

**Schedule 13 - Printing, Binding, Duplication, and Distribution Records**

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**Introduction**

This schedule provides for the disposal of all copies, wherever located in the Bureau of Land Management (BLM), 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. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration (NARA) for appraisal before applying these disposition instructions.

This schedule does not cover the record copy of printed materials (Schedule 16/17), records retained for on-site audit by the General Accounting Office (Schedule 6/1a), or memorandum copies of the accountable officers' accounts files (Schedule 6/1b).

A new item has been added to this schedule to authorize the destruction of electronic mail and word processing records maintained by the BLM in addition to the copy in the recordkeeping system. This item covers electronic copies of electronic mail and word processing records created and used solely to produce the recordkeeping copy, and electronic copies of electronic mail and word processing records that are needed in addition to the recordkeeping copy for dissemination, revision, or updating.

Item	Record Series Description	Disposition Authority
1	<b>PRINTING, BINDING, DUPLICATION, AND DISTRIBUTION ADMINISTRATIVE CORRESPONDENCE FILE [1550].</b> Correspondence files pertaining to the administration and operation of the unit responsible for printing, binding, duplication, and distribution matters, and related documents. Forms: BLM 1221-7. Confidentiality: Nonpublic record category 3. Location: All.	TEMPORARY. Destroy when 2 years old. GRS 13/1.
2	<b>PRINTING, BINDING, DUPLICATING AND DISTRIBUTION PROJECT FILES [1550].</b> Job or project files containing information re. planning and execution of printing, binding, and distribution jobs. Forms: SF-1, 1a-c; GPO-1026b, 1815, 2511, 2511a, 3868; DI-14, 550, 1903; BLM 1310-5, 1510-18, 18a, 1556-1. Confidentiality: Non-public record category 3. Location: WO, Centers, SO. Exclusions: Master copies of the BLM publications (Schedule 16/17), extra copies of publications are nonrecord and may be destroyed when no longer needed.	
	a. Printing, Binding, Duplicating, and Distribution Job Files. Files re. the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related documents. Exclusions: Copies in nonpersonal requisitions files maintained for procurement purposes (Schedule 3/7), records re. services obtained outside the agency.	TEMPORARY. Destroy 1 year after completion of the job. GRS 13/2a.
	b. Printing, Binding, Duplicating, and Distribution Planning and Other Technical Matters Files.	TEMPORARY. Destroy when 3 years old. GRS 13/2b.

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<b>Item</b>	<b>Record Series Description</b>	<b>Disposition Authority</b>
<b>3</b>	<b>PRINTING, BINDING, DUPLICATING AND DISTRIBUTION CONTROL FILES [1550].</b> Control registers re. requisitions and work orders. Forms: BLM 1550-1. Confidentiality: Non-public record category 3. Location: WO, Centers, SO.	TEMPORARY. Destroy 1 year after close of FY in which compiled or 1 year after filling of register, whichever is applicable. GRS 13/3.
<b>4</b>	<b>MAILING LISTS [1542].</b> Correspondence, request forms, and card lists. Forms: BLM 1220-2, 1221-7. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-15. Location: All. Exclusions: Mailing lists on word processing diskettes (Schedule 23/2).	
	a. Mailing List Correspondence, Request Forms and other records re. changes in mailing lists.	TEMPORARY. Destroy after appropriate revision of mailing list or after 3 months, whichever is sooner. GRS 13/4a.
	b. Mailing List Card Lists.	TEMPORARY. Destroy individual cards when canceled or revised. GRS 13/4b.
<b>5</b>	<b>JOINT COMMITTEE OF PRINTING (JCP) REPORTS FILES [1550].</b> Reports to Congress and related records. Forms: JCP-2. Confidentiality: Nonpublic record category 3.	
	a. Agency Report to JCP re. operation of Class A and B plants and inventories of printing, binding, and related equipment in Class A and B plants or in storage. Location: WO.	TEMPORARY. Destroy when 3 years old. GRS 13/5a.
	b. Copies in Subordinate Reporting Units and related papers. Location: All.	TEMPORARY. Destroy 1 year after date of report. GRS 13/5b.
<b>6</b>	<b>PRINTING AND DISTRIBUTION UNIT INTERNAL MANAGEMENT FILES [1550].</b> Records re. the internal management and operation of the printing and distribution unit. Confidentiality: Non-public record category 3. Location: WO, Centers, SO.	TEMPORARY. Destroy when 2 years old. GRS 13/6.
<b>7-10</b>	<b>Reserved</b>	
<b>11</b>	<b>ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.</b> Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
	a. Copies that have No Further Administrative Value. After the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	TEMPORARY. Destroy/Delete within 180 days after the recordkeeping copy has been produced. GRS 13/7a.

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<b>Item</b>	<b>Record Series Description</b>	<b>Disposition Authority</b>
	b. Copies Used for Dissemination, Revision, or Updating. That are maintained in addition to the recordkeeping copy.	TEMPORARY. Destroy/Delete when dissemination, revision, or updating is completed. GRS 13/7b.

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