

Updated 12/2020 to reflect the current disposition for 1100-05, Control Files, and

Updated 05/2017 to include GRS Schedule 5.5, Mail, Printing, and Telecommunication Service Management Records

NOAA Records Schedule

Series Chapter: 1100

Mail, Printing, and Telecommunication Service Management Records

This schedule provides disposition authority for records created and received in the course of administering and operating mail rooms, printing/duplication services, and radio/telecommunication services. The disposition authorities cited in the 10/2016 update have been superseded and replaced with new authorities in most cases, the title of the series has changed to reflect the title of GRS 5.5 authority, and the NOAA Records Series Items have been consolidated into six NOAA Record Series items.

Mail, Printing, and Telecommunication Service Management Records

Table of Contents

1100-01	Mail, Printing, and Telecommunication Services Administrative and Operational Records
1100-02	Mail, Printing, and Telecommunication Services Control Records
1100-03	Metered Mail Records
1100-04	Lost, Destroyed Shipment Records
1100-05	Control Files
1100-06	Printing Liaison Files

NOAA Record Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
1100	Mail, Printing, and Telecommunication Service Management Records	<p>This schedule covers records related to:</p> <ul style="list-style-type: none"> a. organizing, planning, administering, controlling, and overseeing agency communications it sends and receives through any mail, messenger, courier, or shipping service; b. administering and using all landline and mobile telecommunication equipment and devices that transmit and receive UHF, VHF, short-wave, satellite, and other radio frequencies; and c. administering printing/binding/duplicating services. <p>This schedule specifically excludes certain records from coverage:</p> <ul style="list-style-type: none"> a. objects relayed by any delivery system: hard copy mail, packages, and messages the agency sends or receives by telephone, email, text, or radio (the agency must schedule these according to the item's subject matter content); b. records documenting agency contracts with 		

		<p>shipping, delivery, and telecommunication services (covered under GRS 1.1, item 010);</p> <p>c. information technology (IT) records (covered under GRS 3.1);</p> <p>d. unique agency publications produced by a printing service (the publishing agency must schedule these records); and</p> <p>e. records documenting agency programs that provide printing services (<i>e.g.</i> the Government Printing Office and the Bureau of Engraving and Printing) and radio/broadcasting services (<i>e.g.</i> the Armed Forces Radio and Television Service) (those agencies must schedule these records).</p>		
1100-01	Mail, Printing, and Telecommunication Services Administrative and Operational Records.	<p>Records of internal mail room, printing/duplication services, and radio/telecommunication services administration and operation. Includes:</p> <ul style="list-style-type: none"> • agreements and related background data and other records regarding mail, printing, telecommunication, and radio services, the agency retains for administrative (not fiscal) use • records that document acquiring, installing, changing, removing, and servicing mail, printing, telecommunication, and radio service equipment • telephone and mobile device use records 	<p>DAA-GRS-2016-0012-0001 (GRS 5.5, item 010)</p> <p><i>Supersedes NOAA Schedule Items:</i></p> <p><i>1108-01 (GRS 13, item 2)</i> <i>1108-02 (GRS 13, item 6)</i> <i>1108-03 (GRS 11, item 2)</i> <i>1108-04b (GRS 13, item 2b)</i> <i>1108-05 (GRS 13, item 6)</i> <i>1108-06 (GRS 13, item 6)</i> <i>1109-05 (GRS 13, item 6)</i></p>	<p>TEMPORARY. Destroy when 3 years old, or 3 years after applicable agreement expires or is cancelled, as appropriate, but longer retention is authorized if required for business use.</p>

		<p>with details on call origin/destination, date, time, duration, downloads, messaging, cost, and other data</p> <ul style="list-style-type: none"> • records documenting allocation, distribution, and use of telephone calling cards • statistical reports on mail and package shipment volume and costs • related correspondence <p>Exclusion: Agreements used to support payment vouchers (GRS 1.1, item 010 covers these)</p>		
1100-02	Mail, Printing, and Telecommunication Services Control Records.	<p>Records of general day-to-day communication service administration and specific transmission tracking. Includes:</p> <ul style="list-style-type: none"> • records that track shipment, routing, registration, certification, declared value, insurance, and receipt of incoming and outgoing mail, including overnight, express, special delivery, and specially tracked packages • messenger and courier service logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records documenting messenger and courier service activity • reports of loss, rifling, delayed or late delivery, wrong delivery, or other improper mail treatment • records that document requisitioning and receiving stamps and postage meter 	<p>DAA-GRS-2016-0012-0002 (GRS 5.5, item 020)</p> <p>Supersedes NOAA Schedule Items:</p> <p>1108-03 (GRS 13, item 2b) 1108-04a (GRS 13, item 2a) 1108-08 (GRS 13, item 3) 1109-03 (GRS 12, item 6h) 1109-04 (GRS 12, item 1) 1109-06a (GRS 12, item 6a) 1109-06b (GRS 12, item 6b) 1109-06c (GRS 12, item 6c) 1109-06d (GRS 12, item 6d) 1109-06e (GRS 12, item 6e) 1109-06f (GRS 12, item 6f) 1109-06g (GRS 12, item 6g)</p>	<p>TEMPORARY. Destroy when 1 year old or when superseded or obsolete, whichever is applicable, but longer retention is authorized if required for business use.</p>

		<p>balances</p> <ul style="list-style-type: none"> • documentation and tracking to intended destination of valuables (e.g. checks, cash, stamps, money orders, etc.) the agency receives by mail or private delivery/messenger • staff and office directories the agency uses to ensure correct mail and package delivery • printing requisitions, work orders, samples, manuscript clearances, and related documents • mailing and contact lists a mailroom or similar office manages • telephone message registers and logs <p>Exclusion 1: United States Postal Service records tracking shipment, <i>etc.</i> (first bullet) and reports of loss, <i>etc.</i> (third bullet). USPS must schedule these separately.</p> <p>Exclusion 2: Requisitions used to support payment vouchers (GRS 1.1, item 010 covers these)</p> <p>Exclusion 3: Mailing lists for public distribution of material (GRS 6.5, item 020 covers these)</p>	<p>1109-06h (GRS 12, item 6h) 1109-09 (GRS 12, item 8) 1109-10 (GRS 12, item 6g)</p>	
1100-03	Meter Mail Records.	Official metered mail reports such as GSA-1390A, "Quarterly Postage Mail Report/Record of Accountable Metered Mail Report," and all related	<p>DAA-GRS-2016-0012-0003 (GRS 5.5, item 030)</p> <p>Supersedes NOAA Schedule</p>	<p>TEMPORARY. Destroy when 6 years old, but longer retention</p>

		papers.	<p>Items:</p> <p>1109-01 (GRS 12, item 7) 1109-02 (GRS 12, item 7)</p>	is authorized if required for business use.
1100-04	Lost, Destroyed, or Damaged Shipment Records.	Records documenting shipment of valuables under the Government Losses in Shipment Act, including consignee and carrier identification; shipment description; value or replacement value declaration, and registry or lock number; date and time of delivery; registry and carrier receipts; shipment notice; shipment inspection; report of loss, destruction, or damage; and claim for replacement.	<p>DAA-GRS-2016-0012-0003 (GRS 5.5, item 040)</p> <p>Supersedes NOAA Schedule Item: 403-34</p>	TEMPORARY. Destroy when 6 years old, but longer retention is authorized if required for business use.
1100-05	Control Files.	<p>Customer/client records.</p> <p>Distribution lists used by an agency to deliver specific goods or services. Records include:</p> <ul style="list-style-type: none"> • contact information for customers or clients • subscription databases for distributing information such as publications and data sets produced by the agency • files and databases related to constituent and community outreach or relations • sign-up, request, and opt-out forms 	<p>DAA-GRS-2017-0002-0002 (GRS 6.5, item 020)</p> <p>Supersedes NOAA Schedule Item: 1109-08 (GRS 13, item 4)</p>	TEMPORARY. Delete when superseded, obsolete, or when customer requests the agency to remove the records.
1100-06	Printing Liaison Files.	Documents relating to the performance of liaison functions regarding printing with GPO and other nonNOAA organizations.	<p>NC1-370-80-007 (9/25/80)</p> <p>Supersedes NOAA Schedule Item: 1108-07</p>	

		1. Original records:	NC1-370-80-007 (9/25/80)	TEMPORARY. Destroy when microfiche is determined to be an adequate substitute. If not microfilmed, COFF end of calendar year in which job is completed. Destroy 3 years later.
		2. Microfiche:	NC1-370-80-007 (9/25/80)	TEMPORARY. COFF at end of calendar year in which job is completed. Destroy 3 years later.