4
Complaint Letters	14	7
Complaints, Discrimination	1	21
Computer Records (SEE Electronic Records Systems)	1	22
Conduct, Standard of	1	23
Conference Files	16 3	11 4
Construction Contract Files Construction Drawings	22	4 2-9
Contracts (Procurement)	3	1, 3-5
Contractor's Payroll Records	3	1, 5-5
Control Files (routine)	23	7
Copies of Reports, Files, etc.	23	8
Correspondence	25	0
Boards and Commissions	24	3
Budget	5	3
Building and Space Maintenance	11	1, 2b
Commendation/Complaint	14	7
Communications/Telecommunications	12	2
Expenditure Accounting	7	-
Freedom of Information Act	14	16, 17, 20
Grant Award/Project Files	3	17
Housing	15	1
Information Services	14	4, 7
Motor Vehicle	10	1
Payroll and Pay Administration	2	2
Personnel	1	6, 13a (2), 17a
Plant, Stores and Cost Accounting	8	2
Printing, Binding and Distribution	13	2
Procurement and Supply	3	3
Property Disposal	4	4
Security Administrative	18	9
Space and Maintenance	11	1
Counseling Records (Personnel)	1	22
Cost Accounting Records (Inventory)	8	4
Credentials	11	4
Deductions (Deuroll)	2	15 20
Deductions (Payroll) Diaries	2 23	15, 20
Directives	16	2 1
Disciplinary Files (Personnel)	10	26
Discrimination Complaints	1	20 21
Drafts, Notes, Background Papers	11	9
Drawings (Architectural and Engineering)	22	,
Drawings (Construction)	22	2-9
Driver's License Records	11	4
EDP Records (SEE Electronic Records Systems)		
Electronic Records System (Computer Records)	20	
Code Books	20	4
Computerized Audit Trail Files	20	11g
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	Schedule	Item
Computerized Index	20	11
Data Retrieval Routines	20	7
Data Systems Specifications	20	1
Dictionary Files	20	11a
Digitized Records	20	21a
Digitized Copies	20	21
Electronic Printouts	20	13
Electronic Publication Files	20	12
Files with Software Attachments	20	11a
Hard Copy Input	20	9
Hard Copt Output	20	12, 13, 14
Housing System Master Files	20	16
Information Retrieval Files	20	11
Input Source Documents	20	9
Keypunched Cards	20	10c
Output Specifications	20	6
Program Records System Master Files	20	18
Publication Files Re-formatted Master Files	20 20	12 21
	20 20	21
Record Layouts Records, Non-agency (Created by a Contractor)	20 20	18
Records, Non-agency (Created by a Contractor) Records, Non-agency (Created by a Grantee)	20 20	18
Records	20 20	18
Samples, Sub-samples, Special Study Extract Master Files	20	20
Schedules of Daily Activity	20	17
Source Documents	20	9
Summary Master Files	20	19
System Test Documentation	20	2
Test Data	20	8
Update Files	20	10
User's Guides	20	5
Word Processing Files	20	15
Emergency Planning/Operations Files	18	27-31
Employee Records (SEE Personnel Records)		
Expenditure Accounting Records	7	
Appropriation Allotment Files	7	3
Expenditure Accounting Correspondence Subject Files	7	1
Expenditure Accounting Posting and Control Files	7	4
General Accounting Ledgers	7	2
Equal Employment Opportunity (EEO) Records	1	21
Feasibility Study Files	16	13
Field Notes	17	5
Films (SEE Audiovisual Records)		
Financial Accounting Records (Accountable Officer)	6	
Finding Aids	23	9
Flextime Attendance Records	2	3b
Floppy disk (SEE Electronic Records System)		
Follow-up Files (SEE Suspense Files)		
Forms Files	16	4
Freedom of Information Act (FOIA) Files	14	16-20
Freight Files	9	1
Functional Statement Files	16	12b
Garnishment Files	2	21
Gasoline and Oil Consumption Records	10	2
Gasoline Sales Tickets	6	7
Grant Records	3	14-18
E		

	Schedule	Item
Graphic Arts (SEE Audiovisual Records)		
Grievance Files	1	26
Hearings Records, Public	24	2
Histories, Agency	16	12c
Housing Records	15	_
Application Files	15	7
Assignment and Vacancy Files	15	5
General Correspondence Files Inventory Files	15 15	1 6
Lease Files	15	4
Maintenance and Repair Files	15	2
Management Files	15	3
Identification and Credential Files	11	4
Indexes	14	8
Information Service Records		
Acknowledgement Files	14	4
Bibliographies	14	8
Correspondence Files	14	4, 7
Freedom of Information Act (FOIA) Records	14	16-20
Information Management System Studies	16	13
Press Conference Transcripts Press Releases	14 14	1
Project Case Files	14	1 6
Public Relations Files	14	1
Request for Information (Routine)	14	3
Speeches	14	1
Subject Files	14	2
Insurance Deduction Files	2	20
Inventory Files	$\frac{2}{3}$	9, 10
Inventory Records (Cost Accounting)	8	,
Inventory Records (Housing)	15	6
Inventory Requisition Files	3	9
Invitations	23	4
Keypunched Cards	20	10c
Labor-Management Relations Records	1	24
Leave Records	2	8-10
Ledgers (Accounting)	7	2
Machine-readable Records (SEE Electronic Records System)		
Mail Service Records	12	5,6
Mailing Lists	23	3
Maintenance Correspondence Requests Files	11	1, 5
Management (SEE Administrative Management) Management Improvement Studies	16	5
Manuals, Procedural or Operating	16	1
Map History and Field Notes	17	5
Maps and Charts	- 1	5
Annotated	17	1
Computer	17	7
History Records	17	5
Manuscript	17	1
Published	17	2

	Schedule	Item
Master Files, Computer	20	10
Meeting Files (Boards and Commissions)	24	1
Merit Staffing Case Files	1	5
Messenger Service Files	12	1
Minutes (Boards and Commissions)	24	1
Models		
Architectural	22	3
Map or Topographic	17	6
Motor Vehicle Maintenance and Operation Records	10	
News Releases	14	1b
	21	20, 30, 43
Notification of Personnel Action	1	15
Official Personnel Folders	1	1, 2
Oral History Collections	21	41
Organizational Charts	16	12
Paint Plans (Architectural)	22	12
Parking Permits	1	4
Payroll and Pay Administration Records	2	15
Administrative Payroll Report Files	2	17
Bond Purchase Files	2	7
Bond Receipt and Transmittal Files	2 2	6
Bond Registration Files Budget Authorization Reference Files	2 2	5 12
Fiscal Schedules Files	2	12
Individual Accounts Files	2	10
Individual Authorized Allotment Files	2	4
Insurance Deduction Files	2	20
Leave Application Files	2	8
Leave Data Files	2	10
Leave Record Cards	2	9
Levy and Garnishment Files	2	21
Notification of Personnel Action Files	2	11
Payroll Change Files	2	15
Payroll Control Files	2	14
Payroll Correspondence Files	2	2
Payroll Files	2	13
Retirement Files	2	19
Tax Files	2	18
Time and Attendance Files	2 2	3 22
Wage and Survey Files Performance Rating Files	2 1	10
Personnel Records	1	10
Adverse Action Files	1	26
Affirmative Action Plans	1	20 21h
Applications for Employment	1	5
Appointments	1	7
Awards	1	13, 14
Certificates of Eligibles (Employment)	1	8
Conduct Standards	1	23
Correspondence	1	6, 13a (2), 17a
Counseling	1	22
Discrimination	1	21
Duplicate Documentation	1	18
Employee Record Card	1	4
Employment Offers	1	7
Equal Employment Opportunity Records 7	1	21

	Schedule	Item
Financial Disclosure Reports	1	20
Grievances	1	26
Individual Accounts Files (Payroll)	2	1
Individual Authorized Allotments	$\overline{2}$	4
Injury	-	27
Labor Management Records	1	24
Merit Staff Case Files	1	5
Notification of Personnel Action	1	15
Official Personnel Folder	1	1, 2
Payroll Administration Records (Personnel)	2	1, 2
Performance Ratings	1	10, 19
Position Classification	1	9
Position Descriptions	1	5, 9b
Position Identification Strips	1	12
Post Card Notification to Applicants	1	5
Ranking Applicants	1	5
Reduction-in-Force Records	1	17b
	1	16
Reports, Statistical	1	10 17b
Retention Registers Retirement Files	1 2	170
Request for Personnel Actions	1	5
Screening Worksheets	1	5
Selection Certificates	1	5
Supervisor's Files	1	18b
Temporary Employees	1	11
Time and Attendance Records (Payroll)	2	3
Training	1	25
Vacancy Announcements	1	5
Photographs (SEE Audiovisual Records)	21	1-9
Photographs, Aerial	17	4
Postal Service Records	12	5
Press Conference Transcripts	14	1a
Press Releases	14	1b
Press Releases, Audiovisual	21	20, 30, 43
Press Service and Clippings Files	14	5
Printing, Binding, Distribution Records	13	
Administrative Correspondence Files	13	2
Mailing Lists	13	5
Publication Files	13	1
Procedural Directives	16	1
Procedural Manuals	16	1
Procurement, Supply, and Grant Records	3	
Contractor's Payroll Files	3	12
Final Product Records	3	18
General Correspondence Files	3	3
Grant Application Files	3	14
Grant Case Files	3	15
Grant Correspondence and Subject Files	3	17
Grant Control Files	3	16
Inventory Files	3	10
Inventory Requisition Files	3	9
Non-personal Requisition Files	3	8
Procurement Records (Unique)	3	1
Procurement Records (Routine)	3	4
Public Printer Requisitions (D.C. Printer)	3	7
Real Property Records	3	2
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	Schedule	Item
Solicited and Unsolicited Bids/Proposals	3	6
Supply Management Files	3	5
Tax Exemption Files	3	13
Telephone Records	3	11
Posting and Control Files (Accounting)	7	4
Property Records (Real Property)	3	2
Property Records (Surplus)	4	1,6
Property Disposal Records (Real and Personal)	4	2
Public Hearing Files Public Relations Files	24 14	2 1
Publications (SEE Related Subject or Topic Schedule)	14	2
Requests for copies of	14	1
Publication Files	13	1
Purchase Orders	3	4
Purchasing and Supply Files	3	1, 4, 5
Radio Appearances, Speeches	21	40
Radio Tape Recording, Transcripts	21	40-44
Real Estate Disposal Records	4	7
Real Property Files	4	7
Recordings, Sound	21 21	37-47 25-36
Recordings, Video Records Disposition Files	16	3
Records Holdings Files	16	6
Records Management Files	16	10
Recruiting Films	21	22, 29
Reference Materials	23	8
Reorganization Studies	16	12
Reports		
Building and Space Maintenance	11	2b
Control Files	16	8
Electronic (Computer)	20	14
Freedom of Information Act (FOIA)	14	19
Payroll and Pay Administration	2	3, 17, 18c, 19
Personnel Operation, Statistical	1	16
Space and Maintenance U.S. Savings Bonds	11 2	2 7
Request for Information, Reports and Publications	14	3
Requisitions for Supplies	3	8,9
Retirement Files	2	0, 7
Savings Bonds, U.S. Records	2	4-7
Schedules of Daily Activity	23	2
Security and Protective Service Records	18	_
Administrative Correspondence Files	18	2
Emergency Planning/Operations Files	18	27-31
Facilities Check Files	18	19
Guard Assignment Files Guard Service Control Files	18 18	14 20
Investigative Files	18	12
Key Accountability Files	18	12
Logs and Registers	18	21
Police Functions Files (Arrest, Tickets, etc.)	18	15
Security Policy Files	18	1
Survey and Inspection Files	18	10
Visitor Control Files	18	18
Sound Recordings	21	37-47
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	Schedule	Item
Space and Maintenance Records	11	
Allocation and Space Utilization	11	2
Building Service Files	11	5
Correspondence	11	1
Credential Files	11	4
Directory Service Files	11	3
Equipment Maintenance Files	11	5
Reports	11	2
Specifications, Construction	22	9
Speeches	14	1a
-	24	6
Still Photographs	21	1-9
Stores, Accounting Records	8	
Surplus Property Files	4	1, 2, 6
Suspense Files	23	5
Tax Files	2	18
Technical Reference Files	23	8
Telecommunications Reports	12	3
Telegrams	6	9
Telephone Reports	3	11
Telephone Summaries	12	4
Telephone Toll Tickets	6	8
Television, Agency-sponsored	21	20, 21, 30, 31
Training Films, Videotapes	21	18, 27, 28
Training Records (Personnel)	1	25
Transcripts of Hearings (Boards and Commission)	24	2
Transitory Records	23	6
Travel and Transportations	9	
Freight Files	9	1
General Travel/Transportation Files	9	5
Lost and Damage Shipment Files	9	2
Passenger Reimbursement Files	9	4
Passenger Transportation Files	9	3
Update Files (SEE ALSO Electronic Records)	20	10
U.S. Savings Bonds	20	10
Payroll Savings Files	2	4
Receipt and Transmittal Files	$\frac{2}{2}$	6
Registration Files	$\frac{2}{2}$	5
Purchase Files	$\frac{2}{2}$	7
	_	
Vacancy Announcement Files (Employment)	1	5
Video Recordings	21	25-36
Visitor Control Files	18	18
Visitor's Passes	11	4
Vouchers, Accounting	6	1
Withholdings Tax Files	2	18
Word Processing Files	20	15
Working Papers	20 16	9
Projects	16	9
Publications	16	2b
Records Disposition Files	16	20 3c
Records Disposition 1 nes	10	50