

**Chapter 4. RECORDS COMMON TO MOST OFFICES**

This section defines the types of documents which are considered nonrecord and provides standards for their disposition. Nonrecord materials have no documentary or evidential value. They are: (1) duplicate copies of an original maintained by a separate office of primary interest which serves as the official record, and (2) printed or processed materials of which only the master copy is considered official. Retention of nonrecord material is not required.

Nonrecord material accumulates in offices as a convenience to personnel but should be kept to a minimum. It is often found interfiled with official papers, which is a poor files maintenance practice. Most of this material should be destroyed without filing. If, however, nonrecord material is filed, it should be kept separately from official records.

<b>Item No.</b>	<b>Description</b>	<b>Disposition</b> NARA Disposal Authority: N1-115-94-1
RCO-1.00	<p><b>Reading or Chronological Files</b></p> <p>Copies of correspondence and other documents prepared and maintained by originating office, used solely as a reading or reference file.</p> <p>All offices</p>	<p>Close at the end of each year. Destroy 1 year after closure or after reference value has been exhausted, whichever is sooner.</p>
RCO-2.00	<p><b>Suspense Reminders</b></p> <p>A Note or Other Reminder to Submit a Report or To Take Some Other Action</p> <p>Documents arranged in chronological order as a reminder that an action is required on a given date or a reply to action is expected and, if not received, should be traced on a given date. Also, transitory documents being held for reference which may be destroyed on a given date.</p> <p>All offices</p>	<p>Destroy after action is taken. GRS 23.6a</p>

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Item No.	Description	Disposition NARA Disposal Authority: N1-115-94-1
RCO-2.10	<p><b>Suspense Files</b></p> <p>The file copy, or an extra copy of an outgoing communication, filed by the date on which a reply is expected</p> <p>See RCO-2.00 for description</p> <p>All offices</p>	<p>Withdraw when reply is received. If suspense copy is an extra copy, destroy it; if it is the file copy, incorporate it into the official files. GRS 23.6</p>
RCO-3.00	<p><b>Routine Tracking and Control Files</b></p> <p>Logs, registers, and other records in hard copy or electronic form used to control or document the status of correspondence, reports, or other records. Includes:</p> <ul style="list-style-type: none"> <li>·fax logs</li> </ul> <p>All offices</p>	<p>Destroy when work is completed or when no longer needed for operating purposes. GRS 23.8</p>
RCO-4.00	<p><b>Directives/Publications--Reference Copies</b></p> <p>Copies of internal regulations, directives, and publications, (including bulletins, circulars, pamphlets, and public relations material).</p> <p>All offices</p>	<p>Keep copies at minimum necessary for official reference use. Destroy when superseded, obsolete, or no longer needed for reference.</p>

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Item No.	Description	Disposition NARA Disposal Authority: N1-115-94-1
RCO-4.10	<p><b>Directives/Publications of Other Government Agencies</b></p> <p>Copies of external regulations and publications, including congressional documents, OMB Circulars, Code of Federal Regulations, <u>Federal Register</u> Notices, GSA publications, Departmental Manual releases, etc.</p> <p>All offices</p>	<p>Destroy when superseded, obsolete, or in the case of bound volume, when not needed for library purposes.</p>
RCO-4.20	<p><b>Non-Government Publications</b></p> <p>Publications of commercial firms, private institutions, and vendors including catalogs, brochures, price lists, and similar materials.</p> <p>All offices</p>	<p>Destroy when superseded or obsolete. GRS 23.6</p>
RCO-5.00	<p><b>Library Materials</b></p> <p>Copies of books, pamphlets, journals, and similar materials.</p> <p>All offices</p>	<p>Destroy when superseded, obsolete, or no longer needed for reference. Refer items of potential value to librarian for disposition. GRS 23.6</p>

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Item No.	Description	Disposition NARA Disposal Authority: N1-115-94-1
RCO-6.00	<p><b>Technical Reference Files</b></p> <p>Copies of reports, studies, special compilation data, drawings, periodicals, clippings, etc., which are needed for reference and information purposes. Prepared internally and externally.</p> <p>All offices</p>	<p>Keep copies at minimum necessary for official reference use. Destroy when superseded, obsolete, or no longer needed for reference.</p> <p>GRS 23.6</p>