

GENERAL RECORDS SCHEDULES

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	<u>Schedule</u>	<u>Item</u>
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Software	20	10
Sound Recordings (also see Audiovisual)	21	22-24, 26
Space and Maintenance		
Allocation and utilization	11	2
Building plans	11	2
Correspondence	11	1,2b
Credentials	11	4,13
Directory service listings	11	3
Maintenance and repair	11	5,6,8,9,12,13,15
Reports	11	2b,5,6,8,10, 13
Specifications, Real Property	4	4
Spreadsheets	20	15
Statement of Employment and Financial Interest	1	24b
Statistical Files		
Extracted data	20	5
Summarized data	20	4
Still Pictures (also see Audiovisual)	21	1-4
Stores Accounting		
Correspondence	8	1
Invoices	8	2
Returns and reports	8	3
Work papers	8	4
Suggestions, Employee	1	12a(1)
Supply		
Inventory	3	9
Requirements	3	4
Requisitions	3	8

	<u>Schedule</u>	<u>Item</u>
Surety Bond Files	6	6
Surplus Property		
Correspondence	4	1
Personal property	4	3
Real property	4	4
Reports	4	2
Suspense Files	23	6
System Backups and Tape Libraries	24	4
Tax Exemption Certificates	3	12
Tax Files	2	13
Telecommunications	12	2,3
Telegrams	6	9
Telephone		
Statements and toll slips	3	10
	6	8
Use	12	4
Temporary Commissions, Boards, Councils and Committees		
Day-to-day activities	26	2b
Establishment of	26	2a
Management	26	4
Web site records	26	2c
Thrift Savings Plan	2	16
Time and Attendance	2	6-9
Title Papers	3	1
Tracking Files (see Control Records)		
Training Records	1	29
Transit Certificates	9	1

	<u>Schedule</u>	<u>Item</u>
Transitory Files	23	7
Transportation		
Accountability	9	4
Bills of Lading	9	1
Correspondence	9	4
Freight records	9	1
Lost or damaged shipment	9	2
Subsidies	9	7
Travel		
Accountability	9	4
Authorization	9	1
Correspondence	9	4
Ethics related	25	5
Orders	9	3
Passports	9	5
Reimbursement	9	3
Requests	9	1
Vouchers	9	1,3
User Identification, Profiles, Authorizations, and Password Files	24	6
U.S. Postal Service Records	12	5
U.S. Saving Bonds		
Payroll savings	2	14
Receipt and transmittal	2	14
Registration	2	14
Utilities	11	16
Vacancy Announcement	1	32
Video Recordings (see also Audiovisual)	21	14,16-20
Viewgraphs	21	5
Violations (Ethics)	25	4
Visitors' Passes	11	4

	<u>Schedule</u>	<u>Item</u>
Vouchers		
Communications	12	2d
General	6	1
Passenger transportation	9	1
Wage Survey	1	38
Waiver of Claims	6	11
Work Papers		
Budget	5	2
Stores accounting	8	4