

(Revised and Reformatted on 10/2016)

NOAA Records Schedule

Series Chapter: 1100

Printing, Binding, Duplication and Distribution Records

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NOAA Record Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
1108	Printing, Binding, Duplication, and Distribution Records.	<p>This schedule provides for the disposal of all copies, wherever located in the agency, of records relating to printing, binding, duplication, and distribution, except as indicated. 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, duplication, and distribution matters within the agency. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration (NARA) before applying these disposition instructions.</p> <p>This schedule does not cover (a) the record copy of printed materials; (b) records retained by agencies for onsite audit by the General Accounting Office, and agency memorandum copies which are part of the accountable officers' accounts (Schedule 6); and (c) records that reflect agency programs (such as those of the</p>	GRS 13, item 1	TEMPORARY. Destroy when 2 years old.

		Government Printing Office and the Bureau of Engraving and Printing), rather than administrative management functions.		
1108-01	Administrative Correspondence Files.	Correspondence files pertaining to the administration and operation of the unit responsible for printing, binding, duplication, and distribution matters, and related documents.	GRS 13, item 2	TEMPORARY. Destroy when 2 years old.
1108-02	Joint Committee on Printing (JCP) Reports Files.	Reports to Congress and related records.		
		a. Agency report to JCP regarding operation of Class A and B Plants and inventories of printing, binding, and related equipment in Class A and B Plants or in storage.	GRS 13, 1952, item 6a	TEMPORARY. Destroy when 3 years old.
		b. Copies in subordinate reporting units and related work papers.	GRS 13, item 6b	TEMPORARY. Destroy 1 year after date of report.
1108-03	Plant Establishment Files.	Documents pertaining to proposals for establishing a printing plant, includes requests, feasibility studies, final determinations, and related papers.	GRS 13, item 2	
1108-04	Project Files.	Job or project records containing information relating to planning and execution of printing, binding, duplication, and distribution jobs. [See note after item 2b.]		

		a. Files pertaining to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related documents exclusive of (1) requisitions on the Public Printer and related records; and (2) records relating to services obtained outside the agency.	GRS 13, item 3a	TEMPORARY. Destroy 1 year after completion of job.
		b. Files pertaining to planning and other technical matters. [NOTE: The GRS does not cover the publications themselves. One copy of each publication should be designated the record copy and scheduled for transfer to NARA. Extra copies are nonrecord and may be destroyed when no longer needed.	GRS 13, item 3b	TEMPORARY. Destroy when 3 years old.
1108-05	Plant Inspection Files.	Inspections and reviews of printing plants, and recommendations resulting thereof.	GRS 13, item 6	TEMPORARY. Cut off at end of calendar year when created. Destroy 2 years later.
1108-06	Internal Management Files.	The records relate to internal management and operation of the unit.	GRS 13, item 7	TEMPORARY. Destroy when 2 years old.
1108-07	Printing Liaison Files.	Documents relating to the performance of liaison functions regarding printing with GPO and other non-NOAA organizations.		
		1. Original records:	NC1-370-80-007 (9/25/80)	TEMPORARY. Destroy when microfiche is determined to be

				an adequate substitute. If not microfilmed, COFF end of calendar year in which job is completed. Destroy 3 years later.
		2. Microfiche:	NC1-370-80-007 (9/25/80)	TEMPORARY. COFF at end of calendar year in which job is completed. Destroy 3 years later.
1108-08	Control Files.	Control registers pertaining to requisitions and work orders.	GRS 13, item 4	TEMPORARY. Destroy 1 year after close of fiscal year in which compiled or 1 year after filling of register, whichever is applicable.
1108-09	Mailing Lists.	a. Correspondence, request forms, and other records relating to changes in mailing lists.	GRS 13, item 5a	TEMPORARY. Destroy after appropriate revision of mailing list or after 3 months, whichever is sooner.
		b. Card lists.	GRS 13, item 5b	TEMPORARY. Destroy individual cards when canceled or revised.

NOAA Record Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
1109	Mail Management and Messenger Service Files.	The principal records documenting mail management and messenger service functions include messenger service data; postal records, consisting of post office forms and supporting papers; mail control records and supporting and related papers; agency copies of penalty mail reports; and records relating to private delivery service (such as United Parcel Service). This schedule does not cover records that reflect Government-wide programs, such as records held by the U.S. Postal Service. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration before applying the disposition instructions in this schedule.		
1109-01	Metered Mail Files.	Official metered mail reports and all related papers.	GRS 12, item 7	TEMPORARY. Cut off at end of calendar year when created. Destroy 6 years later.
1109-02	Official Penalty Mail Report Files.	Agency copies of penalty mail reports.	GRS 12, item 7	TEMPORARY. Cut off at end of calendar year when created. Destroy 6 years later.
1109-03	Locator and Directory Files.	Locators, directories, and other material used by mail rooms to locate offices or personnel in agency.	GRS 12, item 6h	TEMPORARY. Destroy 5 months after separation or transfer of

				individual or when obsolete, whichever is applicable.
1109-04	Messenger Service Files.	Daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records.	GRS 12, item 1	TEMPORARY. Destroy when 2 months old.
1109-05	Supervisor's Control Files.	Documents related to daily assignment of personnel and duties, the allocation of vehicles, and other day-to-day operational matters.	GRS 13, item 6	TEMPORARY. Destroy when 2 year old.
1109-06	Mail and Delivery Service Control Files.	a. Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service, EXCLUDING both those covered by item 5 and those used as indexes to correspondence files.	GRS 12, item 6a	TEMPORARY. Destroy when 1 year old.
		b. Statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post or packages over 4 pounds).	GRS 12, item 6b	TEMPORARY. Destroy when 6 months old.
		c. Requisition for stamps (exclusive of copies used as supporting documents to payment vouchers).	GRS 12, item 6c	TEMPORARY. Destroy when 6 months old.
		d. Statistical reports and data relating to handling of mail and volume of work performed.	GRS 12, item 6d	TEMPORARY. Destroy when 1 year old.

		e. Records relating to checks, cash, stamps, money orders, or any other valuables remitted to the agency by mail.	GRS 12, item 6e	TEMPORARY. Destroy when 1 year old.
		f. Records of and receipts for mail and packages received through the Official Mail and Messenger Service.	GRS 12, item 6f	TEMPORARY. Destroy when 6 months old.
		g. General files including correspondence, memoranda, directives, and guides relating to the administration of mail room operations.	GRS 12, item 6g	TEMPORARY. Destroy when 1 year old or when superseded or obsolete, whichever is applicable.
		h. Locator cards, directories, indexes, and other records relating to mail delivery to individuals.	GRS 12, item 6h	TEMPORARY. Destroy 5 months after separation or transfer of individual or when obsolete, whichever is applicable.
1109-07	(Reserved)			
1109-08	Control Files.	Control registers pertaining to requisitions and work orders.	GRS 13, item 4	TEMPORARY. Destroy 1 year after close of fiscal year in which compiled or 1 year after filling of register, whichever

				is applicable.
1109-09	Postal Irregularities File.	Memoranda, correspondence, reports and other records relating to irregularities in the handling of mail, such as loss or shortage of postage stamps or money orders, or loss or destruction of mail.	GRS 12, item 8	TEMPORARY. Retention: Destroy 3 years after completion of investigation.
1109-10	Mail Service Correspondence.	General correspondence concerning mail service not described in other items of this subfunction.	GRS 12, item 6g	TEMPORARY. Cut off at end of calendar year when created. Destroy 1 year later.