

| OLD CODE | NEW (USDA) CODE | TITLE/DESCRIPTION | DISPOSITION | DISPOSITION AUTHORITY |
|------------|--------------------|--|--|-------------------------|
| REP | <u>PRNT</u> | <u>PRINTING RECORDS</u> | | |
| | PRNT – 1 | Administrative Correspondence Correspondence, Reports, Printing, Binding, Duplication and Distribution | <u>TEMPORARY:</u> Destroy when 2 years old. | GRS 13, Item 1 |
| | PRNT – 2 | Projects Completed Correspondence, Reports, and Case Files. 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. | <u>TEMPORARY:</u> Destroy 1 year after completion of job. | GRS 13, Item 2(a) |
| | PRNT – 3 | Project Planning Correspondence, Reports and Case Files | <u>TEMPORARY:</u> Destroy when 3 years old. | GRS 13, Item 2(b) |
| | PRNT – 4 | Control Files Correspondence, Reports, Registers, Requisitions and Work Orders. | <u>TEMPORARY:</u> Destroy 1 year after close of fiscal year in which compiled or 1 year after filing of register. | GRS 13, Item 3 |
| REP 2 | PRNT – 5 | Mailing Lists Correspondence, Reports, Request Forms and Lists | <u>TEMPORARY:</u> Destroy after appropriate revision of mailing list or after 3 months, whichever is sooner. | GRS 13, Item 4(a), 4(b) |
| | PRNT – 6 | Joint Committee on Printing Reports to Congress Correspondence and Reports. 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. | <u>TEMPORARY:</u> Destroy when 3 years old. | GRS 13, Item 5(a) |
| REP 3 | PRNT – 7 | Joint Committee on Printing Unit Reports Correspondence, Reports and Work Papers | <u>TEMPORARY:</u> Destroy 1 year after date of report. | GRS 13, Item 5(b) |
| | PRNT – 8 | Internal Management Correspondence, Reports and Internal Management | <u>TEMPORARY:</u> Destroy when 2 years old. | GRS 13, Item 6 |
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