

**DISTRICT OF COLUMBIA  
GENERAL RECORDS SCHEDULE 13**

**Printing, Binding, and Distribution Records**

This schedule provides for the retention or disposal of all copies wherever they are located in the agency, of records relating to printing, binding, duplicating, and distribution, except as indicated in the individual items. 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, and duplication or distribution matters within the agency.

This section does not cover: (a) records retained by agencies for on-site audit by the Office of Financial Management or the General Accounting Office (GAO); (b) agency memorandum copies which are part of the accountable officers' accounts (see DCGRS 6); and (c) records which reflect agency programs (such as those of the D.C. Printer) rather than administrative management functions.

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 general records schedule was approved by the Board of Commissioners on January 26, 1965.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
1.	<b>Publication Files.</b>	
	a. Record copy if maintained in duplicating or distribution unit, of each publication, poster, chart, directive, regulation, booklet, speech, form, press release, and similar material. (This item does not cover copies and related program material retained in the originating office. See DCGRS 16, Item 2.)	Submit request for disposition authority to D.C. Archives.
	b. All other copies.	Destroy when superseded, obsolete, or no longer needed.
2.	<b>Administrative Correspondence Files.</b>	
	Correspondence files pertaining to the administration and operation of the unit responsible for printing, binding, duplica-	Destroy when 2 years old.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
	tion and distribution matters, and related papers.	
3.	<p><b>Project Files.</b></p> <p>Job or project records containing all papers and data pertaining to the planning and execution of printing, binding, duplication and distribution jobs.</p>	
	<p>a. Files pertaining to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related papers exclusive of (1) requisitions of the D.C. Printer and related records; and (2) records relating to services obtained outside the agency.</p>	Destroy 1 year after completion of job.
	<p>b. Files pertaining to planning and other technical matters.</p>	Destroy when 3 years old.
4.	<p><b>Control Files.</b></p> <p>Control registers pertaining to requisitions and work orders.</p>	Destroy 1 year after close of fiscal year in which compiled or 1 year after filling of register, whichever is applicable.
5.	<p><b>Mailing Lists.</b></p> <p>a. Correspondence, request forms and other records relating to changes in mailing lists.</p> <p>b. Card lists.</p> <p>c. Plate or stencil mailing lists.</p>	<p>Destroy after appropriate revision of mailing list or after 3 months, whichever is earlier.</p> <p>Destroy individual cards when cancelled or revised.</p> <p>Destroy plates or stencils when cancelled or revised.</p>
6.	<p><b>[Reserved]</b></p>	
7.	<p><b>Internal Management Files.</b></p> <p>Records relating to internal management and operation of the unit.</p>	Destroy when 2 years old.