

REPRODUCTION AND DISTRIBUTION

Use this subject for correspondence and supporting material relating to printing, binding, engraving, duplicating, reproduction, and distribution services.

Disposal Authority:
Job No. NCI-310-80-2

CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
REP	REPRODUCTION AND DISTRIBUTION	Use for policies and procedures covering all items included under this primary subject.	(Item 90) Destroy when 3 years old or when superseded or obsolete, whichever is later.	(Item 90) Destroy when 3 years old or when superseded or obsolete, whichever is sooner.
1	<u>Copier Management</u>		(Item 158a) Records Management Offices: Destroy when 6 years old.	(Item 158b) Destroy when 1 year old.
1-1	<u>Inventories</u>		(GRS 3, Item 10a) Destroy 2 years after next inventory is completed.	(GRS 3, Item 10a) Destroy 2 years after next inventory is completed.
2	<u>Mailing Lists</u>	Correspondence, request forms, and other records relating to changes in mailing lists.	(Item 94b) Destroy when appropriate action has been taken.	(Item 94b) Destroy when appropriate action has been taken.
2-1	<u>Addresses and Mailing Lists</u>		(Item 94a) Destroy when revised or obsolete.	(Item 94a) Destroy when revised or obsolete.
3	<u>Reports-Statistics</u>	Use for reports, studies, surveys, progress reports, and significant accomplishment reports.	Retention periods vary according to type of report. See Records Control Schedule or contact RMO for specific disposal information.	Retention periods vary according to type of report. See Records Control Schedule or contact RMO for specific disposal information.
3-1	<u>Report to Joint Committee on Printing</u>		(Item 93a) Office preparing report: Destroy when 3 years old.	(Item 93b) Destroy 1 year after date of report.
4	<u>Requisitions</u> (Case file if volume warrants)		See Items 91 and 95f, Records Control Schedule, for specific disposal information.	See Items 91 and 95f, Records Control Schedule, for specific disposal information.