



U.S. GOVERNMENT PRINTING OFFICE  
FEDERAL DEPOSITORY LIBRARY PROGRAM

# Superseded List

Revised 1996



Library Programs Service  
Superintendent of Documents  
U.S. Government Printing Office  
Washington, DC 20401

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# THE SUPERSEDED LIST

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## **U.S. Documents That May Be Discarded By Depository Libraries, Annotated for Retention By Regional Depositories**

Revised September 1996



Edited by Sheila M. McGarr

Library Programs Service  
Superintendent of Documents  
U.S. Government Printing Office  
Washington, DC 20401



## STAFF REVIEW LOG

The documents coordinator and all staff who work with depository operations should be familiar with the concepts discussed in this publication. New depository staff, especially, should review this publication before beginning depository work.

[illegible]



## Background

This edition of the Superseded List is the second to be issued as a separate publication, updating the 1992 edition. The 1984 and 1986 editions appeared as Appendix C to the Instructions to Depository Libraries. The present list, like the earlier versions, has been prepared by the members of the Superseded Documents Committee who volunteered to revise individual sections.

The Superseded List is updated irregularly. As new titles become known, the information is compiled for the "Update to the Superseded List" column which appears in both the printed version of Administrative Notes Technical Supplement and in its HTML version on the Federal Depository Library Program Administration home page.

This is the last version which will be printed. On a quarterly basis, new entries will be added to the Superseded List residing on GPO's World Wide Web site. The URL is [http://www.access.gpo.gov/su\\_docs/dpos/suplist.html](http://www.access.gpo.gov/su_docs/dpos/suplist.html). The list will be available in ASCII text via the Federal Bulletin Board by dial-in at (202) 512-1387; telnet to fedbbs.access.gpo.gov; or [FTP://fedbbs.access.gpo.gov/gpo\\_bbs/guidline/superseded.txt](ftp://fedbbs.access.gpo.gov/gpo_bbs/guidline/superseded.txt).

## Acknowledgements

The Library Programs Service wholeheartedly thanks the members of the Superseded Documents Committee who took the time from their regular schedules to examine their Federal documents collections for new additions and to update the entries from the 1992 list.

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Please submit any additions, corrections, or other changes to:

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# INTRODUCTION

## Purpose

The purpose of the Superseded List is to assist selective depository documents librarians in disposing of superseded materials under provisions of Title 44, United States Code, §1911. These recommendations may be useful in weeding obsolete, dated or ephemeral documents from shelves, map, microfiche and CD-ROM storage cabinets. The materials listed in this publication may be discarded **before** the normal 5-year statutory retention period for non-superseded materials, **without** submitting them on a weeding list for Regional library approval.

## Structure

The classes in this list were compiled using the December 1995 and June 1996 revisions of the List of Classes of United States Government Publications Available for Selection by Depository Libraries.

The Superseded List is divided into 6 columns. A bullet (•) in the first column indicates that an entry is new or modified since the 1992 edition. Column 2 contains the current Superintendent of Documents classification number stem for the information product. Column 3 contains the current item number for the title. Column 4 contains the title, and column 5, "Retention," indicates the specific disposition instructions for the superseded publication in question. The notation is usually self-explanatory with the terminology defined below.

The 6th column is for the use of regional depository libraries. An "R" in this column indicates those superseded titles that regional libraries have agreed to keep although they are not legally required under 44 U.S.C. §1911 to do so.

Titles which have become discontinued or inactive since 1992 are listed at the end of the main list.

## Terminology

1. Discard if revised -- Keep the latest edition/issue of each title published in the series. This term is used for monographic series where each title in the series will have to be individually reviewed.
2. Keep latest edition/issue -- Only the latest edition or issue of the title needs to be kept. This term is used for series issued with some type of regularity.
3. Looseleaf. Discard pages if revised. Keep latest edition - Identifies looseleaf "manuals". Keep the latest edition of each title and the transmittals issued for that edition; revised pages may be discarded.

4. Periodicals/serials that are superseded by a cumulative edition are identified by a notation such as "monthly issues superseded by annual."
5. Some newsletters and announcements are listed with the notation "Keep current year plus previous year." These publications are generally from one to four pages in length and are of a current awareness nature.
6. Separates and reprints -- only those existing as of the June 1996 List of Classes are listed. Any title that is a "separate" or a reprint of an article appearing in a full issue of a journal or report may be considered as superseded. Before discarding any reprints, librarians should be aware that these items may prove useful for vertical file material, displays, handouts, or other promotional uses.

The following generic classes cannot be totally inclusive because of their broad coverage and repetitive nature:

- General Publications
- Handbooks, Manuals, Guides
- Regulations, Rules, Instructions
- Bibliographies and Lists of Publications
- Forms

Each title issued in any of the above series must be individually reviewed and may be discarded only when a revised edition has been received. Occasionally a single title from one of these general series is listed because it represents a title that is issued frequently or occupies considerable shelf space.

Only the Superintendent of Documents classification number used in the June 1996 List of Classes is listed. Each library should check its own records for previous or subsequent classification numbers for each series.

## **GENERAL RULES**

### **Criteria for Determining Superseded Materials**

Below are listed some types of material which may be considered superseded and disposed of by all libraries according to Chapter 4, Maintenance, in the Instructions to Depository Libraries.

1. Any separates, slip opinions, slip laws, advance reports, etc., only on receipt of the bound volumes or cumulating issues or products.

Examples:

- A. Daily Congressional Record, after bound volumes and index, or cumulative CD-ROM are received.
- B. Slip laws, after bound Statutes at Large are received.
- C. Slip opinions or advance reports, after bound volumes of United States Reports are received.
- D. Any materials which are cumulated in later issues, i.e.:

Supplements to the United States Code, Internal Revenue Bulletin, etc., providing the library has selected the item number for the cumulative version and only after the cumulation is received.

- E. Senate and House reports and documents, upon receipt of the bound Serial Set volumes.
  - F. Preprints such as the Minerals Yearbook are superseded by the annual bound volumes.
2. Reprints, provided the library has received the original edition. This original edition may be a government journal or a commercial journal, or any other source. If the library retains the original source, the reprints may be routed for current awareness purposes, entered into a vertical file, or simply treated as superseded documents. In this case, depositories are not obligated to maintain a shelflist, catalog, or otherwise keep records on these superseded materials as long as they have records for a permanent alternate source. If the reprint is the only copy retained by the library, standard bibliographic records must be maintained.
  3. House and Senate bills and resolutions and legislative calendars one year after the adjournment of the Congress from which they originated.

4. Calendar of the House of Representatives. Retain Monday issues, then only the final issue of each session of Congress should be kept. Issues of the Senate Calendar may be disposed of one year after the adjournment of the Congress. The Senate Calendar is not cumulative.
5. Any publication upon receipt of a revised edition or an edition which states it supersedes. If a later edition is distributed through the Federal Depository Library Program or is otherwise available to the library, the superseded edition can be discarded by the library, even though that library has since deselected the item number and does not possess the new edition.
6. Pages from looseleaf publications that are replaced by new pages.
7. If a depository library has yet to receive a basic text or manual, then the transmittals, corrections, changes, errata, etc., to that depository disseminated publication can be considered superseded and discarded after one year.
8. Lists and indexes of publications of various agencies upon receipt of complete new editions. Small spot-lists, such as publication announcements, may be discarded 90 days after receipt.
9. Annual or biennial publications that merely revise information and bring it up to date, such as Index of Specifications and Standards, Light Lists, etc., upon receipt of a new issue. This permission **does not** apply to annual publications such as annual reports of departments and agencies, which cover the activities of the organization for a specific period of time.
10. Material that has an effective expiration date. Unless otherwise covered, materials such as press releases; dated posters; calendars; announcements of seminars, workshops, meetings or events; announcements of products or publications; and the like may be discarded after expiration of the event.

Some exceptions to number 10 are:

- Civil Service examination announcements. Only the latest issues need be kept.
- Commerce Business Daily may be discarded 90 days after its date of issuance; however, depositories should maintain the standard bibliographic records (e.g., shelflist, cataloging, serials check-in) that they use for other depository materials.
- Navigation maps and Aeronautical charts that have passed their expiration date can be considered superseded and discarded. If not discarded, they should be clearly marked "Not for Navigation Purposes."

## Caution

All depository librarians should note that this Superseded List does not require that materials be discarded. **Do not** dispose of any material that might be vital to the collection. Research libraries should be extremely cautious about weeding older editions and other items that are of historical or research value. Law libraries and medical libraries should also carefully evaluate any material in their respective disciplines. Every depository should carefully consider their particular needs and collection policy before discarding any material. When keeping superseded materials, it is important to mark them as "superseded" or "not current" because misinformation can be transmitted with outdated publications.



| SuDocs                           | Item      | Title                                                              | Retention                              | Regional |
|----------------------------------|-----------|--------------------------------------------------------------------|----------------------------------------|----------|
| <b>DEPARTMENT OF AGRICULTURE</b> |           |                                                                    |                                        |          |
| • A 1.2:                         | 0010      | General Publications (various titles)                              | Discard if revised                     |          |
| A 1.9:                           | 0009      | Farmers' Bulletins                                                 | Discard if revised                     | R        |
| A 1.11/3:                        | 0011-C    | Handbooks, Manuals, Guides (various titles)                        | Discard if revised                     |          |
| A 1.34:                          | 0015      | Statistical Bulletins                                              | Discard if revised                     | R        |
| A 1.35:                          | 0012      | Leaflets                                                           | Discard if revised                     |          |
| A 1.38:                          | 0013-A    | Miscellaneous Publications                                         | Discard if revised                     | R        |
| A 1.60/2:                        | 0032-B-01 | Bibliographies and Lists of Publications                           | Discard if revised                     |          |
| A 1.68:                          | 0014-A    | PA (Program Aid) Series                                            | Discard if revised                     |          |
| A 1.75:                          | 0004      | Agriculture Information Bulletin (AIB)                             | Discard if revised                     |          |
| A 1.77:                          | 0011      | Home and Garden Bulletins                                          | Discard if revised                     |          |
| A 1.88:                          | 0016-A    | Utilization Research Reports                                       | Discard if revised                     | R        |
| A 1.89:                          | 0080-E    | Telephone Directory                                                | Keep latest issue                      |          |
| A 1.89/3:                        | 0080-E    | Directories                                                        | Discard if revised                     |          |
| A 1.89/4:                        | 0080-E    | Telephone Directory, Alphabetical Listing                          | Keep latest issue                      |          |
| A 1.95:                          | 0025-D    | Marketing Bulletins                                                | Discard if revised                     |          |
| • A 1.143:                       | 0025-D    | News Releases & Other News Material                                | Keep one year<br>(formerly A 21.24/2:) | R        |
| <b>FOREST SERVICE</b>            |           |                                                                    |                                        |          |
| • A 13.2:                        | 0084      | General Publications (various titles)                              | Discard if revised                     |          |
| A 13.13:                         | 0085      | Information Pamphlets Relating to National Forests                 | Discard if revised                     |          |
| A 13.27/2:                       | 0085-A    | Forest Products Laboratory: General Publications                   | Discard if revised                     |          |
| A 13.28:                         | 0080-G    | Maps and Charts                                                    | Discard if revised                     | R        |
| A 13.28/3:                       | 0080-G    | Shawnee Sportsmans Maps                                            | Discard if revised                     |          |
| A 13.36:                         | 0086-B    | Regulations, Rules, Instructions                                   | Discard if revised                     |          |
| A 13.36/2:                       | 0086-C    | Handbooks, Manuals, Guides (various titles)                        | Discard if revised                     |          |
| A 13.36/2-2:                     | 0086-H    | Forest Service Organizational Directory                            | Keep latest issue                      |          |
| A 13.36/2-3:                     | 0086-H    | Intermountain Region Organization Directory                        | Keep latest issue                      |          |
| A 13.42/6-2:                     | 0079-A-01 | Northeastern Forest Experiment Station: Handbooks, Manuals, Guides | Discard if revised                     |          |
| A 13.52:                         | 0082-A    | Forest Insect and Disease Leaflets                                 | Discard if revised                     | R        |
| A 13.63/15:                      | 0084      | Southeastern Forest Experiment Station: Handbooks, Manuals, Guides | Discard if revised                     |          |

| SuDocs                               | Item      | Title                                                                                       | Retention                                                | Regional |
|--------------------------------------|-----------|---------------------------------------------------------------------------------------------|----------------------------------------------------------|----------|
| A 13.65/14-2:                        | 0079-B-02 | Intermountain Forest and Range Experiment Station: Bibliographies and Lists of Publications | Discard if revised                                       |          |
| A 13.65/16:                          | 0079-B-01 | Intermountain Forest and Range Experiment Station: Maps                                     | Discard if revised                                       |          |
| A 13.66/12:                          | 0079-C-01 | Pacific Northwest Experiment Station: Handbooks, Manuals, Guides                            | Discard if revised                                       |          |
| A 13.66/14:                          | 0085-A-01 | Recent Publications of the Pacific Northwest Research Station                               | Quarterly issues superseded by annual (A 13.66/15:P 96/) |          |
| A 13.69/10:                          | 0079-D-02 | New Publications, Rocky Mountain Forest and Range Experiment Station                        | Discard if superseded by A 13.69/10-2:                   |          |
| A 13.69/12:                          | 0079-D-03 | Rocky Mountain Forest and Range Experiment Station: Handbooks, Manuals, Guides              | Discard if revised                                       |          |
| A 13.78:                             | 0083-B    | Research Papers                                                                             | Discard if revised                                       | R        |
| A 13.82/8:                           | 0079-E-01 | North Central Forest Experiment Station: Handbooks, Manuals, Guides                         | Discard if revised                                       |          |
| A 13.84/2:                           | 0083-C    | Engineering Technical Information System EM                                                 | Keep latest edition                                      | R        |
| A 13.99/8:                           | 0083-B-08 | National Wildlife Coordinating Group: Handbooks, Manuals, Guides                            | Discard if revised                                       |          |
| A 13.110/8:                          | 0086-F    | State and Private Forestry: Handbook, Manuals, Guides                                       | Discard if revised                                       |          |
| • A 13.110/13:                       | 0086-G    | State and Private Forestry: Technical Publications                                          | Discard if revised                                       |          |
| A 13.111:                            | 0080-F-01 | Woodsy Owl's Campaign Catalog                                                               | Keep latest edition                                      |          |
| • A 13.111/2:                        | 0080-F-02 | Smokey's Campaign Catalog                                                                   | Keep latest edition                                      |          |
| A 13.112:                            | 0084-E    | Volunteer Opportunities                                                                     | Keep latest edition                                      |          |
| A 13.112/2:                          | 0084-E    | Volunteers in the National Forests                                                          | Discard if revised                                       |          |
| <b>NATIONAL AGRICULTURAL LIBRARY</b> |           |                                                                                             |                                                          |          |
| • A 17.2:                            | 0095-A-01 | General Publications (various titles)                                                       | Discard if revised                                       |          |
| A 17.18/4:                           | 0095-A-02 | Quick Bibliography Series                                                                   | Discard if revised                                       |          |
| A 17.18/5:                           | 0095-A-02 | List of Journals Indexed in Agricola                                                        | Keep latest edition                                      |          |
| A 17.22:                             | 0095-C-01 | Handbooks, Manuals, Guides (various titles)                                                 | Discard if revised                                       |          |
| A 17.23:                             | 0095-F    | Agricultural Libraries Information Notes                                                    | Keep current year plus previous year                     | R        |
| A 17.26:                             | 0095-A-05 | Animal Welfare Legislation: Bills and Public Laws                                           | Quarterly issues superseded by annual (4th quarter)      |          |
| A 17.27:                             | 0095-C-01 | AWIC (Animal Welfare Information Center)                                                    | Discard if revised                                       |          |
| <b>OFFICE OF COMMUNICATIONS</b>      |           |                                                                                             |                                                          |          |
| A 21.28:                             | 0090-A    | Handbooks, Manuals, Guides (various titles)                                                 | Discard if revised                                       |          |

| SuDocs                                        | Item      | Title                                                                            | Retention                                                | Regional |
|-----------------------------------------------|-----------|----------------------------------------------------------------------------------|----------------------------------------------------------|----------|
| A 21.34:                                      | 0090-E-01 | Broadcasters Letter                                                              | Keep current year plus previous year                     |          |
| A 21.36:                                      | 0090-D-01 | Inside Information                                                               | Keep current year plus previous year                     |          |
| • A 21.37:                                    | 0091      | List (of available publications)                                                 | Discard if revised                                       |          |
| <b>EXTENSION SERVICE</b>                      |           |                                                                                  |                                                          |          |
| • A 43.16:                                    | 0061-A    | Regulations, Rules, Instructions (various titles)                                | Discard if revised                                       |          |
| A 43.16/2:                                    | 0061-B    | Handbooks, Manuals, Guides (various titles)                                      | Discard if revised                                       |          |
| A 43.51:                                      | 0061-G    | List of Available USDA Publications for Sale from GPO                            | Discard if revised                                       |          |
| <b>PERSONNEL OFFICE</b>                       |           |                                                                                  |                                                          |          |
| A 49.8:                                       | 0097      | Handbooks, Manuals, Guides (various titles)                                      | Discard if revised                                       |          |
| <b>NATURAL RESOURCES CONSERVATION SERVICE</b> |           |                                                                                  |                                                          |          |
| • A 57.2:                                     | 0120      | General Publications (various titles)                                            | Discard if revised                                       |          |
| A 57.6/2:                                     | 0120-A    | Handbooks, Manuals, Guides (various titles)                                      | Discard if revised                                       |          |
| A 57.6/3:                                     | 0120-A    | Irrigation Guides                                                                | Discard if revised                                       |          |
| A 57.38:LIST/                                 | 0102-A    | List of Published Soil Surveys                                                   | Keep latest edition                                      |          |
| A 57.44:                                      | 0119-A    | Conservation Information, SCS-CI                                                 | Discard if revised                                       | R        |
| A 57.52:                                      | 0121-A    | Soil Survey Investigation Reports                                                | Discard if revised                                       |          |
| A 57.56:                                      | 0121-H    | Habitat Management for (various animals)                                         | Discard if revised                                       |          |
| <b>FEDERAL CROP INSURANCE CORPORATION</b>     |           |                                                                                  |                                                          |          |
| A 62.16:                                      | 0071-C    | Guide to Crop Insurance Protection                                               | Keep latest edition                                      |          |
| <b>FOREIGN AGRICULTURAL SERVICE</b>           |           |                                                                                  |                                                          |          |
| • A 67.2:                                     | 0077      | General Publications (various titles)                                            | Discard if revised                                       |          |
| A 67.26:                                      | 0076-G    | Miscellaneous Series (FAS-M-(nos.))                                              | Discard if revised                                       | R        |
| A 67.40/2:                                    | 0076-K    | Trade Leads (former title: Export Briefs)                                        | Keep current year plus previous year                     | R        |
| <b>RURAL UTILITIES SERVICE</b>                |           |                                                                                  |                                                          |          |
| • A 68.2:                                     | 0116      | General Publications (various titles)                                            | Discard if revised                                       |          |
| A 68.3:                                       | 0116      | Bulletins                                                                        | Discard if revised                                       | R        |
| A 68.5:                                       | 0116-B    | Laws                                                                             | Discard if revised                                       |          |
| A 68.6/2:                                     | 0116-A    | List of Materials Acceptable for Use on Systems of RUS Electrification Borrowers | Looseleaf. Discard pages if revised. Keep latest edition |          |
| A 68.6/4:                                     | 0116-A-02 | Telecommunications Engineering and Construction Manual                           | Looseleaf. Discard pages if revised. Keep latest edition |          |

| SuDocs                                                     | Item      | Title                                                                                          | Retention                                                | Regional |
|------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------|----------------------------------------------------------|----------|
| A 68.6/5:                                                  | 0116-A-03 | List of Materials Acceptable for Use on Telecommunications Systems of RUS Borrowers            | Looseleaf. Discard pages if revised. Keep latest edition |          |
| A 68.6/6:                                                  | 0116-A-04 | Handbooks, Manuals, Guides (various titles)                                                    | Discard if revised                                       |          |
| <b>AGRICULTURAL RESEARCH SERVICE</b>                       |           |                                                                                                |                                                          |          |
| • A 77.2:                                                  | 0026-A-01 | General Publications (various titles)                                                          | Discard if revised                                       |          |
| A 77.6/3:                                                  | 0026-A-03 | Handbooks, Manuals, Guides (various titles)                                                    | Discard if revised                                       |          |
| A 77.12/A:                                                 | 0025-A    | Agricultural Research (separates)                                                              | Discard if select Agricultural Research (A 77.12:)       |          |
| A 77.17/4:                                                 | 0026-C-01 | Eastern Regional Research Center: Publications and Patents (list)                              | Semiannual issues superseded by periodic cumulations     |          |
| A 77.35:                                                   | 0026-A-02 | Agricultural Inventions Catalog                                                                | Keep latest edition                                      |          |
| <b>AGRICULTURAL STABILIZATION AND CONSERVATION SERVICE</b> |           |                                                                                                |                                                          |          |
| A 82.5:                                                    | 0107      | Laws                                                                                           | Discard if revised                                       |          |
| A 82.82:                                                   | 0110-A    | ASCS Background Information BI                                                                 | Discard if revised                                       |          |
| A 82.98:                                                   | 0024-G-03 | Warehouses Licensed under U.S. Warehouses Act                                                  | Keep latest edition                                      |          |
| <b>COMMODITY CREDIT CORPORATION</b>                        |           |                                                                                                |                                                          |          |
| A 82.305:                                                  | 0036      | Laws                                                                                           | Discard if revised                                       |          |
| <b>FARMERS HOME ADMINISTRATION</b>                         |           |                                                                                                |                                                          |          |
| A 84.16:                                                   | 0069-A    | Forms                                                                                          | Discard if revised                                       |          |
| <b>AGRICULTURAL MARKETING SERVICE</b>                      |           |                                                                                                |                                                          |          |
| • A 88.2:                                                  | 0024-B    | General Publications (various titles)                                                          | Discard if revised                                       |          |
| A 88.5:                                                    | 0024-O    | Laws                                                                                           | Discard if revised                                       |          |
| A 88.6:                                                    | 0107-B    | Regulations, Rules, Instructions                                                               | Discard if revised                                       |          |
| A 88.6/2:                                                  | 0024-B-02 | Standards for (fruits, vegetables, etc.)                                                       | Discard if revised                                       |          |
| A 88.6/4:                                                  | 0024-P    | Handbooks, Manuals, Guides (various titles)                                                    | Discard if revised                                       |          |
| A 88.14/12:                                                | 0021-Q    | Dairy Plants Surveyed and Approved for USDA Grading Service                                    | Keep latest issue                                        |          |
| A 88.15/23:                                                | 0040-B-01 | List of Plants Operating Under USDA Poultry, Egg-Grading, and Egg Products Inspection Programs | Keep latest edition                                      |          |
| A 88.16/4:                                                 | 0024-C-02 | Livestock, Meat, Wool Market News, Weekly Summary and Statistics                               | Keep latest edition                                      |          |
| A 88.40:                                                   | 0019-A    | AMS                                                                                            | Discard if revised                                       | R        |
| A 88.57:                                                   | 0024-B-04 | AMS Food Purchases, Weekly Summary                                                             | Keep current year plus previous year                     | R        |
| A 88.59:                                                   | 0024-B-01 | Directory of State Departments of Agriculture                                                  | Keep latest edition                                      |          |

| SuDocs                                            | Item      | Title                                                    | Retention                                                                                                                     | Regional |
|---------------------------------------------------|-----------|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>FARMER COOPERATIVE SERVICE</b>                 |           |                                                          |                                                                                                                               |          |
| A 89.20:                                          | 0064-B    | Special Reports                                          | Discard if revised                                                                                                            | R        |
| <b>NATIONAL AGRICULTURAL STATISTICS SERVICE</b>   |           |                                                          |                                                                                                                               |          |
| A 92.8:                                           | 0122-A-09 | Handbooks, Manuals, Guides (various titles)              | Discard if revised                                                                                                            |          |
| A 92.16:                                          | 0018-C    | Agricultural Prices                                      | Monthly issues superseded by annual (A 92.16/2:). Note: Annual does not contain all the detailed data from the monthly issues | R        |
| A 92.18/3:                                        | 0024-J    | Livestock Slaughter                                      | Monthly issues superseded by annual (A 92.18:)                                                                                |          |
| A 92.21:                                          | 0024-G-01 | Cold Storage                                             | Monthly issues superseded by annual (A 92.21/2:)                                                                              |          |
| <b>ECONOMIC RESEARCH SERVICE</b>                  |           |                                                          |                                                                                                                               |          |
| A 93.39:                                          | 0021-N-02 | Products and Services from ERS-NASS                      | Keep current year plus previous year                                                                                          | R        |
| <b>COOPERATIVE STATE RESEARCH SERVICE</b>         |           |                                                          |                                                                                                                               |          |
| • A 94.8:                                         | 0040-A-03 | Handbooks, Manuals, Guides (various titles)              | Discard if revised                                                                                                            |          |
| • A 94.17:                                        | 0040-A-06 | Directory of Small-Scale Agriculture                     | Keep latest edition                                                                                                           |          |
| <b>FOOD AND CONSUMER SERVICE</b>                  |           |                                                          |                                                                                                                               |          |
| • A 98.2:                                         | 0074-A-01 | General Publications (various titles)                    | Discard if revised                                                                                                            |          |
| A 98.8/2:                                         | 0074-A-04 | FNS (FS) Handbooks                                       | Looseleaf. Discard pages if revised. Keep latest edition                                                                      |          |
| • A 98.9:                                         | 0074-A-02 | FNS                                                      | Discard if revised                                                                                                            |          |
| • A 98.15:                                        | 0074-A-01 | Directory of Cooperating Agencies                        | Looseleaf. Discard pages if revised. Keep latest edition                                                                      |          |
| • A 98.18:                                        | 0074-A-01 | Regulations, Rules and Instructions                      | Discard if revised                                                                                                            |          |
| <b>ANIMAL AND PLANT HEALTH INSPECTION SERVICE</b> |           |                                                          |                                                                                                                               |          |
| • A 101.2:                                        | 0030-A-05 | General Publications (various titles)                    | Discard if revised                                                                                                            |          |
| A 101.2/10:                                       | 0030-A-13 | Veterinary Biological Products: Licensees and Permittees | Keep latest edition                                                                                                           |          |
| A 101.6:                                          | 0030-A-07 | Regulations, Rules, Instructions                         | Discard if revised                                                                                                            |          |
| A 101.8:                                          | 0030-A-03 | Handbooks, Manuals, Guides (various titles)              | Discard if revised                                                                                                            |          |
| A 101.10/2:                                       | 0030-A-01 | APHIS                                                    | Keep latest edition                                                                                                           |          |
| A 101.13:                                         | 0030-A-09 | Directory of Animal Disease Diagnostic Laboratories      | Keep latest edition                                                                                                           |          |
| A 101.19:                                         | 0032-A-04 | Bibliographies and Lists of Publications                 | Discard if revised                                                                                                            |          |
| A 101.21:                                         | 0030-A-08 | APHIS Organizational Directory                           | Keep latest edition                                                                                                           |          |
| A 101.26:                                         | 0030-A-15 | Animal Welfare: List of Licensed Dealers                 | Keep latest edition                                                                                                           |          |

| SuDocs                                    | Item       | Title                                                                                                               | Retention                                                | Regional |
|-------------------------------------------|------------|---------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|----------|
| <b>FOOD SAFETY AND QUALITY SERVICE</b>    |            |                                                                                                                     |                                                          |          |
| A 103.6/2:                                | 0021-T-05  | United States Standards for (various foods)                                                                         | Discard if revised                                       |          |
| A 103.8:                                  | 0032-A-05  | Handbooks, Manuals, Guides (various titles)                                                                         | Discard if revised                                       |          |
| A 103.13:                                 | 0021-T-01  | List of Chemical Compounds                                                                                          | Keep latest compiled edition                             |          |
| A 103.15:                                 | 0024-N     | Institutional Meat Purchase Specifications                                                                          | Keep latest edition                                      |          |
| <b>FEDERAL GRAIN INSPECTION SERVICE</b>   |            |                                                                                                                     |                                                          |          |
| A 104.6:                                  | 0031-B-01  | Regulations, Rules, Instructions                                                                                    | Discard if revised                                       |          |
| A 104.6/2:                                | 0024-P-02  | Official United States Standards for Grain                                                                          | Discard if revised                                       |          |
| A 104.6/3:                                | 0024-P-02  | Standards for Fruits and Vegetables                                                                                 | Discard if revised                                       |          |
| • A 104.13:                               | 0031-B- 01 | Directories                                                                                                         | Keep latest edition                                      |          |
| <b>SCIENCE AND EDUCATION</b>              |            |                                                                                                                     |                                                          |          |
| • A 106.8:                                | 0022-A-01  | Handbooks, Manuals, Guides (various titles)                                                                         | Discard if revised                                       |          |
| A 106.14/2:                               | 0022-A-06  | Soil, Water, Air Sciences Directory                                                                                 | Keep latest edition                                      |          |
| A 106.16/2:                               | 0022-A-04  | Annual Inventory of Available USDA Publications for State and County Extension Office in Ordering USDA Publications | Keep latest edition                                      |          |
| <b>PUBLIC AFFAIRS OFFICE</b>              |            |                                                                                                                     |                                                          |          |
| • A 107.2:                                | 0090       | General Publications (various titles)                                                                               | Discard if revised                                       |          |
| • A 107.8:                                | 0090-C     | Handbooks, Manuals, Guides (various titles)                                                                         | Discard if revised                                       |          |
| A 107.10:                                 | 0092       | Publications and Visuals                                                                                            | Keep current year plus previous year                     |          |
| A 107.18:                                 | 0090-D     | Selected Speeches and News Releases                                                                                 | See new class (A 1.143:) & new item (0025-D)             |          |
| <b>FOOD SAFETY AND INSPECTION SERVICE</b> |            |                                                                                                                     |                                                          |          |
| • A 110.2:                                | 0031-C     | General Publications (various titles)                                                                               | Discard if revised                                       |          |
| A 110.6/2:                                | 0021-T     | Meat and Poultry Inspection Regulations                                                                             | Looseleaf. Discard pages if revised. Keep latest edition |          |
| A 110.6/2-2:                              | 0021-T     | Meat and Poultry Inspection Regulations (Reprint)                                                                   | Keep latest reprint and changes                          |          |
| A 110.8:                                  | 0032-A-03  | Handbooks, Manuals, Guides (various titles)                                                                         | Keep latest reprint and changes                          |          |
| A 110.8/2:                                | 0031-C-01  | Meat and Poultry Inspection Manual                                                                                  | Looseleaf. Discard pages if revised. Keep latest edition |          |
| A 110.8/3:                                | 0032-A-06  | Chemistry Laboratory Guidebook                                                                                      | Keep latest reprint and changes                          |          |
| A 110.9:                                  | 0031-C-01  | Compilation of Meat and Poultry Inspection Issuances                                                                | Discard when combined in A 110.9/2:                      | R        |
| A 110.11:                                 | 0032-A     | Meat and Poultry Inspection Directory                                                                               | Keep latest edition                                      |          |

| SuDocs                                              | Item             | Title                                                                                                              | Retention                                                                                                                                                          | Regional |
|-----------------------------------------------------|------------------|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| A 110.12:                                           | 0032-A-02        | Accepted Meat and Poultry Equipment                                                                                | Keep latest issue                                                                                                                                                  | R        |
| • A 110.13:                                         | 0021-T-02        | FSIS Series                                                                                                        | Discard if revised                                                                                                                                                 |          |
| A 110.15:                                           | 0032-A-07        | List of Proprietary Substances and Nonfood Compounds Authorized for Use Under USDA Inspection and Grading Programs | Discard if revised                                                                                                                                                 |          |
| • A 110.16:                                         | 0032-C           | Directories                                                                                                        | Discard if revised                                                                                                                                                 |          |
| • A 110.18:                                         | 0031-C-01        | Standards and Labeling Policy Book                                                                                 | Discard if revised                                                                                                                                                 |          |
| <b>FARM SERVICE AGENCY</b>                          |                  |                                                                                                                    |                                                                                                                                                                    |          |
| • A 112.2:                                          | 0068-E           | General Publications (various titles)                                                                              | Discard if revised                                                                                                                                                 |          |
| • A 112.6:                                          | 0068-G           | Regulations, Rules, Instructions                                                                                   | Discard if revised                                                                                                                                                 |          |
| • A 112.8:                                          | 0068-F           | Handbooks, Manuals, Guides (various titles)                                                                        | Discard if revised                                                                                                                                                 |          |
| <b>ARMS CONTROL AND DISARMAMENT AGENCY</b>          |                  |                                                                                                                    |                                                                                                                                                                    |          |
| • AC 1.2:AR 5/3/                                    | 0125-A-03        | Arms Control and Disarmament Agreements, Texts and Histories of the Negotiations                                   | Keep latest edition                                                                                                                                                | R        |
| <b>NATIONAL ARCHIVES AND RECORDS ADMINISTRATION</b> |                  |                                                                                                                    |                                                                                                                                                                    |          |
| • AE 1.102:                                         | 0569-B-02        | General Publications (various titles)                                                                              | Discard if revised                                                                                                                                                 |          |
| AE 1.108:                                           | 0569-B           | Handbooks, Manuals, Guides (various titles)                                                                        | Discard if revised                                                                                                                                                 |          |
| AE 1.112:                                           | 0570-C-01        | Guides to German Records Microfilmed at Alexandria, VA                                                             | Discard if revised                                                                                                                                                 |          |
| AE 1.112/2:                                         | 0570-C           | Guides to the Microfilmed Records of the German Navy                                                               | Discard if revised                                                                                                                                                 |          |
| AE 1.113:                                           | 0569             | General Information Leaflet Series                                                                                 | Discard if revised                                                                                                                                                 |          |
| AE 1.115:                                           | 0570-A           | Special Lists                                                                                                      | Keep latest edition                                                                                                                                                |          |
| <b>FEDERAL REGISTER OFFICE</b>                      |                  |                                                                                                                    |                                                                                                                                                                    |          |
| • AE 2.102:                                         | 0574             | General Publications (various titles)                                                                              | Discard if revised                                                                                                                                                 |          |
| AE 2.106:                                           | 0573-C<br>0573-D | Federal Register                                                                                                   | Keep current year plus previous year                                                                                                                               | R        |
| AE 2.106/2:                                         | 0573-B<br>0573-C | List of CFR Sections Affected                                                                                      | Keep latest monthly issue plus quarterly issues (Mar., June, Sept., & Dec.) marked "Save this issue" since last cumulation (e.g., 73-85 cumulation, AE 2.106/2-2:) | R        |
| AE 2.106/3:                                         | 0572-B<br>0572-C | Code of Federal Regulations                                                                                        | Keep latest edition of each part. NOTE: Law libraries and others using the CFR heavily should keep all editions of each title EXCEPT Title 3, see below            | R        |

| SuDocs          | Item             | Title                                           | Retention                                                                                                                    | Regional |
|-----------------|------------------|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|----------|
| AE 2.106/3:     | 0572-B<br>0572-C | Code of Federal Regulations, Title 3, President | Keep annual issues until superseded by quinquennial cumulation                                                               | R        |
| AE 2.106/3-2:   | 0572             | CFR Index and Finding Aids                      | Keep current year plus previous year                                                                                         | R        |
| • AE 2.106/4-2: | 0574-C-01        | Privacy Act Issuances Compilation (CD-ROM)      | Keep latest edition                                                                                                          |          |
| • AE 2.108:     | 0574-B           | Handbooks, Manuals, Guides (various titles)     | Discard if revised                                                                                                           |          |
| AE 2.109:       | 0577-A           | Weekly Compilation of Presidential Documents    | Superseded by Public Papers of the Presidents of the United States beginning with the Carter Administration and Title 3, CFR | R        |
| AE 2.110:       | 0575             | Slip Laws (Public Laws)                         | Discard upon receipt of U.S. Statutes at Large (AE 2.111:)                                                                   |          |
| AE 2.110/2:     | 0575-A           | Private Laws                                    | Discard upon receipt of U.S. Statutes at Large (AE 2.111:)                                                                   |          |

#### DEPARTMENT OF COMMERCE

|              |           |                                                             |                                                          |  |
|--------------|-----------|-------------------------------------------------------------|----------------------------------------------------------|--|
| C 1.2:       | 0128      | General Publications (various titles)                       | Discard if revised                                       |  |
| C 1.2:SE 4/2 | 0128      | How to Sell to the United States Department of Commerce     | Keep latest edition                                      |  |
| C 1.8/3:     | 0128-A    | Handbooks, Manuals, Guides (various titles)                 | Discard if revised                                       |  |
| C 1.8/4:     | 0128-A-01 | Federal Meteorological Handbooks                            | Discard pages if revised. Keep latest compiled edition   |  |
| C 1.37:      | 0126-D    | Telephone Directory                                         | Keep latest edition                                      |  |
| C 1.76:      | 0231-G-03 | Commerce Business Daily                                     | Keep latest 3 months                                     |  |
| • C 1.77:    | 0126-D-14 | Integrated Resources and Services for... (various subjects) | Keep latest edition                                      |  |
| • C 1.82:    | 0128-H    | Small Business Innovation Research for FY                   | Dated. Discard when expired                              |  |
| • C 1.86:    | 0128-K    | Science & Technology Fellowship Program                     | Dated. Discard when expired                              |  |
| • C 1.88:    | 0128-L    | National Trade Data Bank                                    | Keep March issue for each year plus current year to date |  |

#### MINORITY BUSINESS DEVELOPMENT AGENCY

|            |           |                                             |                     |   |
|------------|-----------|---------------------------------------------|---------------------|---|
| • C 1.108: | 0231-B-04 | Handbooks, Manuals, Guides (various titles) | Discard if revised  |   |
| C 1.108/2: | 0231-B-04 | Franchise Opportunities Handbook            | Keep latest edition | R |

#### CENSUS BUREAU

|          |        |                                             |                    |  |
|----------|--------|---------------------------------------------|--------------------|--|
| • C 3.2: | 0146   | General Publications (various titles)       | Discard if revised |  |
| C 3.6/2: | 0146-A | Handbooks, Manuals, Guides (various titles) | Discard if revised |  |

| SuDocs       | Item      | Title                                                                                                                                            | Retention                                                                                                                                                                                                                                                                                              | Regional |
|--------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| • C 3.24/8:  | 0135      | Census of Manufactures. Preliminary Report. Industry Series                                                                                      | Superseded by: Census of Manufactures. Industry Series (C 3.24/4:)                                                                                                                                                                                                                                     |          |
| C 3.133:     | 0147-C    | Current Business Reports: Monthly Wholesale Trade, Sales and Inventories                                                                         | Monthly issues superseded by Current Business Reports. Combined Annual and Revised Monthly Wholesale Trade (C 3.133/4:)                                                                                                                                                                                |          |
| C 3.138/3:   | 0147-B    | Current Business Reports. BR, Monthly Retail Trade, Sales and Inventories                                                                        | Monthly issues superseded by Current Business Reports. Combined Annual and Revised Monthly Retail Trade (C 3.138/3-7:)                                                                                                                                                                                 |          |
| C 3.145/5:   | 0148-A    | Census of Governments. Preliminary Reports                                                                                                       | Superseded by Census of Governments (C 3.145/4:)                                                                                                                                                                                                                                                       |          |
| C 3.150:     | 0148      | U.S. Foreign Trade Schedules. (e.g., Schedule B, Statistical Classification of Domestic and Foreign Commodities Exported from the United States) | Looseleaf. Discard pages if revised. Keep latest edition                                                                                                                                                                                                                                               |          |
| C 3.158:     | 0142-A    | Current Industrial Reports                                                                                                                       | Monthlies superseded by annuals (which may have less detail)                                                                                                                                                                                                                                           |          |
| C 3.163/3:   | 0138      | Census Catalog and Guide                                                                                                                         | Keep Bureau of the Census Catalog of Publications: 1790-1972 (C 56.222/2:790-972); keep Bureau of the Census Catalog annuals for 1973-1979 and the 1994 edition of Census Catalog and Guide. To avoid loss of even minor data, keep all annuals, otherwise, follow superseding notes in later editions |          |
| C 3.163/7:   | 0138-A-02 | Monthly Product Announcements                                                                                                                    | Keep current year plus previous year. Information appears later in Census Catalog and Guide (C 3.163/3:)                                                                                                                                                                                               |          |
| C 3.186:     | 0142-C    | Current Population Reports                                                                                                                       | Any report with a time span encompassed by a later edition is superseded                                                                                                                                                                                                                               | R        |
| • C 3.205/8: | 0146-F-02 | Statistical Brief (various titles)                                                                                                               | Keep current year plus previous year                                                                                                                                                                                                                                                                   | R        |
| • C 3.205/9: | 0146-F-03 | International Brief (various titles)                                                                                                             | Any report with a time span encompassed by a later edition is superseded                                                                                                                                                                                                                               |          |

| SuDocs                               | Item      | Title                                                                                                            | Retention                                                                                                                                                                                                                                      | Regional |
|--------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| C 3.216/3:                           | 0158      | Census of Mineral Industries: Preliminary Reports                                                                | Superseded by Census of Mineral Industries (C 3.216:)                                                                                                                                                                                          |          |
| C 3.238/5:                           | 0148-C    | Telephone Contacts for Data Users                                                                                | Keep latest edition                                                                                                                                                                                                                            |          |
| C 3.245/6:                           | 0133-D-02 | Census of Construction Industries: Preliminary Industry Statistics                                               | Superseded by Census of Construction Industries (C 3.245/3:)                                                                                                                                                                                   |          |
| C 3.252:                             | 0131-F    | Factfinder for the Nation                                                                                        | Keep latest edition of each numbered guide                                                                                                                                                                                                     | R        |
| C 3.270:                             | 0144-A-20 | Posters publicizing 1990 Census, or other past events                                                            | Dated. Discard when expired                                                                                                                                                                                                                    |          |
| • C 3.272:                           | 0146-M    | Forms                                                                                                            | Discard if revised or expired                                                                                                                                                                                                                  |          |
| • C 3.277:                           | 0154-C    | Agriculture Censuses (CD-ROM)                                                                                    | Discard if revised or reissued                                                                                                                                                                                                                 |          |
| C 3.277:                             | 0154-C    | Economic Censuses (CD-ROM)                                                                                       | Keep the latest issues of each volume for each Economic Census (e.g., keep latest lettered release of v. 1 and 2 of the 1992 Economic Census). Different numbered volumes do not supersede one another (e.g., v. 4 does not supersede v. 1-F). |          |
| C 3.278:<br>C 3.278/2:<br>C 3.278/3: | 0154-D    | U.S. Exports of Merchandise; U.S. Exports History;<br>U.S. Imports of Merchandise; U.S. Imports History (CD-ROM) | For annual and year to date totals, keep latest month of each title and December issues of both U.S. Imports and U.S. Exports for each year not cumulated in a History CD-ROM. To retain monthly data, keep all monthly issues also.           |          |
| • C 3.279:                           | 0154-E    | TIGER/line 1990                                                                                                  | Superseded by corrected data plus software TIGER/line 1992 (C 3.279:)                                                                                                                                                                          |          |

#### NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY (NIST)

|            |           |                                                                                                                |                     |   |
|------------|-----------|----------------------------------------------------------------------------------------------------------------|---------------------|---|
| C 13.2:    | 0244      | General Publications (various titles)                                                                          | Discard if revised  |   |
| C 13.6/2:  | 0245-A    | Handbooks, Manuals, Guides (various titles)                                                                    | Discard if revised  |   |
| C 13.10:   | 0247      | Special Publications                                                                                           | Keep latest edition | R |
| C 13.11:   | 0245      | Handbooks (series)                                                                                             | Keep latest edition |   |
| C 13.11/2: | 0245      | NIST Handbook, Specifications, Tolerances, and Other Technical Requirements for Weighing and Measuring Devices | Keep latest edition |   |
| C 13.16:   | 0247-A-01 | Letter Circulars                                                                                               | Keep latest edition | R |
| C 13.20/2: | 0243      | Voluntary Product Standards                                                                                    | Keep latest edition | R |
| C 13.32:   | 0239      | Applied Mathematics Series                                                                                     | Keep latest edition | R |

| SuDocs         | Item      | Title                                                                       | Retention                            | Regional |
|----------------|-----------|-----------------------------------------------------------------------------|--------------------------------------|----------|
| C 13.37:       | 0240-A-01 | NIST List of Publications                                                   | Keep latest edition                  |          |
| C 13.44:       | 0245      | Monographs                                                                  | Keep latest edition                  |          |
| C 13.46:       | 0249-A    | Technical Notes                                                             | Keep latest edition                  | R        |
| C 13.48/4:     | 0248-B    | Standard Reference Materials (series)                                       | Keep latest edition                  |          |
| C 13.48/4-2:   | 0248-B    | NIST Standard Reference Materials Price List                                | Keep latest edition                  |          |
| • C 13.48/4-3: | 0248-B    | Standard Reference Materials Update                                         | Superseded by C 13.48/4-2:           |          |
| C 13.52:       | 0248-D    | Federal Information Processing Standards Publications                       | Keep latest edition                  | R        |
| C 13.58:       | 0247-D    | NISTIR (series)                                                             | Keep latest edition                  | R        |
| • C 13.58/5:   | 0247-D    | NIST Serial Holdings                                                        | Keep latest edition                  |          |
| • C 13.58/7:   | 0247-D    | Directory of NVLAP Accredited Laboratories                                  | Keep latest edition                  | R        |
| C 13.65:       | 0246-F    | Postdoctoral Research Fellowships                                           | Keep latest edition                  |          |
| C 13.65/2:     | 0246-F    | Engineering Postdoctoral Research Associateship Program                     | Keep latest edition                  |          |
| C 13.66:       | 0244-B    | Weights and Measures Directory                                              | Keep latest edition                  |          |
| C 13.66/3:     | 0244-B    | Directory of Associate Members, National Conference on Weights and Measures | Keep latest edition                  |          |
| • C 13.69:     | 0244-C-01 | Directories                                                                 | Keep latest edition                  |          |
| C 13.69/3:     | 0244-C    | Directory of DOC Staff Memberships on Outside Standards Committees          | Keep latest edition                  |          |
| • C 13.70/2:   | 0244-F-01 | National Measurement Laboratory, News Features                              | Keep current year plus previous year | R        |

#### **PATENT AND TRADEMARK OFFICE**

|                    |           |                                                      |                                                                                                                                                                                                                                |  |
|--------------------|-----------|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| • C 21.2:          | 0254      | General Publications (various titles)                | Discard if revised or expired                                                                                                                                                                                                  |  |
| C 21.2:<br>P 27/18 | 0254      | Basic Facts about Patents                            | Keep latest edition                                                                                                                                                                                                            |  |
| C 21.2:T 67/4/     | 0254      | Basic Facts about Trademarks                         | Keep latest edition                                                                                                                                                                                                            |  |
| C 21.3/2:          | 0252-A    | List of Patent Classification Definitions            | Keep latest edition                                                                                                                                                                                                            |  |
| C 21.3/3:          | 0252-A-01 | Reclassification Orders                              | Superseded by C 21.12:                                                                                                                                                                                                         |  |
| • C 21.5/4 A:      | 0260      | Patent & Trademark Office Notices (weekly)           | If library selects C 21.5: (item 0260-A or 0260-B) and C 21.5/4: (item 0260-C or 0260-D), these reprints may be discarded immediately. Otherwise, they must be retained until the annual cumulation (C 21.5/4-2:) is received. |  |
| C 21.5/5:          | 0260      | Consolidated Listing of Official Gazette Notices ... | Keep latest cumulative edition                                                                                                                                                                                                 |  |

| SuDocs                                                 | Item      | Title                                                                                      | Retention                                                 | Regional |
|--------------------------------------------------------|-----------|--------------------------------------------------------------------------------------------|-----------------------------------------------------------|----------|
| C 21.7:                                                | 0261      | Patent Laws                                                                                | Keep latest compiled edition                              |          |
| C 21.9/2:                                              | 0262-A    | Attorneys and Agents Registered to Practice Before U.S. Patent Office                      | Keep latest edition                                       |          |
| C 21.12:                                               | 0258      | Manual of Classification                                                                   | Discard pages if revised.<br>Keep latest compiled edition |          |
| C 21.12/2:                                             | 0257      | Index to the U.S. Patent Classification                                                    | Keep latest edition                                       |          |
| C 21.14/2:                                             | 0254-A    | Handbooks, Manuals, Guides (various titles)                                                | Keep latest edition                                       |          |
| C 21.15:                                               | 0259      | Manual of Patent Examining Procedures                                                      | Keep latest edition                                       |          |
| C 21.26:                                               | 0256-A-01 | General Information Concerning Trademarks                                                  | Keep latest edition                                       |          |
| C 21.26/2:                                             | 0256-A-02 | General Information Concerning Patents                                                     | Keep latest edition                                       |          |
| • C 21.28:                                             | 0254-B    | Directories                                                                                | Keep latest edition                                       |          |
| • C 21.30:                                             | 0254-B-01 | Products & Services Catalog                                                                | Keep latest edition                                       |          |
| <b>ECONOMIC DEVELOPMENT ADMINISTRATION</b>             |           |                                                                                            |                                                           |          |
| • C 46.2:                                              | 0130-D    | General Publications (various titles)                                                      | Discard if revised                                        |          |
| • C 46.5:                                              | 0130-T    | Laws                                                                                       | Keep latest edition                                       | R        |
| C 46.6:                                                | 0130-C-01 | Regulations, Rules, Instructions (various titles)                                          | Keep latest edition                                       | R        |
| • C 46.8:                                              | 0130-C    | Handbooks, Manuals, Guides (various titles)                                                | Discard if revised                                        |          |
| C 46.25:                                               | 0130-J    | Qualified Areas Under Public Works and Economic Development Act of 1965                    | Keep latest edition                                       | R        |
| C 46.25/3:                                             | 0130-J    | Designated Redevelopment Areas Under the Public Works and Economic Development Act of 1965 | Keep latest edition                                       | R        |
| • C 46.30:                                             | 0130-R    | Environmental Impact Statements                                                            | Keep finals                                               |          |
| <b>UNITED STATES TRAVEL AND TOURISM ADMINISTRATION</b> |           |                                                                                            |                                                           |          |
| • C 47.2:                                              | 0271-A-01 | General Publications (various titles)                                                      | Discard if revised                                        |          |
| • C 47.20:                                             | 0271-B-09 | Marketing U.S. Tourism Abroad                                                              | Keep latest edition, may keep all for statistics          | R        |
| <b>NATIONAL TECHNICAL INFORMATION SERVICE (NTIS)</b>   |           |                                                                                            |                                                           |          |
| • C 51.2:                                              | 0271      | General Publications (various titles)                                                      | Discard if revised                                        |          |
| • C 51.8:                                              | 0188-A-02 | Handbooks, Manuals, Guides (various titles)                                                | Discard if revised                                        |          |
| • C 51.11:                                             | 0188-A-01 | Bibliographies and Lists of Publications                                                   | Keep latest edition                                       | R        |
| • C 51.11/4:                                           | 0188-A-05 | General Catalog of Information Services                                                    | Keep latest edition                                       | R        |
| C 51.11/8:                                             | 0188-A-01 | NTIS Products and Services Catalog                                                         | Keep latest edition                                       |          |
| C 51.13:                                               | 0188-A-04 | NTISearch                                                                                  | Keep latest edition                                       |          |
| • C 51.13/2-2:                                         | 0188-A-04 | NTIS Published Search Mini Catalog                                                         | Superseded by C 51.13:                                    |          |
| C 51.14:                                               | 0188-A-12 | Newsline (NTIS)                                                                            | Keep current year plus previous year                      | R        |

| SuDocs                                                                 | Item      | Title                                                                   | Retention                            | Regional |
|------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------|--------------------------------------|----------|
| • C 51.16/2:                                                           | 0188-A-10 | Catalog of Government Inventions Available for Licensing                | Keep latest edition                  | R        |
| • C 51.19:                                                             | 0188-A-14 | Directories                                                             | Keep latest edition                  |          |
| C 51.19/2-2:                                                           | 0188-A-14 | Directory of Federal Laboratory and Technology Resources                | Keep latest edition                  |          |
| • C 51.19/4:                                                           | 0188-A-14 | Directory of U.S. Government Datafiles for Mainframes & Microcomputers  | Keep latest edition                  | R        |
| • C 51.19/5:                                                           | 0188-A-16 | Directory of U.S. Government Software for Mainframes & Microcomputers   | Keep latest edition                  | R        |
| • C 51.20:                                                             | 0188-A-04 | U.S. Government Environmental Datafiles & Software                      | Keep latest edition                  | R        |
| <b>NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION</b>                 |           |                                                                         |                                      |          |
| • C 55.2:                                                              | 0250-E-02 | General Publications (various titles)                                   | Discard if revised                   |          |
| C 55.6:                                                                | 0250-E-06 | Regulations, Rules, Instructions (various titles)                       | Keep latest edition                  |          |
| C 55.8:                                                                | 0250-E-15 | Handbooks, Manuals, Guides (various titles)                             | Discard if revised                   |          |
| C 55.8/3:                                                              | 0250-E-15 | NOAA Manuals                                                            | Keep latest edition                  | R        |
| C 55.12:                                                               | 0250-E    | Federal Coordinator for Meteorological Services and Supporting Research | Keep latest edition                  | R        |
| C 55.15:                                                               | 0250-E-03 | NOAA Program Plans                                                      | Keep latest edition                  | R        |
| • C 55.26:                                                             | 0250-E-11 | Bibliographies and Lists of Publications                                | Keep latest edition                  | R        |
| C 55.47:                                                               | 0250-E-29 | Transmittals (NOAA Washington Area Personnel Locator)                   | Keep latest editions                 |          |
| C 55.48:                                                               | 0250-E-30 | Directories (various titles)                                            | Keep latest edition                  |          |
| C 55.48/2:                                                             | 0250-E-29 | NOAA Organization Directory                                             | Keep latest edition                  |          |
| <b>NATIONAL WEATHER SERVICE</b>                                        |           |                                                                         |                                      |          |
| • C 55.102:                                                            | 0275      | General Publications (various titles)                                   | Discard if revised                   |          |
| C 55.106:                                                              | 0278-A    | Regulations, Rules, Instructions (various titles)                       | Keep latest edition                  | R        |
| C 55.108:                                                              | 0275-E    | Handbooks, Manuals, Guides (various titles)                             | Discard if revised                   |          |
| C 55.108/2:                                                            | 0275-E    | Weather Service Observing Handbooks                                     | Keep latest edition                  |          |
| C 55.108/3:                                                            | 0275-E    | Forecasters Handbooks                                                   | Keep latest edition                  |          |
| C 55.108/4:                                                            | 0275-G    | National Weather Service Communications Handbook                        | Keep latest edition                  |          |
| C 55.111:                                                              | 0278-B    | Operations of National Weather Service                                  | Keep latest edition                  | R        |
| C 55.127:                                                              | 0275-K    | Aware                                                                   | Keep current year plus previous year | R        |
| <b>NATIONAL ENVIRONMENTAL SATELLITE, DATA, AND INFORMATION SERVICE</b> |           |                                                                         |                                      |          |
| • C 55.202:                                                            | 0273-D-01 | General Publications (various titles)                                   | Discard if revised                   |          |
| • C 55.208:                                                            | 0273-D-06 | Handbooks, Manuals, Guides (various titles)                             | Keep latest edition                  |          |

| SuDocs                                    | Item                        | Title                                                            | Retention                                                                                                      | Regional |
|-------------------------------------------|-----------------------------|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|----------|
| C 55.214/2: to /47                        | 0277-A-01 through 0277-A-50 | Climatological Data                                              | Monthly issues superseded by annual NOTE: Annual does not contain all the detailed data from monthlies         | R        |
| C 55.216: to /44:                         | 0274-A-01 through 0274-A-53 | Hourly Precipitation Data                                        | Monthly issues superseded by annual (NOTE: Annual does not contain all data from monthlies)                    | R        |
| C 55.219:                                 | 0275-C                      | Key to Meteorological Records Documentation                      | Keep latest edition                                                                                            |          |
| C 55.219/2:                               | 0275-C                      | Key to Geophysical Records Documentation                         | Keep latest edition                                                                                            |          |
| C 55.219/3:                               | 0275-C                      | Key to Oceanographic Records Documentation                       | Keep latest edition                                                                                            |          |
| C 55.220/3:                               | 0834-N-02                   | World Data Center A, Oceanography: Oceanographic Data Exchange   | Semiannual superseded by annual                                                                                |          |
| C 55.239:                                 | 0273-D-24                   | Data Announcement                                                | Keep latest edition                                                                                            |          |
| <b>NATIONAL CLIMATIC DATA CENTER</b>      |                             |                                                                  |                                                                                                                |          |
| C 55.281:                                 | 0274-A                      | National Climatic Center: Publications                           | Discard if revised                                                                                             |          |
| • C 55.281/2-4:                           | 0274-F-02                   | Cooperative Summary of the Day (CD-ROM)                          | Keep base set (21 vols.) and annual updates until consolidated base set is produced                            |          |
| C 55.286/6: to /53:                       | 0274-E-01 through 0274-E-50 | Local Climatological Data                                        | Monthly issues superseded by annual (NOTE: Annual does not contain all the detailed data from monthly issues.) | R        |
| <b>NATIONAL OCEANOGRAPHIC DATA CENTER</b> |                             |                                                                  |                                                                                                                |          |
| • C 55.292:                               | 0192-B-01                   | General Publications (various titles)                            | Discard if revised                                                                                             |          |
| C 55.298:                                 | 0192-B-03                   | Handbooks, Manuals, Guides (various titles)                      | Discard if revised                                                                                             |          |
| <b>NATIONAL MARINE FISHERIES SERVICE</b>  |                             |                                                                  |                                                                                                                |          |
| • C 55.302:                               | 0609-C-01                   | General Publications (various titles)                            | Discard if revised                                                                                             |          |
| C 55.306:                                 | 0609-C-05                   | Regulations, Rules, Instructions (various titles)                | Keep latest edition                                                                                            |          |
| • C 55.308:                               | 0609-C-03                   | Handbooks, Manuals, Guides (various titles)                      | Discard if revised                                                                                             |          |
| C 55.309/2:                               | 0610-A                      | Current Fisheries Statistics                                     | Monthly issues superseded by annual                                                                            |          |
| C 55.337/2:                               | 0609-C-08                   | Seafood Dealers of the Southwest                                 | Keep latest edition                                                                                            |          |
| C 55.338:                                 | 0609-C-09                   | Approved List, Sanitary Inspected Fish Establishments            | Keep latest edition                                                                                            |          |
| <b>NATIONAL OCEAN SERVICE</b>             |                             |                                                                  |                                                                                                                |          |
| C 55.408:                                 | 0192-B                      | Handbooks, Manuals, Guides (various titles)                      | Discard if revised                                                                                             |          |
| • C 55.409/2:                             | 0191-B-07                   | Dates of Latest Editions, Nautical Charts and Miscellaneous Maps | Keep latest edition                                                                                            | R        |

| SuDocs           | Item      | Title                                                            | Retention           | Regional |
|------------------|-----------|------------------------------------------------------------------|---------------------|----------|
| • C 55.411:      | 0192-A-01 | U.S. Terminal Procedures                                         | Keep latest edition | R        |
| • C 55.411/3:    | 0192-A-02 | Airport Obstruction Charts (OC)<br>Obstruction Data Sheets (ODS) | Keep latest edition | R        |
| • C 55.411/3-2:  | 0192-A-02 | Dates of Latest Editions, Airport Obstruction<br>Data Sheets     | Keep latest edition | R        |
| • C 55.413:      | 0207-A-01 | Bibliographies and Lists of Publications                         | Keep latest edition | R        |
| • C 55.416:      | 0192-A-03 | Supplement Alaska                                                | Keep latest edition |          |
| • C 55.416/2:    | 0192-A-04 | Airport/Facility Directory                                       | Keep latest edition |          |
| • C 55.416/3:    | 0192-A-05 | Standard Terminal (STAR) Charts                                  | Keep latest edition |          |
| • C 55.416/4:    | 0192-A-06 | Alaska Terminal Charts                                           | Keep latest edition |          |
| • C 55.416/5:    | 0192-A-07 | Standard Instrument Departure (SID) Charts,<br>Eastern U.S.      | Keep latest edition |          |
| • C 55.416/6:    | 0192-A-07 | Standard Instrument Departure (SID) Charts,<br>Western U.S.      | Keep latest edition |          |
| • C 55.416/7:    | 0192-A-08 | IFR Wall Planning Chart-East                                     | Keep latest edition |          |
| • C 55.416/7-1:  | 0192-A-08 | IFR Wall Planning Chart-West                                     | Keep latest edition |          |
| • C 55.416/7-2:  | 0192-A-08 | Flight Case Planning Chart                                       | Keep latest edition |          |
| • C 55.416/8:    | 0192-A-09 | North Atlantic Route Chart                                       | Keep latest edition |          |
| • C 55.416/9:    | 0192-A-10 | North Pacific Oceanic Route Chart (Scale<br>1:12,000,000)        | Keep latest edition |          |
| • C 55.416/9-2:  | 0192-A-10 | North Pacific Oceanic Route Chart (Scale<br>1:7,000,000)         | Keep latest edition |          |
| • C 55.416/10:   | 0192-A-11 | Sectional Aeronautical Chart (Scale<br>1:5,000,000)              | Keep latest edition |          |
| • C 55.416/11:   | 0192-A-12 | Terminal Area Charts (VFR) (Scale 1:250,000)                     | Keep latest edition |          |
| • C 55.416/12:   | 0192-A-13 | US Gulf Coast VFR Aeronautical Chart (Scale<br>1:1,000,000)      | Keep latest edition |          |
| • C 55.416/12-2: | 0192-A-14 | Los Angeles Helicopter Route Chart (Scale<br>1:125,000)          | Keep latest edition |          |
| • C 55.416/12-3: | 0192-A-14 | New York Helicopter Route Chart (Scale<br>1:125,000)             | Keep latest edition |          |
| • C 55.416/12-4: | 0192-A-14 | Baltimore-Washington Helicopter Route Chart<br>(Scale 1:125,000) | Keep latest edition |          |
| • C 55.416/12-5: | 0192-A-14 | Chicago Helicopter Route Chart (Scale<br>1:125,000)              | Keep latest edition |          |
| • C 55.416/12-6: | 0192-A-13 | Grand Canyon VRF Aeronautical Chart                              | Keep latest edition |          |
| • C 55.416/12-7: | 0192-A-23 | Boston Helicopter Route Chart (Scale<br>1:125,000)               | Keep latest edition |          |
| • C 55.416/13:   | 0192-A-15 | World Aeronautical Charts (Scale 1:1,000,000)                    | Keep latest edition |          |

| SuDocs            | Item                               | Title                                                                                                | Retention           | Regional |
|-------------------|------------------------------------|------------------------------------------------------------------------------------------------------|---------------------|----------|
| • C 55.416/14:    | 0192-A-16                          | IFR Enroute Low Altitude Charts (U.S.)                                                               | Keep latest edition |          |
| • C 55.416/15:    | 0192-A-17                          | Enroute Low Altitude Charts (Alaska)                                                                 | Keep latest edition |          |
| • C 55.416/15-2:  | 0192-A-18                          | IFR Area Charts (U.S.)                                                                               | Keep latest edition |          |
| • C 55.416/16:    | 0192-A-19                          | Enroute High Altitude Charts (U.S.)                                                                  | Keep latest edition |          |
| • C 55.418:1/     | 0191-B-01                          | Nautical Chart Catalog 1, United States, Atlantic and Gulf Coasts                                    | Keep latest edition |          |
| • C 55.418:2/     | 0191-B-02                          | Nautical Chart Catalog 2, United States, Pacific Coast                                               | Keep latest edition |          |
| • C 55.418:3/     | 0191-B-03                          | Nautical Chart Catalog 3, United States, Alaska                                                      | Keep latest edition |          |
| • C 55.418:4/     | 0191-B-04                          | Nautical Chart Catalog 4, United States, Great Lakes                                                 | Keep latest edition |          |
| • C 55.418:5/     | 0191-B-18                          | Bathymetric Mapping Products Catalog 5, United States Bathymetric and Fishing Maps                   | Keep latest edition |          |
| • C 55.418:6/     | 0191-B-19                          | Guide to NOAA Nautical Charts & Services Catalog 6                                                   | Keep latest edition |          |
| • C 55.418:2:     | 0191-B-06                          | Aeronautical Charts & Selected Publications                                                          | Keep latest edition |          |
| • C 55.418:7:     | 0191-B-13                          | Charts (listed in) Charts and Publications, Catalog 1, United States Atlantic & Gulf Coasts          | Keep latest edition |          |
| • C 55.418:7:     | 0191-B-14                          | Charts (listed in) Charts and Publications, Catalog 2, United States Pacific Coast                   | Keep latest edition |          |
| • C 55.418:7:     | 0191-B-15                          | Charts (listed in) Charts and Publications, Catalog 3, United States Alaska                          | Keep latest edition |          |
| • C 55.418:7:     | 0191-B-16                          | Charts (listed in) Charts and Publications, Catalog 4, United States Great Lakes                     | Keep latest edition |          |
| • C 55.418:7:     | 0191-B-17                          | Maps (listed in) Bathymetric Mapping Products, Catalog 5, United States Bathymetric and Fishing Maps | Keep latest edition |          |
| C 55.420:         | 0338                               | Great Lakes Pilot                                                                                    | Keep latest edition |          |
| • C 55.421/5:     | 0199-A-01                          | Tide and Tidal Current Tables (CD-ROM)                                                               | Keep latest edition | R        |
| C 55.422:1/ to 9/ | 0201 through 0204, 0206, 0207-A-03 | U.S. Coast Pilots                                                                                    | Keep latest edition |          |
| • C 55.425/3:     | 0190                               | Regional Tide and Tidal Current Tables...                                                            | Keep latest edition | R        |
| • C 55.440:1/     | 0378-E-11                          | Nautical Charts and Publications, Region 1, United States and Canada                                 | Keep latest edition | R        |
| • C 55.440:2/     | 0378-E-11                          | Nautical Charts and Publications, Region 2, Central and South America, and Antarctica                | Keep latest edition | R        |
| • C 55.440:3/     | 0378-E-11                          | Nautical Charts and Publications, Region 3, Western Europe, Iceland, Greenland, and the Arctic       | Keep latest edition | R        |

| SuDocs                                                            | Item      | Title                                                                                        | Retention                                           | Regional |
|-------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------|-----------------------------------------------------|----------|
| • C 55.440:4/                                                     | 0378-E-11 | Nautical Charts and Publications, Region 4, Scandinavia, Baltic, and the Former Soviet Union | Keep latest edition                                 | R        |
| • C 55.440:5/                                                     | 0378-E-11 | Nautical Charts and Publications, Region 5, Western Africa and the Mediterranean             | Keep latest edition                                 | R        |
| • C 55.440:6/                                                     | 0378-E-11 | Nautical Charts and Publications, Region 6, Indian Ocean                                     | Keep latest edition                                 | R        |
| • C 55.440:7/                                                     | 0378-E-11 | Nautical Charts and Publications, Region 7, Australia, Indonesia, and New Zealand            | Keep latest edition                                 | R        |
| • C 55.440:8/                                                     | 0378-E-11 | Nautical Charts and Publications, Region 8, Oceania                                          | Keep latest edition                                 | R        |
| • C 55.440:9/                                                     | 0378-E-11 | Nautical Charts and Publications, Region 9, East Asia                                        | Keep latest edition                                 | R        |
| <b>ENVIRONMENTAL RESEARCH LABORATORIES</b>                        |           |                                                                                              |                                                     |          |
| • C 55.602:                                                       | 0207-C-01 | General Publications (various titles)                                                        | Discard if revised                                  |          |
| C 55.608:                                                         | 0207-C-04 | Handbooks, Manuals, Guides (various titles)                                                  | Keep latest edition                                 |          |
| • C 55.616:                                                       | 0207-C-06 | Bibliographies and Lists of Publications                                                     | Keep latest edition                                 | R        |
| <b>EXPORT DEVELOPMENT BUREAU</b>                                  |           |                                                                                              |                                                     |          |
| • C 57.108:                                                       | 0231-E    | Handbooks, Manuals, Guides (various titles)                                                  | Discard if revised                                  |          |
| • C 57.121:                                                       | 0231-A    | Directories                                                                                  | Keep latest edition                                 |          |
| <b>ECONOMIC ANALYSIS BUREAU</b>                                   |           |                                                                                              |                                                     |          |
| • C 59.2:                                                         | 0130-D-01 | General Publications (various titles)                                                        | Discard if revised                                  |          |
| • C 59.8:                                                         | 0130-D-02 | Handbooks, Manuals, Guides (various titles)                                                  | Discard if revised                                  |          |
| C 59.15:                                                          | 0142-H    | Maps                                                                                         | Keep latest edition                                 | R        |
| • C 59.18:                                                        | 0130-D-04 | Local Area Personal Income                                                                   | Keep latest cumulative edition                      | R        |
| C 59.20:                                                          | 0130-D-07 | Foreign Direct Investment in the U.S.                                                        | Preliminary versions superseded by revised editions |          |
| C 59.20/2:                                                        | 0130-D-06 | U.S. Direct Investment Abroad                                                                | Preliminary versions superseded by revised edition  |          |
| C 59.23:                                                          | 0130-D-10 | Forms                                                                                        | Keep latest edition                                 |          |
| • C 59.24:                                                        | 0130-U    | Regional Economic Information System (REIS)                                                  | Keep latest edition                                 | R        |
| <b>NATIONAL TELECOMMUNICATIONS AND INFORMATION ADMINISTRATION</b> |           |                                                                                              |                                                     |          |
| C 60.8:                                                           | 0126-E-02 | Handbooks, manuals, guides (various titles)                                                  | Discard if revised                                  |          |
| <b>INTERNATIONAL TRADE ADMINISTRATION</b>                         |           |                                                                                              |                                                     |          |
| • C 61.2:                                                         | 0231-B-01 | General Publications (various titles)                                                        | Discard if revised                                  |          |
| C 61.8:                                                           | 0231-B-05 | Handbooks, Manuals, Guides (various titles)                                                  | Discard if revised                                  |          |
| C 61.23:                                                          | 0211      | Export Administration Regulations                                                            | Keep latest edition                                 |          |
| • C 61.23/A:                                                      | 0211      | Export Administration Regulations (separates)                                                | Superseded by C 61.23:                              | R        |

| SuDocs                                   | Item      | Title                                                                            | Retention                                                             | Regional |
|------------------------------------------|-----------|----------------------------------------------------------------------------------|-----------------------------------------------------------------------|----------|
| • C 61.32:                               | 0231-B-16 | Directory of Employees...                                                        | Keep latest edition                                                   |          |
| <b>FEDERAL COMMUNICATIONS COMMISSION</b> |           |                                                                                  |                                                                       |          |
| CC 1.2/10:                               | 0285-C    | Directory of Field Contacts for the Coordination of the Use of Radio Frequencies | Keep latest edition                                                   |          |
| CC 1.5:                                  | 0286      | Laws                                                                             | Keep latest cumulative edition                                        |          |
| CC 1.6/1: to<br>CC 1.6/11:               | 0287      | FCC Rules and Regulations, volumes 1-11                                          | Looseleaf. Discard pages if revised                                   |          |
| CC 1.7:                                  | 0287      | FCC Rules and Regulations (parts)                                                | Keep latest edition                                                   |          |
| • CC 1.7/4:                              | 0285-A    | Handbooks, Manuals, Guides (various titles)                                      | Discard if revised                                                    |          |
| CC 1.53:                                 | 0283-A    | Telephone Directory                                                              | Keep latest issue                                                     |          |
| <b>CIVIL RIGHTS COMMISSION</b>           |           |                                                                                  |                                                                       |          |
| • CR 1.2:                                | 0288-A    | General Publications (various titles)                                            | Discard if revised                                                    |          |
| CR 1.6/2:                                | 0288-A-02 | Handbooks, Manuals, Guides (various titles)                                      | Keep latest edition revised                                           |          |
| CR 1.16:                                 | 0288-A-09 | Telephone Directory                                                              | Keep latest issue                                                     |          |
| <b>DEPARTMENT OF DEFENSE</b>             |           |                                                                                  |                                                                       |          |
| • D 1.2:                                 | 0306      | General Publications (various titles)                                            | Discard if revised                                                    |          |
| • D 1.6:                                 | 0309      | Regulations, Rules, Instructions (various titles)                                | Keep latest edition                                                   |          |
| • D 1.6/2:                               | 0306-A    | Handbooks, Manuals, Guides (various titles)                                      | Discard if revised                                                    |          |
| • D 1.6/2-2:                             | 0306-A    | Dependent School Series (DS) Manuals (various titles)                            | Keep latest edition                                                   |          |
| D 1.6/4:                                 | 0306-B-01 | Joint Federal Travel Regulations: Vol. 1                                         | Looseleaf. Discard pages if revised. Keep latest consolidated reprint |          |
| D 1.6/5:                                 | 0306-C    | Joint Federal Travel Regulations: Vol. 2                                         | Looseleaf. Discard pages if revised. Keep latest consolidated reprint |          |
| D 1.6/7:                                 | 0310-N    | Engineered Performance Standards for Real Property Maintenance Activities        | Keep latest edition                                                   |          |
| • D 1.6/8-2:                             | 0306-E    | DOD Directive                                                                    | Keep latest edition                                                   |          |
| D 1.6/10:                                | 0310-E    | DCAA Regulations                                                                 | Keep latest edition                                                   |          |
| D 1.6/11:                                | 0303      | Federal Acquisition Regulation (FAR)                                             | Keep latest edition                                                   |          |
| D 1.6/11-2:                              | 0303      | Federal Acquisition Circular                                                     | Keep until replaced by D 1.6/11:                                      |          |
| D 1.6/12:                                | 0310-E-19 | DOD Directory of Contract Administration Services Components                     | Keep one year                                                         |          |
| • D 1.7/1:                               | 0304-H-02 | DOD Telephone Directory on CD-ROM                                                | Keep latest issue                                                     |          |
| • D 1.7/2:                               | 0304-H-04 | MAPAD System                                                                     | Keep latest edition                                                   |          |
| D 1.13:                                  | 0303      | Armed Services Procurement Regulations                                           | Keep latest edition                                                   |          |

| SuDocs       | Item      | Title                                                                     | Retention                                                | Regional |
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| D 1.13/2:    | 0304      | Armed Services Procurement Regulations: Revisions                         | Keep until new edition of D 1.13: is received            |          |
| D 1.13/2-2:  | 0304      | Armed Services Procurement Regulations: Supplement                        | Keep until incorporated into D 1.13:                     |          |
| D 1.13/3:    | 0304      | Defense Acquisition Circular                                              | Looseleaf. Discard pages if revised                      |          |
| D 1.15:      | 0349      | Manual for Courts Martial                                                 | Looseleaf. Discard pages if revised. Keep latest edition | R        |
| D 1.33:      | 0304-D    | Bibliographies and List of Publications                                   | Keep latest edition                                      |          |
| D 1.33/4:    | 0304-D    | Catalog of DIOR Reports, Dept. of Defense                                 | Keep latest issue                                        | R        |
| D 1.33/5-2:  | 0304-D    | Index of DCAA Memorandums for Regional Directors                          | Keep latest issue                                        | R        |
| • D 1.41/2:  | 0304-G-01 | Futures for the Class of...                                               | Keep latest issue                                        |          |
| D 1.45:      | 0310-B    | Defense Management Education and Training Catalog                         | Keep latest edition                                      |          |
| D 1.45/2:    | 0310-B    | ADP Training Catalog                                                      | Keep latest edition                                      |          |
| D 1.45/3:    | 0310-B    | DISAM Catalog                                                             | Keep latest edition                                      |          |
| D 1.46/2:    | 0310-E-02 | DCAAM Defense Contract Audit Agency Manual                                | Keep latest edition                                      |          |
| D 1.46/4:    | 0310-E-01 | Directory of DCAA Offices                                                 | Keep latest edition                                      |          |
| D 1.51:      | 0310-F    | Military-Civilian Occupational Source Book                                | Keep latest edition                                      |          |
| D 1.54:      | 0310-I    | Military Compensation Background Papers                                   | Keep latest edition                                      | R        |
| D 1.57/3-3:  | 0310-E-13 | Alphabetical List of DOD Prime Contractors                                | Keep latest edition                                      |          |
| D 1.57/3-4:  | 0310-E-13 | Alphabetical Summary of Prime Contract Awards                             | Keep latest edition                                      |          |
| • D 1.57/7:  | 0310-E-13 | Prime Contract Awards in Labor Surplus Areas                              | Keep annual edition                                      |          |
| • D 1.57/9:  | 0310-E-18 | Companies Participating in the DOD Subcontracting Program                 | Keep 4th quarter issue of each year                      | R        |
| • D 1.57/10: | 0306-A    | Defense Acquisition Management Data System Code Translation Manual        | Keep latest edition                                      | R        |
| D 1.59:      | 0310-L    | Defense Information School Catalog                                        | Keep latest edition                                      |          |
| D 1.59/2:    | 0310-M    | Defense System Management College Catalog                                 | Keep latest edition                                      |          |
| D 1.61:      | 0310-E-08 | Military Manpower Statistics                                              | Keep current year plus previous year                     |          |
| D 1.61/2:    | 0310-E-06 | Civilian Manpower Statistics                                              | Keep current year plus previous year                     |          |
| • D 1.61/8:  | 0310-E-24 | General Flag Officer Worldwide Roster                                     | Keep latest edition                                      |          |
| D 1.67:      | 0310-M-01 | Bulletin of the School of Medicine Uniformed Services the Health Sciences | Keep latest edition                                      |          |

| SuDocs                                     | Item      | Title                                                                                     | Retention                            | Regional |
|--------------------------------------------|-----------|-------------------------------------------------------------------------------------------|--------------------------------------|----------|
| D 1.67/2:                                  | 0310-M-01 | Graduate Education Bulletin, Uniformed Services, University of the Health Sciences        | Keep latest edition                  |          |
| D 1.67/3:                                  | 0310-M-01 | Student Handbook, School of Medicine Uniformed Services University of the Health Sciences | Keep latest edition                  |          |
| D 1.68:                                    | 0306-F    | Overseas Employment Opportunities for Educators                                           | Keep latest edition                  |          |
| D 1.69/2:                                  | 0306-A-12 | Information Systems Security Products and Services Catalog                                | Keep latest edition                  |          |
| D 1.76:                                    | 0314-G    | Index of Specifications and Standards                                                     | Keep latest edition                  |          |
| D 1.78:                                    | 0303-A    | Consolidated Federal Supply Catalog                                                       | Keep latest edition                  |          |
| D 1.87:                                    | 0306-A-21 | MILSTRIP (Military Standards Requisitioning and Issue Procedures)                         | Keep latest edition                  |          |
| D 1.87/2:                                  | 0306-A-21 | MILSTRIP Routing and Identifier and Distribution Codes                                    | Keep latest edition                  |          |
| D 1.87/3:                                  | 0306-A-21 | MILSTRIP-Defense Program for Redistribution of Assets (DEPRA) Procedures                  | Keep latest edition                  |          |
| <b>AMERICAN FORCES INFORMATION SERVICE</b> |           |                                                                                           |                                      |          |
| • D 2.2:                                   | 0313      | General Publications (various titles)                                                     | Discard if revised                   |          |
| • D 2.8:                                   | 0312-E    | Handbooks Manuals, Guides (various titles)                                                | Discard if revised                   |          |
| D 2.14:                                    | 0312-A    | DOD Pamphlets                                                                             | Keep latest issue                    | R        |
| D 2.15/4:                                  | 0312-B-01 | Defense Issues                                                                            | Keep current year plus previous year |          |
| D 2.18:                                    | 0312-D    | Civilian Health and Medical Programs of Uniformed Services (CHAMPUS FS) Series            | Keep latest edition                  |          |
| D 2.19:                                    | 0424-B-01 | Current News, Early Bird                                                                  | Keep current year plus previous year |          |
| D 2.19/2:                                  | 0424-B-02 | Radio-TV Defense Dialog                                                                   | Keep current year plus previous year |          |
| D 2.19/3:                                  | 0424-B-04 | Current News, Supplemental Clips                                                          | Keep current year plus previous year |          |
| D 2.19/4:                                  | 0424-B-05 | Current News, Special Edition and Special Edition, Selected Statements                    | Keep current year plus previous year |          |
| D 2.19/8:                                  | 0304-D-01 | The Friday Review                                                                         | Keep current year plus previous year |          |
| <b>JOINT CHIEFS OF STAFF</b>               |           |                                                                                           |                                      |          |
| • D 5.2:                                   | 0315      | General Publications (various titles)                                                     | Discard if revised                   |          |
| • D 5.12/3:                                | 0315-C-04 | DOD Dictionary of Military and Associated Terms (CD-ROM)                                  | Keep latest issue                    | R        |
| • D 5.21:                                  | 0315-C-03 | Joint Electronic Library (CD-ROM)                                                         | Keep latest edition                  | R        |

| SuDocs                                    | Item            | Title                                                                 | Retention                            | Regional |
|-------------------------------------------|-----------------|-----------------------------------------------------------------------|--------------------------------------|----------|
| <b>DEFENSE INFORMATION SYSTEMS AGENCY</b> |                 |                                                                       |                                      |          |
| D 5.109:                                  | 0315-D-01       | National Military Command System Information Processing System 360    | Keep latest edition                  |          |
| <b>DEFENSE INTELLIGENCE AGENCY</b>        |                 |                                                                       |                                      |          |
| • D 5.202:                                | 0315-F-01       | General Publications (various titles)                                 | Discard if revised                   |          |
| • D 5.206/2:                              | 0315-F-06       | DIA Regulations (series)                                              | Keep latest edition                  | R        |
| D 5.210:                                  | 0315-F-03       | Academic Catalog                                                      | Keep latest edition                  |          |
| D 5.211/2:                                | 0315-F-07       | Bibliographies and Lists of Publications                              | Discard if revised                   |          |
| <b>DEFENSE MAPPING AGENCY</b>             |                 |                                                                       |                                      |          |
| • D 5.302:                                | 0379-A-10       | General Publications (various titles)                                 | Discard if revised                   |          |
| D 5.315:                                  | 0379-A          | Notice to Mariners                                                    | Keep latest issue                    |          |
| D 5.315/2:                                | 0379-A          | Summary of Chart Corrections                                          | Keep latest edition                  |          |
| D 5.317/2:                                | 0378-D          | Hydrographic/Topographic Center Publications                          | Keep latest edition                  |          |
| D 5.317/3:                                | 0378-E          | ---Sailing Directions                                                 | Keep latest edition                  |          |
| D 5.317/4:                                | 0378-F          | ---Loran Tables                                                       | Keep latest edition                  |          |
| D 5.317/5:                                | 0378-G          | ---Omega tables                                                       | Keep latest edition                  |          |
| D 5.319:                                  | 0617            | Gazetteers                                                            | Keep latest edition                  |          |
| D 5.351/3:                                | 0378-E-06       | Public Sale Catalog-Topographic Maps and Publications                 | Keep latest edition                  |          |
| D 5.351/3-2:                              | 0378-E-08       | DMA Aeronautical Charts and Publications Available for Sale from NOAA | Keep latest edition                  |          |
| • D 5.353:                                | 0378-E-37       | Maps, Charts and Atlases (various)                                    | Keep latest edition of each title    | R        |
| D 5.354:                                  | 0378-E-01       | ONC-- Operational Navigation Charts                                   | Keep latest revision                 |          |
| D 5.354:                                  | 0378-E-02       | JNC---Jet Navigation Charts                                           | Keep latest revision                 |          |
| D 5.354:                                  | 0378-E-03       | GNC---Global Navigation and Planning Charts                           | Keep latest revision                 |          |
| D 5.354:                                  | 0378-E-05       | TPC---Tactical Pilotage Charts                                        | Keep latest revision                 |          |
| D 5.355:                                  | 0378-E-04       | Series 1105-Area Outline Maps                                         | Keep latest revision                 |          |
| D 5.355:                                  | 0378-E-09       | Series 1308-Middle East Briefing Map                                  | Keep latest revision                 |          |
| D 5.355:                                  | 0378-E-10       | Series 5211-Arabian Peninsula                                         | Keep latest revision                 |          |
| D 5.355:                                  | 0378-F-04       | Series 2201-Africa                                                    | Keep latest revision                 |          |
| D 5.355:                                  | 0378-F-07       | Series 5213-Southeast Asia Briefing Map                               | Keep latest revision                 |          |
| D 5.356:                                  | 0378-E-21 to 34 | Charts (listed in) Catalog of Maps...(Geographic Region)              | Keep latest revision                 |          |
| • D 5.359:                                | 0379-A-12       | Navigator                                                             | Keep current year plus previous year | R        |

| SuDocs                             | Item      | Title                                                                  | Retention                                     | Regional |
|------------------------------------|-----------|------------------------------------------------------------------------|-----------------------------------------------|----------|
| <b>NATIONAL DEFENSE UNIVERSITY</b> |           |                                                                        |                                               |          |
| • D 5.402:                         | 0378-H-01 | General Publications (various titles)                                  | Discard if revised                            |          |
| • D 5.408:ST 9/                    | 0378-H-07 | Style Manual                                                           | Keep latest edition                           | R        |
| D 5.408/2:                         | 0378-H-07 | Joint Staff Officer's Guide                                            | Keep latest edition                           |          |
| D 5.411:                           | 0378-H-02 | Bibliographies and Lists of Publications                               | Discard if revised                            |          |
| D 5.414:                           | 0378-H-06 | National Defense University Catalog                                    | Keep latest edition                           |          |
| D 5.414/2:                         | 0378-H-06 | National Defense University, DOD Computer Institute Course Catalog     | Keep latest edition                           |          |
| • D 5.414/3:                       | 0378-H-06 | National Defense University, DOD Computer Institute Course Information | Keep latest of each title                     | R        |
| <b>DEFENSE LOGISTICAL AGENCY</b>   |           |                                                                        |                                               |          |
| • D 7.2:                           | 0314-A    | General Publications (various titles)                                  | Discard if revised                            |          |
| • D 7.6:                           | 0314-A    | Regulations, Rules, Instructions (various titles)                      | Keep latest edition                           |          |
| D 7.6/2-2:                         | 0314-A-01 | Handbooks H (series)                                                   | Keep latest edition                           |          |
| D 7.6/3:                           | 0314-A    | Manuals M (series)                                                     | Keep latest edition                           |          |
| D 7.6/4:                           | 0314-A    | Handbooks, Manuals, Guides                                             | Discard if revised                            |          |
| D 7.6/4-2:                         | 0314-A-03 | Standardization of Work Measurement - DOD 5010.15.1-M                  | Keep latest edition                           |          |
| D 7.6/5:                           | 0314-A-06 | Defense Logistics Procurement Regulations                              | Keep latest edition                           |          |
| D 7.6/6:                           | 0314-A    | DLA Regulations                                                        | Keep latest edition                           |          |
| D 7.6/7:                           | 0314-A    | DLA Handbooks                                                          | Keep latest edition                           |          |
| • D 7.6/7-2:                       | 0314-A    | Defense Fuel Supply Center Handbooks (various titles)                  | Keep latest edition                           |          |
| D 7.6/8:                           | 0314-A    | DLA Manuals                                                            | Keep latest edition                           |          |
| D 7.6/12:                          | 0314-A-02 | DOD Activity Address Directory                                         | Keep latest edition                           |          |
| D 7.6/13:                          | 0314-A-04 | Defense Reutilization and Marketing Service, DRMS-H (series)           | Keep latest edition                           |          |
| D 7.6/14:                          | 0314-A-05 | Defense Administrative Support Center Handbooks                        | Keep latest edition                           |          |
| • D 7.6/19:                        | 0314-A    | Defense Integrated Data System DIDS Procedures Manual                  | Looseleaf. Keep latest edition of each volume |          |
| • D 7.6/20:                        | 0314-A-13 | Customer Assistance Handbook                                           | Keep latest edition                           |          |
| • D 7.9/2:                         | 0314-A-08 | Federal Supply Catalog...                                              | Keep latest edition                           |          |
| D 7.10:                            | 0314-J    | Military Standards                                                     | Keep latest edition                           |          |
| D 7.11/2:                          | 0314-A    | Register of Planned Emergency Producers                                | Keep latest edition                           |          |
| D 7.33/2:                          | 0314-A-14 | Federal Catalog System, Training Course Catalog                        | Keep latest edition                           |          |

| SuDocs                                      | Item      | Title                                               | Retention            | Regional |
|---------------------------------------------|-----------|-----------------------------------------------------|----------------------|----------|
| D 7.38:                                     | 0314-A-15 | Food Service Equipment Catalog                      | Keep latest edition  |          |
| • D 7.41:                                   | 0314-V    | DLAPS Publications (CD-ROM)                         | Keep latest edition  |          |
| • D 7.43:                                   | 0314-A-18 | Log Lines                                           | Keep latest year     |          |
| <b>DEFENSE TECHNICAL INFORMATION CENTER</b> |           |                                                     |                      |          |
| • D 10.2:                                   | 0314-E    | General Publications (various titles)               | Discard if revised   |          |
| <b>NATIONAL GUARD BUREAU</b>                |           |                                                     |                      |          |
| • D 12.2:                                   | 0356      | General Publications (various titles)               | Discard if revised   |          |
| D 12.6:                                     | 0358      | Regulations                                         | Keep latest edition  |          |
| D 12.8:                                     | 0358      | Pamphlets                                           | Keep latest edition  |          |
| D 12.8/2:                                   | 0358      | Technician Personnel Pamphlets                      | Keep latest edition  |          |
| D 12.9/2:                                   | 0358-A    | Air National Guard Register                         | Keep latest edition  |          |
| D 12.10/2:                                  | 0358      | National Guard Bureau Manual                        | Keep latest edition  |          |
| D 12.11:                                    | 0358-B    | Air National Guard (series)                         | Keep current year    |          |
| D 12.12:                                    | 0358-B-01 | Army National Guard (series)                        | Keep current year    |          |
| • D 12.12/2:                                | 0358-B-01 | OKARNG Series                                       | Keep current year    |          |
| • D 12.16:                                  | 0356-A    | Education Service Plan WI National Guard            | Keep latest edition  |          |
| • D 12.17:                                  | 0358-B    | The National Guard Update (Air)                     | Keep current year    | R        |
| • D 12.17/2:                                | 0358-B-01 | The National Guard Update (Army)                    | Keep current year    | R        |
| <b>DEPARTMENT OF THE ARMY</b>               |           |                                                     |                      |          |
| D 101.6:                                    | 0323      | Regulations, Rules, Instructions                    | Keep latest issues   |          |
| D 101.6/4:                                  | 0327-A    | Army Procurement Procedure                          | Keep latest edition  |          |
| • D 101.6/5:                                | 0325-B    | Handbooks, Manuals, Guides (various titles)         | Discard if revised   |          |
| D 101.6/7:                                  | 0325-B-07 | TEC Lesson                                          | Keep latest edition  |          |
| D 101.6/11:                                 | 0325-B    | US Army Pocket Recruiting Guide                     | Keep latest edition  |          |
| D 101.9:                                    | 0323      | Army Regulations                                    | Keep latest issues   |          |
| D 101.9/4:                                  | 0323      | Headquarters Ft. McCoy Regulations                  | Keep latest edition  |          |
| D 101.9/5:                                  | 0323      | U.S. Army Recruiting Command USAREC Regulations     | Keep latest edition  |          |
| D 101.9/6:                                  | 0323      | First Army Regulations                              | Discard if revised   |          |
| D 101.11:                                   | 0329      | Technical Manuals (TM Series)                       | Keep latest editions |          |
| D 101.11/2:                                 | 0329      | Strategic Communications Command: Technical Manuals | Keep latest edition  |          |
| D 101.15:                                   | 0322-A    | Supply Bulletins (SB Series)                        | Keep latest issue    |          |
| D 101.16:                                   | 0322-A    | Supply Catalogs (SC Series)                         | Keep latest issue    |          |

| <b>SuDocs</b>      | <b>Item</b>                                                             | <b>Title</b>                                                                    | <b>Retention</b>                     | <b>Regional</b> |
|--------------------|-------------------------------------------------------------------------|---------------------------------------------------------------------------------|--------------------------------------|-----------------|
| D 101.20/2:        | 0324-A                                                                  | Army Training and Evaluation Program (ARTEP) Series                             | Keep latest issue                    |                 |
| D 101.22:          | 0327-E                                                                  | Pamphlets (Except Army Lawyer, Military Law Review, and DA-PAM 550 Series)      | Keep latest edition                  | R               |
| D 101.22:          | 0327-J                                                                  | Pamphlets (550 Series, Country Studies, etc.)                                   | Keep latest edition                  | R               |
| D 101.22/3:        | 0322-A;<br>0322-A-01 -<br>07; 0322-B-<br>02; 0325-B;<br>0327-E, K,<br>M | (Command, Installation, and School Pamphlets)                                   | Keep latest editions                 |                 |
| D 101.22/5:        | 0322-A                                                                  | Supply and Maintenance Command (SMC) Pamphlets                                  | Discard if revised                   |                 |
| D 101.22/6:        | 0327-K                                                                  | Military Traffic Management Command (MTMC) Pamphlets                            | Discard if revised                   |                 |
| D 101.22:25-30/    | 0327-P                                                                  | Consolidated Index of Army Publications and Blank Forms (DA PAM 25-30) (CD-ROM) | Keep latest edition                  |                 |
| D 101.24:          | 0324-B                                                                  | Training Circulars                                                              | Keep latest edition                  |                 |
| D 101.25:          | 0329                                                                    | Technical Bulletins                                                             | Keep latest edition                  | R               |
| D 101.42/4:        | 0323-A-01                                                               | EurArmy                                                                         | Keep current year plus previous year |                 |
| D 101.43:          | 0323-A                                                                  | Army Reserve Magazine                                                           | Keep current year plus previous year |                 |
| D 101.43/2:        | 0323-A                                                                  | RPI (series)                                                                    | Keep latest editions                 |                 |
| D 101.47/3: to /8: | 0325-C-01,02                                                            | (US Army Aviation Center Texts and Student Materials)                           | Keep latest edition                  |                 |
| D 101.48:          | 0327-D                                                                  | ROTC Manuals                                                                    | Keep latest editions                 |                 |
| D 101.60/7:        | 0329-B                                                                  | ARI Newsletter                                                                  | Keep current year plus previous year |                 |
| • D 101.66/3:      | 0330-F                                                                  | MTMC Expediter                                                                  | Keep current year plus previous year |                 |
| D 101.94/3:        | 0325-B-03                                                               | Army Management Engineering Training Activity: Course Catalog                   | Keep latest edition                  |                 |
| D 101.96/3:        | 0325-B-18                                                               | All Points Bulletin Autovon Directory                                           | Keep latest edition                  |                 |
| D 101.99:          | 0322-P                                                                  | CONUS Army Installations/Activities by Congressional District                   | Keep latest edition                  |                 |
| D 101.106/3:       | 0321-B-01                                                               | Recruiter Journal                                                               | Keep current year plus previous year |                 |
| D 101.118:         | 0327-E                                                                  | Officers' Call                                                                  | Keep current year plus previous year |                 |
| D 101.118/2:       | 0327-E                                                                  | Commanders' Notes                                                               | Keep current year plus previous year |                 |

| SuDocs                                   | Item               | Title                                                       | Retention                                                                                                  | Regional |
|------------------------------------------|--------------------|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|----------|
| D 101.118/3:                             | 0327-E             | NCO Call                                                    | Keep current year plus previous year                                                                       |          |
| D 101.118/4:                             | 0327-E             | Soldiers' Scene                                             | Keep current year plus previous year                                                                       |          |
| D 101.120:                               | 0325-M             | Directories                                                 | Keep latest edition                                                                                        |          |
| D 101.120/2:                             | 0325-M             | Worldwide Public Affairs Offices Directory                  | Keep latest edition                                                                                        |          |
| • D 101.129/5:                           | 0307-A-06          | Army Materiel Command (CD-ROM)                              | Keep latest edition                                                                                        |          |
| <b>CORPS OF ENGINEERS</b>                |                    |                                                             |                                                                                                            |          |
| • D 103.2:                               | 0337               | General Publications (various titles)                       | Discard if revised                                                                                         |          |
| D 103.4:                                 | 0337-B-02          | Circulars (EC Series)                                       | Keep latest edition                                                                                        |          |
| D 103.6/3:                               | 0338-A             | Manuals (EM Series)                                         | Keep latest edition                                                                                        |          |
| D 103.6/4:                               | 0341               | Engineer Regulations                                        | Keep latest edition                                                                                        |          |
| • D 103.6/5:                             | 0337-B             | Handbooks, Manuals, Guides (various titles)                 | Discard if revised                                                                                         |          |
| D 103.8:                                 | 0340               | Port Series                                                 | Keep latest edition                                                                                        | R        |
| D 103.35/1:<br>to /53:                   | 0335-A-01<br>to 53 | Water Resources Development in... (state name)              | Keep latest edition (Libraries should retain longer runs of the issues covering their own state or region) |          |
| D 103.66:                                | 0337-B-05          | Navigation Charts                                           | Keep latest edition                                                                                        |          |
| D 103.66/7:                              | 0337-B-14          | Navigation Conditions for...                                | Keep latest edition                                                                                        |          |
| D 103.71:                                | 0334-D             | Corps of Engineers Officer Directory                        | Keep latest edition                                                                                        |          |
| <b>PUBLICATIONS RELATING TO ORDNANCE</b> |                    |                                                             |                                                                                                            |          |
| • D 105.6/4:                             | 0325-G             | U.S. Army Ordnance and Chemical Center and School: Job Aids | Keep latest edition                                                                                        |          |
| <b>QUARTERMASTER GENERAL OF THE ARMY</b> |                    |                                                             |                                                                                                            |          |
| D 106.22:                                | 0363-C             | Quartermaster School Correspondence Subcourses              | Keep latest editions                                                                                       |          |
| <b>MILITARY ACADEMY WEST POINT</b>       |                    |                                                             |                                                                                                            |          |
| • D 109.2:                               | 0354               | General Publications (various titles)                       | Discard if revised                                                                                         |          |
| D 109.12:                                | 0354-B             | Handbooks, Manuals, Guides (various titles)                 | Discard if revised                                                                                         |          |
| <b>MILITARY HISTORY CENTER</b>           |                    |                                                             |                                                                                                            |          |
| • D 114.2:                               | 0344               | General Publications (various titles)                       | Discard if revised                                                                                         |          |
| D 114.10:                                | 0344-B             | Publications of Office, Chief of Military History           | Keep latest edition                                                                                        | R        |
| <b>DEPARTMENT OF THE NAVY</b>            |                    |                                                             |                                                                                                            |          |
| • D 201.2:                               | 0374               | General Publications (various titles)                       | Discard if revised                                                                                         |          |
| D 201.6/10:                              | 0373               | Navy Contracting Directives                                 | Keep latest issues                                                                                         |          |

| SuDocs                                      | Item      | Title                                                                         | Retention                            | Regional |
|---------------------------------------------|-----------|-------------------------------------------------------------------------------|--------------------------------------|----------|
| D 201.6/10-2:                               | 0373      | Navy Contracting Directives, Supplements                                      | Keep latest editions                 |          |
| • D 201.6/12:                               | 0370-A    | Handbooks, Manuals, Guides (various titles)                                   | Discard if revised                   |          |
| D 201.11:                                   | 0372      | Navy Regulations                                                              | Discard pages if revised             |          |
| D 201.25:                                   | 0370-C    | Navy Family Lifeline                                                          | Keep current year plus previous year |          |
| <b>JUDGE ADVOCATE GENERAL (NAVY)</b>        |           |                                                                               |                                      |          |
| • D 205.6/2:                                | 0380-A    | Handbooks, Manuals, Guides (various titles)                                   | Discard if revised                   |          |
| <b>MEDICINE AND SURGERY BUREAU</b>          |           |                                                                               |                                      |          |
| • D 206.6/3:                                | 0385-B    | Handbooks, Manuals, Guides (various titles)                                   | Discard if revised                   |          |
| D 206.7/A:                                  | 0385-D    | US Navy Medicine (separates)                                                  | Superseded by D 206.7:               |          |
| D 206.8/2:                                  | 0385-B    | Manual of Medical Department                                                  | Keep latest edition                  |          |
| <b>NAVAL EDUCATION AND TRAINING COMMAND</b> |           |                                                                               |                                      |          |
| • D 207.202:                                | 0404-A-03 | General Publications (various titles)                                         | Discard if revised                   |          |
| D 207.208/2:                                | 0404      | (Navy training courses and materials) to /7:                                  | Keep latest editions                 |          |
| <b>NAVAL MILITARY PERSONNEL COMMAND</b>     |           |                                                                               |                                      |          |
| • D 208.2:                                  | 0403      | General Publications (various titles)                                         | Discard if revised                   |          |
| D 208.6/2:                                  | 0403-A    | Navy Military Personnel Command (NAVPERS) Manual                              | Keep latest edition                  |          |
| • D 208.6/3:                                | 0403-A    | Handbooks, Manuals, Guides (various titles)                                   | Discard if revised                   |          |
| D 208.6/4:                                  | 0403-A-01 | Port Guides                                                                   | Keep latest edition                  |          |
| D 208.12:, /2: & /3:                        | 0405      | (Registers of Commissioned and Warrant Officers, active, reserve and retired) | Keep latest edition                  |          |
| <b>NAVAL ACADEMY (USNA)</b>                 |           |                                                                               |                                      |          |
| • D 208.102:                                | 0391      | General Publications (various titles)                                         | Discard if revised                   |          |
| D 208.107:                                  | 0389      | Annual Register                                                               | Keep latest edition                  |          |
| D 208.109:                                  | 0390-A    | Annapolis, USNA Catalog                                                       | Keep latest edition                  |          |
| <b>NAVAL FACILITIES ENGINEERING COMMAND</b> |           |                                                                               |                                      |          |
| • D 209.14:                                 | 0418-A    | Handbooks, Manuals, Guides (various titles)                                   | Discard if revised                   |          |
| D 209.14/2:                                 | 0418-A    | Design Manuals                                                                | Keep latest edition                  | R        |
| <b>NAVAL RESEARCH OFFICE</b>                |           |                                                                               |                                      |          |
| • D 210.2:                                  | 0407      | General Publications (various titles)                                         | Discard if revised                   |          |
| • D 210.6/2:                                | 0407-F    | Handbooks, Manuals, Guides (various titles)                                   | Discard if revised                   |          |
| <b>NAVAL SEA SYSTEMS COMMAND</b>            |           |                                                                               |                                      |          |
| • D 211.2:                                  | 0412      | General Publications (various titles)                                         | Discard if revised                   |          |

| SuDocs                              | Item      | Title                                                                                             | Retention                               | Regional |
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| • D 211.6/2:D<br>64/                | 0412-B    | U.S. Navy Diving Manual                                                                           | Keep latest revision                    | R        |
| <b>NAVAL SUPPLY SYSTEMS COMMAND</b> |           |                                                                                                   |                                         |          |
| • D 212.6/3:                        | 0415-B    | Handbooks, Manuals, Guides (various titles)                                                       | Discard if revised                      |          |
| • D 212.16:                         | 0307-A-01 | Hazardous Material Control and Management/<br>Hazardous Materials Information System (CD-<br>ROM) | Keep latest edition                     |          |
| <b>NAVAL OBSERVATORY</b>            |           |                                                                                                   |                                         |          |
| • D 213.2:                          | 0397      | General Publications (various titles)                                                             | Discard if revised                      |          |
| <b>U.S. MARINE CORPS</b>            |           |                                                                                                   |                                         |          |
| • D 214.2:                          | 0383      | General Publications (various titles)                                                             | Discard if revised                      |          |
| D 214.9:                            | 0384      | Marine Corps Manual                                                                               | Looseleaf. Discard pages if<br>revised  |          |
| D 214.9/2:                          | 0384      | Handbooks, Manuals, Guides (various titles)                                                       | Discard if revised                      |          |
| D 214.9/3:                          | 0384      | Technical Manuals                                                                                 | Keep most current of each               |          |
| D 214.9/4:                          | 0384      | Fleet Marine Force Manuals (FMFM Series)                                                          | Keep latest edition                     |          |
| D 214.11: &<br>11/3:                | 0383-D    | Officers on Active Duty in the Marine Corps<br>and Officers in the Marine Corps Reserve           | Keep latest edition                     |          |
| D 214.23:                           | 0384-A-06 | Continental Marine                                                                                | Keep current year plus<br>previous year |          |
| D 214.23/2:                         | 0384-A-04 | Dixie Digest                                                                                      | Keep current year plus<br>previous year |          |
| D 214.26:                           | 0384-A-05 | Crescent City Marine                                                                              | Keep current year plus<br>previous year |          |
| D 214.28:                           | 0384-A-03 | Publications Stocked by the Marine Corps                                                          | Keep latest edition                     |          |
| <b>MILITARY SEALIFT COMMAND</b>     |           |                                                                                                   |                                         |          |
| • D 216.2:                          | 0388-B-02 | General Publications (various titles)                                                             | Discard if revised                      |          |
| <b>DEPARTMENT OF THE AIR FORCE</b>  |           |                                                                                                   |                                         |          |
| • D 301.2:                          | 0424      | General Publications (various titles)                                                             | Discard if revised                      |          |
| D 301.6:                            | 0425      | Air Force Regulations                                                                             | Keep most current issues                |          |
| D 301.6:0-8/                        | 0425      | Numerical Index of Specialty Training<br>Standards                                                | Keep latest edition                     |          |
| D 301.7:                            | 0421      | Air Force Manuals                                                                                 | Keep latest edition                     |          |
| D 301.8:                            | 0422      | Citizen Airman                                                                                    | Keep current year plus<br>previous year |          |
| D 301.26/6:                         | 0422-K    | Air University Publications                                                                       | Keep latest edition                     | R        |
| D 301.26/12:                        | 0421-E-04 | AFROTC textbooks                                                                                  | Keep latest edition                     |          |
| D 301.26/16:                        | 0422-R-01 | Air University Catalog                                                                            | Keep latest edition                     |          |

| SuDocs                                         | Item                 | Title                                            | Retention                               | Regional |
|------------------------------------------------|----------------------|--------------------------------------------------|-----------------------------------------|----------|
| D 301.27:                                      | 0421                 | Air Weather Service Manuals                      | Keep latest edition                     |          |
| D 301.35:                                      | 0421-A               | Air Force Pamphlets                              | Keep latest editions of each            | R        |
| D 301.35/3:                                    | 0421-A               | Air Force System Command Pamphlets AFSCP         | Discard if revised                      | R        |
| D 301.35/6:<br>to /9                           | 0421-A;<br>0424-F-04 | (Installation of Command Pamphlets)              | Keep latest edition                     |          |
| D 301.45:                                      | 0422-B               | Air Force Systems Command Publications           | Keep latest editions                    |          |
| D 301.45/14-<br>2:                             | 0421                 | Air Force Systems Command Regulations            | Keep latest edition                     |          |
| D 301.45/14-<br>2:0-2/                         | 0421                 | Numerical Index of AFSC Publications             | Keep latest edition                     |          |
| D 301.45/14-<br>2:09/                          | 0421                 | Numerical Index of AFSC Forms                    | Keep latest edition                     |          |
| • D 301.62/2:                                  | 0424-I               | Bibliographies and Lists of Publications         | Keep latest edition                     | R        |
| D 301.72/2:                                    | 0421-C-03            | Road and Rec                                     | Keep current year plus<br>previous year |          |
| D 301.80/2:                                    | 0424-B-18            | General Catalog: MAC NCO Academy                 | Keep latest edition                     |          |
| D 301.104:<br>to 104/7:                        | 0424-B-16;<br>19-23  | Directories                                      | Keep latest edition                     |          |
| <b>JUDGE ADVOCATE GENERAL OF THE AIR FORCE</b> |                      |                                                  |                                         |          |
| • D 302.8:                                     | 0427-D               | Handbooks, Manuals, Guides (various titles)      | Discard if revised                      |          |
| <b>ADMINISTRATIVE SERVICES</b>                 |                      |                                                  |                                         |          |
| D 303.7:                                       | 0421-C-01            | Air Force Register                               | Keep latest edition                     |          |
| <b>AIR FORCE ACADEMY (USAFA)</b>               |                      |                                                  |                                         |          |
| • D 305.2:                                     | 0425-A-01            | General Publications (various titles)            | Discard if revised                      |          |
| • D 305.6/2:                                   | 0425-A-01            | Handbooks, Manuals, Guides (various titles)      | Discard if revised                      |          |
| D 305.6/3: &<br>6/4:                           | 0425-A-01            | Curriculum Handbook; Academic Majors<br>Handbook | Keep latest edition                     |          |
| D 305.8:                                       | 0425-A               | USAFA Catalog                                    | Keep latest edition                     |          |
| D 305.8/3:                                     | 0425-A-11            | Instructions to Applicants, Class of...          | Keep current year                       |          |
| D 305.16:                                      | 0425-A-02            | Contrails                                        | Keep latest edition only                |          |
| D 305.16/2:                                    | 0425-A-02            | Dash One, A Guide to Cadet Training              | Keep latest edition                     |          |
| D 305.20:                                      | 0425-A-09            | Directories                                      | Keep latest edition                     |          |
| <b>DEPARTMENT OF ENERGY</b>                    |                      |                                                  |                                         |          |
| • E 1.2:                                       | 0429-A               | General Publications (various titles)            | Discard if revised                      |          |
| • E 1.6:                                       | 0429-A-09            | Regulations, Rules, Instructions                 | Keep latest issue                       | R        |
| • E 1.8:                                       | 0429-B               | Handbooks, Manuals, Guides (various titles)      | Discard if revised                      |          |
| • E 1.8/3:                                     | 0429-D               | Study Guides                                     | Discard if revised                      | R        |

| SuDocs        | Item      | Title                                                                                           | Retention                                             | Regional |
|---------------|-----------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------|----------|
| E 1.8/4:      | 0429-D-01 | Guide to the U.S. Department of Energy, Board of Contract Appeals and Contract Adjustment Board | Keep latest edition                                   |          |
| E 1.9:        | 0429-C    | Interdisciplinary Student/Teacher Materials in Energy, the Environment, and the Economy         | Discard if revised                                    |          |
| E 1.12:       | 0429-F    | Headquarters DOE Telephone Directory                                                            | Keep latest issue                                     |          |
| E 1.12/2:     | 0429-F-01 | Brookhaven National Laboratory Telephone Directory                                              | Keep latest issue                                     |          |
| E 1.12/3:     | 0429-F    | National Telephone Directory                                                                    | Keep latest issue                                     |          |
| E 1.12/4:     | 0429-F    | Telephone Directory, Rockwell International, Rocky Flats Plant                                  | Keep latest issue                                     |          |
| • E 1.13:     | 0429-G    | Bibliographies and Lists of Publications                                                        | Discard if revised                                    | R        |
| • E 1.16:     | 0429-H    | Environment, DOE/EV (series)                                                                    | Discard if revised                                    | R        |
| • E 1.16/2:   | 0429-H    | Environmental Readiness Documents DOE/ERD (series)                                              | Discard if revised                                    | R        |
| • E 1.19/2:   | 0429-N    | Energy Related Laboratory Equipment Catalog                                                     | Keep latest year                                      |          |
| E 1.25:       | 0429-T-01 | Information Publications, DOE/OPA (series)                                                      | Discard if revised                                    |          |
| E 1.26:       | 0429-T-02 | Conservation and Solar Applications DOE/CS (series)                                             | Discard if revised                                    |          |
| • E 1.28:     | 0429-T-04 | Contractor Research and Development Reports                                                     | Discard if revised                                    |          |
| • E 1.30:     | 0429-T-07 | Resource Applications, RA (series)                                                              | Discard if revised                                    |          |
| • E 1.35/2-3: | 0429-T-14 | Listing of Awardee Names, Active Awards (quarterly)                                             | Discard when annual directory published (E 1.35/2-7:) | R        |
| • E 1.35/2-5: | 0429-T-67 | Listing of Awardee Names, Inactive Awards                                                       | Discard when annual directory published (E 1.35/2-7:) | R        |
| • E 1.35/2-6: | 0429-N-03 | Listing of Awardee Names, Retired Awards (annual)                                               | Discard when annual directory published (E 1.35/2-7:) | R        |
| • E 1.35/2-7: | 0429-N-02 | Directory of Awardee Names (annual)                                                             | Keep current year plus previous year                  | R        |
| E 1.38/3:     | 0429-P-05 | Science Activities in Energy                                                                    | Discard if revised                                    |          |
| E 1.55:       | 0429-T-31 | Energy Information Data Base: Subject Thesaurus                                                 | Keep latest edition                                   |          |
| E 1.57:       | 0429-T-33 | Factsheet, EDM-1043 (series)                                                                    | Discard if revised                                    |          |
| • E 1.81:     | 0474-C-01 | DOE/PE (Policy and Evaluation) (series)                                                         | Discard if revised                                    |          |
| • E 1.82:     | 0474-A-04 | DOE/IA (International Affairs) (series)                                                         | Discard if revised                                    |          |
| E 1.98:       | 0429-A-10 | NBL Certified Reference Materials Catalog                                                       | Keep latest edition and Supplement                    | R        |
| • E 1.122/2:  | 0429-A-39 | Forecast Contracting and Subcontracting Opportunities                                           | Keep current year plus previous year                  |          |

| SuDocs                                      | Item      | Title                                                                                                               | Retention                                                            | Regional |
|---------------------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|----------|
| <b>FEDERAL ENERGY REGULATORY COMMISSION</b> |           |                                                                                                                     |                                                                      |          |
| • E 2.2:                                    | 0429-V-04 | General Publications (various titles)                                                                               | Discard if revised                                                   |          |
| • E 2.6:                                    | 0429-V-07 | Regulations, Rules, Instructions                                                                                    | Keep latest edition                                                  | R        |
| • E 2.8:                                    | 0429-L-04 | Handbooks, Manuals, Guides (various titles)                                                                         | Discard if revised                                                   |          |
| E 2.12/2:                                   | 0429-L-05 | Telephone Directory                                                                                                 | Keep latest issue                                                    |          |
| E 2.17:                                     | 0438-C    | Federal Energy Guidelines, FERC Reports                                                                             | Looseleaf. Discard pages if revised. Keep latest edition             |          |
| E 2.18:                                     | 0438-C-01 | Federal Energy Guidelines, Statutes and Regulations                                                                 | Looseleaf. Discard pages if revised. Keep latest edition             |          |
| • E 2.26:                                   | 0429-W    | Alphabetical List of Projects and Alphabetical List of Owners Projects Licensed, Exempted, and Applications Pending | Keep current year plus previous year                                 | R        |
| <b>ENERGY INFORMATION ADMINISTRATION</b>    |           |                                                                                                                     |                                                                      |          |
| • E 3.2:                                    | 0429-T-11 | General Publications (various titles)                                                                               | Discard if revised                                                   |          |
| • E 3.8:                                    | 0429-T-24 | Handbooks, Manuals, Guides (various titles)                                                                         | Discard if revised                                                   |          |
| • E 3.9/2:                                  | 0434-C    | Monthly Energy Review Database                                                                                      | Keep latest multi-year cumulation, December issue, and current month |          |
| • E 3.11:                                   | 0435-E-10 | Natural Gas Monthly                                                                                                 | Discard when superseded by Natural Gas Annual (E 3.11/2- 2:)         |          |
| • E 3.11/5:                                 | 0435-J-01 | Petroleum Supply Monthly                                                                                            | Discard when superseded by Petroleum Supply Annual (E 3.11/5-5:)     |          |
| E 3.11/7-7:                                 | 0435-E-27 | Coal Data: A Reference, DOE/EIA-0064                                                                                | Keep latest edition                                                  | R        |
| • E 3.11/17-8:                              | 0435-E-18 | Electric Power Monthly                                                                                              | Discard when superseded by Electric Power Annual (E 3.11/17-10:)     |          |
| • E 3.11/17-13:                             | 0429-X-13 | Monthly Power Plant Report                                                                                          | Keep latest multi-year cumulation, December issue, and current month |          |
| • E 3.17/14:                                | 0429-X-14 | Monthly Electric Utility Sales                                                                                      | Keep latest multi-year cumulation, December issue, and current month |          |
| • E 3.13/4:                                 | 0434-A-20 | Petroleum Marketing Monthly                                                                                         | Discard when superseded by Petroleum Marketing Annual (E 3.13/4-2:)  |          |
| E 3.27/4:                                   | 0429-T-49 | EIA Publications, New Releases                                                                                      | Keep current year plus previous year & annual updates                | R        |
| • E 3.27/7:                                 | 0429-X-18 | EIA Directory of Electronic Products                                                                                | Keep latest issue                                                    | R        |
| E 3.33:                                     | 0435-E-08 | Energy Information Directory                                                                                        | Keep latest issue                                                    |          |

| SuDocs                                    | Item      | Title                                                                                       | Retention                                           | Regional |
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| • E 3.34/2:                               | 0429-K-04 | Oil and Gas Field Code Master List                                                          | Keep latest edition                                 | R        |
| • E 3.42/4:                               | 0435-P    | State Energy Price Expenditure                                                              | Keep latest multi-year cumulation and current issue |          |
| E 3.48:                                   | 0429-T-44 | Directory of Energy Information Administration Model Abstracts                              | Keep latest issue                                   |          |
| <b>ECONOMIC REGULATORY ADMINISTRATION</b> |           |                                                                                             |                                                     |          |
| • E 4.2:                                  | 0429-L-01 | General Publications (various titles)                                                       | Discard if revised                                  |          |
| • E 4.8:                                  | 0429-L    | Handbooks, Manuals, Guides (various titles)                                                 | Discard if revised                                  |          |
| <b>BONNEVILLE POWER ADMINISTRATION</b>    |           |                                                                                             |                                                     |          |
| • E 5.2:                                  | 0606-A-01 | General Publications (various titles)                                                       | Discard if revised                                  |          |
| • E 5.8:                                  | 0606-A-02 | Handbooks, Manuals, Guides (various titles)                                                 | Discard if revised                                  |          |
| <b>WESTERN AREA POWER ADMINISTRATION</b>  |           |                                                                                             |                                                     |          |
| • E 6.2:                                  | 0430-K-01 | General Publications (various titles)                                                       | Discard if revised                                  |          |
| • E 6.8:                                  | 0430-K-02 | Handbooks, Manuals, Guides (various titles)                                                 | Discard if revised                                  |          |
| <b>SOUTHEASTERN POWER ADMINISTRATION</b>  |           |                                                                                             |                                                     |          |
| • E 8.8:                                  | 0430-K-06 | Handbooks, Manuals, Guides (various titles)                                                 | Discard if revised                                  |          |
| <b>DEPARTMENT OF EDUCATION</b>            |           |                                                                                             |                                                     |          |
| • ED 1.2:                                 | 0455-B-02 | General Publications (various titles)                                                       | Discard if revised                                  |          |
| ED 1.8:                                   | 0461-B-01 | Handbooks, Manuals, Guides (various titles)                                                 | Discard if revised                                  |          |
| ED 1.8/2:                                 | 0461-B-01 | The Student Guide, Five Financial Aid Programs                                              | Keep latest edition                                 |          |
| ED 1.8/3:                                 | 0461-B-01 | Application Development Guide, Talent Search Program                                        | Keep latest edition                                 |          |
| ED 1.10/2:                                | 0455-B-18 | Guide to Department of Education Programs                                                   | Keep latest edition                                 |          |
| • ED 1.17:                                | 0455-D    | Bibliographies and Lists of Publications                                                    | Discard if revised                                  | R        |
| ED 1.17/3:                                | 0455-D    | Vocational Instructional Materials Available from Federal Agencies                          | Keep latest edition                                 |          |
| • ED 1.23:                                | 0461      | FIPSE (publications)                                                                        | Discard if revised                                  | R        |
| ED 1.23/2:                                | 0461      | FIPSE, Application for Grants Under the Comprehensive Program                               | Keep latest edition                                 |          |
| • ED 1.23/3:                              | 0461      | FIPSE, Innovative Projects for Student Community Service                                    | Keep latest edition                                 | R        |
| ED 1.23/4:                                | 0461      | FIPSE, Lectures Program Information and Application Materials                               | Keep latest edition                                 |          |
| ED 1.23/5:                                | 0461      | FIPSE, Drug Prevention Programs in Higher Education, Information and Application Procedures | Keep latest edition                                 |          |

| SuDocs       | Item      | Title                                                                                                                                                                                                                     | Retention                                                                                          | Regional |
|--------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|----------|
| ED 1.23/7:   | 0461      | FIPSE, Drug Programs in Higher Education, Information and Application Procedures for: The Institution Wide Program Competition                                                                                            | Keep latest edition                                                                                |          |
| ED 1.23/8:   | 0461      | FIPSE, Drug Prevention Programs in Higher Education, Information and Application Procedures for: The Specific Approaches to Prevention Competition, Invitational Priority; Higher Education Consortia for Drug Prevention | Keep latest edition                                                                                |          |
| • ED 1.23/9: | 0461      | FIPSE, Special Focus Competition: College-School Partnership to Improve Learning of Essential Academic Subjects, Kindergarten through College                                                                             | Keep latest edition                                                                                |          |
| ED 1.24:     | 0455-K    | Telephone Directory                                                                                                                                                                                                       | Keep latest edition                                                                                |          |
| ED 1.24/2:   | 0455-D-01 | OERI (Office of Educational Research and Improvement) Directory of Computer Tapes                                                                                                                                         | Keep latest edition                                                                                |          |
| ED 1.29:     | 0455-A-03 | Catalog of Federal Education Assistance Programs                                                                                                                                                                          | Keep latest edition                                                                                | R        |
| ED 1.29/2:   | 0455-A-03 | OSEA Program Book                                                                                                                                                                                                         | Discard pages if revised. Keep latest edition                                                      |          |
| ED 1.30/2:   | 0461-B-10 | Directories                                                                                                                                                                                                               | Keep latest edition                                                                                |          |
| ED 1.30/3:   | 0461-B-11 | The Challenge Network Membership Directory                                                                                                                                                                                | Keep latest edition                                                                                |          |
| ED 1.30/4:   | 0461-B-10 | Directory of Services                                                                                                                                                                                                     | Keep latest edition                                                                                |          |
| ED 1.32/2:   | 0461-B    | Higher Education and the Handicapped, Resource Directory                                                                                                                                                                  | Keep latest edition                                                                                | R        |
| ED 1.32/4:   | 0461-B    | Handicapped Children's Early Education Program                                                                                                                                                                            | Keep latest edition                                                                                | R        |
| • ED 1.33/2: | 0461-D-06 | Bi-Annual Professional Development Program                                                                                                                                                                                | Keep latest edition                                                                                | R        |
| ED 1.34:     | 0461-B-03 | Federal Assistance for Programs Serving the Handicapped                                                                                                                                                                   | Keep latest edition (This is excerpted from the Catalog of Federal Domestic Assistance PREX 2.20:) |          |
| • ED 1.38:   | 0455-F    | Accredited Postsecondary Institutions and Programs                                                                                                                                                                        | Keep latest edition                                                                                | R        |
| ED 1.40/2:   | 0455-B-05 | National Defense and Direct Student Loan Program, Directory of Designated Low-Income Schools for Teacher Cancellation Benefits                                                                                            | Keep latest edition                                                                                |          |
| ED 1.40/3:   | 0455-B-04 | COL Series                                                                                                                                                                                                                | Discard if revised                                                                                 |          |
| ED 1.42:     | 0455-D    | Higher Education Opportunities for Minorities and Women, Annotated Selection                                                                                                                                              | Keep latest edition                                                                                | R        |
| ED 1.45:     | 0461-B-01 | Counselor's Handbook, a Federal Student Aid Reference                                                                                                                                                                     | Keep latest edition                                                                                | R        |
| ED 1.45/2:   | 0455-B-06 | The Pell Grant Formula                                                                                                                                                                                                    | Keep latest edition                                                                                | R        |

| SuDocs       | Item      | Title                                                                | Retention                   | Regional |
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| • ED 1.45/4: | 0461-B-04 | Federal Student Financial Aid Handbook                               | Keep latest edition         | R        |
| • ED 1.47:   | 0455-B-08 | Regulations, Rules, Instructions                                     | Discard if revised          | R        |
| ED 1.65:     | 0455-B-12 | Numeric List of Educational Institutions                             | Keep latest edition         |          |
| ED 1.66:     | 0455-B-11 | Alphabetic List of Lenders                                           | Keep latest edition         |          |
| ED 1.67:     | 0455-B-11 | Numeric List of Lenders                                              | Keep latest edition         |          |
| ED 1.68:     | 0455-B-12 | Alphabetic List of Educational Institutions                          | Keep latest edition         |          |
| ED 1.69/2:   | 0455-B-07 | Application Development Guide Upward Bound Program for Program Year  | Keep latest edition         |          |
| ED 1.72:     | 0455-B-14 | Request for Proposal (series)                                        | Dated. Discard when expired |          |
| ED 1.73:     | 0455-B-15 | Forms                                                                | Discard if revised          |          |
| ED 1.81:     | 0455-B-23 | The Congressional Methodology                                        | Keep latest edition         |          |
| ED 1.82:     | 0455-B-22 | FISAP (Fiscal Operations Report/Application to Participate) Workshop | Keep latest edition         |          |

#### NATIONAL CENTER FOR EDUCATIONAL STATISTICS

|             |           |                                                                             |                          |   |
|-------------|-----------|-----------------------------------------------------------------------------|--------------------------|---|
| • ED 1.102: | 0461-A-01 | General Publications (various titles)                                       | Discard if revised       |   |
| • ED 1.108: | 0461-A-03 | Handbooks, Manuals, Guides (various titles)                                 | Discard if revised       |   |
| ED 1.109/A: | 0461-A-12 | Condition of Education (separates)                                          | Reprinted from ED 1.109: |   |
| ED 1.111:   | 0461-A-16 | Education Directory: Colleges and Universities                              | Keep latest edition      | R |
| ED 1.111/2: | 0460-B-01 | Directory of Public Elementary and Secondary Education Agencies             | Keep latest edition      | R |
| ED 1.111/3: | 0461-A-16 | Education Directory: State Education Agency Officials                       | Keep latest edition      | R |
| ED 1.111/4: | 0461-A-21 | Directory of Postsecondary Institutions                                     | Keep latest edition      | R |
| • ED 1.114: | 0461-A-17 | Bibliographies and Lists of Publications                                    | Discard if revised       | R |
| ED 1.116/2: | 0460-A-52 | Institutions of Higher Education, Index by State and Congressional District | Keep latest edition      | R |
| ED 1.121/3: | 0461-A-15 | College Costs, Basic Student Charges, 2-year and 4-year Institutions        | Keep latest edition      | R |
| ED 1.127:   | 0460-B-04 | Survey of College Graduates, ED (NCES) Form 2385                            | Keep latest edition      |   |
| ED 1.129:   | 0461-A-19 | Directory of Library Networks and Cooperative Library Organizations         | Keep latest edition      |   |
| ED 1.130:   | 0461-A-20 | Directories                                                                 | Keep latest edition      |   |

#### SPECIAL EDUCATION AND REHABILITATIVE SERVICES OFFICE

|             |           |                                             |                    |   |
|-------------|-----------|---------------------------------------------|--------------------|---|
| • ED 1.202: | 0529      | General Publications (various titles)       | Discard if revised |   |
| • ED 1.208: | 0529-B    | Handbooks, Manuals, Guides (various titles) | Discard if revised |   |
| • ED 1.209: | 0506-C-05 | Bibliographies and Lists of Publications    | Discard if revised | R |

| <b>SuDocs</b>                                      | <b>Item</b> | <b>Title</b>                                                                                   | <b>Retention</b>                                              | <b>Regional</b> |
|----------------------------------------------------|-------------|------------------------------------------------------------------------------------------------|---------------------------------------------------------------|-----------------|
| ED 1.209/2:                                        | 0506-C-05   | Catalog of Captioned General Interest Videos and Films                                         | Keep latest edition                                           | R               |
| ED 1.209/2-2:                                      | 0506-C-05   | Catalog of Educational Captioned Films/Videos for the Deaf                                     | Keep latest edition                                           |                 |
| • ED 1.215:                                        | 0529-D-02   | NIDRR Program Directory                                                                        | Keep latest edition                                           |                 |
| <b>EDUCATIONAL RESEARCH AND IMPROVEMENT OFFICE</b> |             |                                                                                                |                                                               |                 |
| • ED 1.302:P 94/5                                  | 0461-D-05   | Programs and Plans of the National Center for Education Statistics                             | Keep latest edition                                           |                 |
| • ED 1.308:                                        | 0455-G-04   | Handbooks, Manuals, Guides (various titles)                                                    | Discard if revised                                            |                 |
| ED 1.310/3:                                        | 0466-A-01   | Thesaurus of ERIC Descriptors.                                                                 | Keep latest edition                                           | R               |
| • ED 1.317:                                        | 0455-G-06   | Bibliographies and Lists of Publications                                                       | Discard if revised                                            | R               |
| • ED 1.317/2:                                      | 0455-G-06   | Recent Publications of the Department of Education in ERIC                                     | Appear in ERIC Database. Keep current year plus previous year |                 |
| ED 1.321:                                          | 0455-G-09   | Funding Opportunities at NIE: Grants Competitions and Requests for Proposals in Fiscal Year    | Keep latest edition                                           |                 |
| ED 1.324:                                          | 0461-D-05   | Request for Proposal                                                                           | Dated. Discard when expired                                   |                 |
| • ED 1.330:                                        | 0461-G      | Directories                                                                                    | Keep latest edition                                           |                 |
| <b>ELEMENTARY AND SECONDARY EDUCATION OFFICE</b>   |             |                                                                                                |                                                               |                 |
| • ED 1.402:                                        | 0461-H      | General Publications (various titles)                                                          | Discard if revised                                            |                 |
| • ED 1.408:                                        | 0461-B-02   | Handbooks, Manuals, Guides (various titles)                                                    | Discard if revised                                            |                 |
| • ED 1.410:                                        | 0461-H-01   | Application for Grants, Formula Grants to Local Educational Agencies                           | Keep latest edition                                           | R               |
| <b>ENVIRONMENTAL PROTECTION AGENCY</b>             |             |                                                                                                |                                                               |                 |
| • EP 1.2:                                          | 0431-I-01   | General Publications (various titles)                                                          | Discard if revised                                            |                 |
| EP 1.6:                                            | 0431-I-56   | Regulations, Rules, Instructions                                                               | Discard if revised                                            |                 |
| EP 1.8:                                            | 0431-K      | Handbooks, Manuals, Guides (various titles)                                                    | Discard if revised                                            |                 |
| • EP 1.8:H 99/                                     | 0431-R      | Hyperventilate                                                                                 | Keep latest edition                                           | R               |
| EP 1.8/2:                                          | 0431-J-07   | Assistance Administration Manual                                                               | Looseleaf. Discard pages if revised                           |                 |
| EP 1.8/3:                                          | 0431-K-01   | Development Documents for Effluent Limitations Guidelines and New Source Performance Standards | Discard if revised                                            | R               |
| EP 1.8/4:                                          | 0431-K-02   | Economic Analysis of Proposed Effluent Guidelines                                              | Discard if revised                                            | R               |
| EP 1.8/4-2:                                        | 0431-K-03   | Economic Analysis of Pretreatment Standards                                                    | Discard if revised                                            |                 |
| EP 1.8/4-3:                                        | 0431-K-03   | Proposed Effluent Guidelines                                                                   | Discard if revised                                            |                 |
| EP 1.8/4-4:                                        | 0431-K-08   | Industrial Effluent Standards                                                                  | Discard if revised                                            |                 |

| SuDocs          | Item      | Title                                                                       | Retention                                                | Regional |
|-----------------|-----------|-----------------------------------------------------------------------------|----------------------------------------------------------|----------|
| EP 1.8/6:       | 0431-I-50 | OAQPS Guidelines Series                                                     | Discard if revised                                       |          |
| EP 1.8/8:       | 0431-I-52 | Water Quality Management Guidance                                           | Discard if revised                                       |          |
| EP 1.8/9:       | 0431-I-70 | ORD Extramural Program Guide                                                | Keep latest edition                                      |          |
| EP 1.8/11:      | 0431-K    | Operating Year Guidance                                                     | Keep latest edition                                      |          |
| • EP 1.8/13:    | 0431-K    | Access EPA                                                                  | Keep latest edition                                      | R        |
| EP 1.12:        | 0431-I-22 | Telephone Directory                                                         | Keep latest issue                                        |          |
| EP 1.12/3:      | 0431-I-22 | Information Resources Directory                                             | Keep latest edition                                      |          |
| EP 1.17:        | 0431-I-07 | Solid Waste Management Series SW                                            | Discard if revised                                       | R        |
| EP 1.17/5:      | 0431-I-07 | Reusable News                                                               | Keep current year plus previous year                     |          |
| EP 1.21:        | 0431-I-09 | Bibliographies and Lists of Publications                                    | Discard if revised                                       |          |
| EP 1.21/6-2:    | 0431-I-39 | ORD Publications Announcements                                              | Keep latest edition                                      |          |
| EP 1.21/7:      | 0431-I-39 | EPA Report Bibliography, Quarterly Abstract Bulletin                        | Superseded by EPA Cumulative Bibliography (EP 1.21/7-2:) |          |
| EP 1.21/7-2:    | 0431-I-39 | EPA Cumulative Bibliography                                                 | Keep latest edition                                      |          |
| EP 1.23:        | 0431-I-11 | Ecological Research Series                                                  | Discard if revised                                       |          |
| EP 1.23/6-2:    | 0431-J    | EPA Research Program Guide                                                  | Keep latest edition                                      |          |
| EP 1.31:        | 0431-I-37 | Journal Holdings Report                                                     | Keep latest edition                                      | R        |
| EP 1.32:        | 0431-I-17 | EXPRO, Listing of Extramural Projects to be Funded                          | Keep latest edition                                      |          |
| EP 1.53/2:      | 0431-I-76 | Air Quality Criteria                                                        | Discard if revised                                       |          |
| EP 1.56/4:      | 0431-L-05 | State Priority Lists for Construction Grants for Wastewater Treatment Works | Keep latest edition                                      |          |
| EP 1.67/A:      | 0431-I-66 | EPA Journal Reprint                                                         | Discard if EP 1.67: has been received                    |          |
| EP 1.81/2:      | 0431-K-04 | Research Outlook                                                            | Keep latest edition                                      |          |
| EP 1.93:        | 0431-J-01 | Environmental Outlook                                                       | Keep latest edition                                      |          |
| EP 1.94:        | 0431-K-09 | Biology and Control of Insects and Related Pests                            | Discard if revised                                       |          |
| EP 1.95:        | 0431-K-10 | Environmental Hotline                                                       | Keep latest edition                                      |          |
| EP 1.99:        | 0431-J-10 | Maps and Atlases                                                            | Discard if revised                                       |          |
| EP 1.101:       | 0431-J-06 | Forms                                                                       | Discard if revised                                       |          |
| EP 1.102:       | 0431-J-13 | Directories                                                                 | Keep latest edition                                      |          |
| EP 1.103:       | 0431-I-09 | OSWER Training Course Catalog                                               | Keep latest edition                                      |          |
| • EP 1.104:V 55 | 0431-R    | Vendor FACTS (diskettes)                                                    | Keep latest edition                                      |          |
| • EP 1.104/2:   | 0431-R-01 | EPA DOC (CD-ROM)                                                            | Keep latest edition                                      |          |

| SuDocs                                            | Item      | Title                                                                   | Retention                                 | Regional |
|---------------------------------------------------|-----------|-------------------------------------------------------------------------|-------------------------------------------|----------|
| • EP 1.109:                                       | 0431-T    | Air CHIEF (CD-ROM)                                                      | Keep latest edition                       |          |
| WATER PROGRAMS OPERATIONS OFFICE                  |           |                                                                         |                                           |          |
| • EP 2.2:                                         | 0473-A-01 | General Publications (various titles)                                   | Discard if revised                        |          |
| EP 2.3/3:                                         | 0473-A-11 | IRC (Instructional Resource Center) Bulletin                            | Keep latest issue                         |          |
| EP 2.6:                                           | 0473-A-13 | Regulations, Rules, Instructions                                        | Discard if revised                        |          |
| EP 2.8:                                           | 0607-C    | Handbooks, Manuals, Guides (various titles)                             | Discard if revised                        |          |
| EP 2.17:                                          | 0473-A-01 | Inventory Municipal Waste Facilities, Cooperative State Reports         | Keep latest edition                       |          |
| EP 2.17/2:                                        | 0473-A-09 | National Water Quality Inventory Report to Congress                     | Keep latest edition                       |          |
| EP 2.29:                                          | 0473-A-12 | Office of Water Operating Guidance and Accountability System            | Keep current year                         |          |
| EP 2.30:                                          | 0473-A-14 | Innovative and Alternative Technology Projects: A Progress Report       | Keep current year                         |          |
| AIR QUALITY PLANNING STANDARDS OFFICE             |           |                                                                         |                                           |          |
| • EP 4.2:                                         | 0483-E-01 | General Publications (various titles)                                   | Discard if revised                        |          |
| • EP 4.8:                                         | 0483-E-02 | Handbooks, Manuals, Guides (various titles)                             | Discard if revised                        |          |
| EP 4.9:                                           | 0483-E    | Air Programs Office Publication                                         | Discard if revised                        |          |
| EP 4.13:                                          | 0483-E-06 | Air Pollution Training Courses                                          | Keep latest edition                       |          |
| EP 4.16:                                          | 0483-E-07 | Progress in Prevention and Control of Air Pollution, Report to Congress | Keep latest edition                       |          |
| EP 4.17:                                          | 0483-E-14 | Source Category Survey                                                  | Discard if revised                        |          |
| EP 4.19:                                          | 0483-E-09 | Review of Standards of Performance for New Stationary Sources           | Discard when update for title is received |          |
| EP 4.21:                                          | 0483-E-12 | APTI (Air Pollution Training Institute)                                 | Keep latest issue                         |          |
| EP 4.23:                                          | 0483-E-17 | National Air Toxics Information Clearinghouse Newsletter                | Keep current year plus previous year      |          |
| • EP 4.24:                                        | 0483-E-16 | National Air Pollutant Emission Trends                                  | Keep current year                         | R        |
| EP 4.25:                                          | 0483-E    | Bibliographies and Lists of Publications                                | Discard if revised                        |          |
| • EP 4.26:                                        | 0483-E-18 | Directories                                                             | Keep latest edition                       |          |
| PREVENTION, PESTICIDE AND TOXIC SUBSTANCES OFFICE |           |                                                                         |                                           |          |
| • EP 5.2:                                         | 0473-B-01 | General Publications (various titles)                                   | Discard if revised                        |          |
| EP 5.8:                                           | 0473-B-02 | Handbooks, Manuals, Guides (various titles)                             | Discard if revised                        |          |
| EP 5.8/2:                                         | 0473-B-02 | Apply Pesticides Correctly, Guide for Commercial Applicators            | Discard if revised                        |          |
| EP 5.11:                                          | 0473-B-03 | EPA Compendium of Registered Pesticides, vol. 1-5                       | Keep latest edition                       |          |
| EP 5.12:                                          | 0473-B-11 | Bibliographies and Lists of Publications                                | Keep latest edition                       |          |

| SuDocs                                        | Item      | Title                                                          | Retention                            | Regional |
|-----------------------------------------------|-----------|----------------------------------------------------------------|--------------------------------------|----------|
| EP 5.15/2:                                    | 0473-B-07 | TSCA Chemical Assessment Series                                | Discard if revised                   |          |
| EP 5.15/3:                                    | 0473-B-09 | TSCA Economic Analysis Series                                  | Discard if revised                   |          |
| EP 5.17:                                      | 0473-B-12 | Pesticide Registration Standard                                | Discard if revised                   |          |
| EP 5.18:                                      | 0473-B-14 | Toxic Integration Information Series                           | Discard if revised                   | R        |
| EP 5.20:                                      | 0473-B-15 | Chemical Information Fact Sheets                               | Discard if revised                   |          |
| • EP 5.22/2:                                  | 0473-H    | Toxic Release Inventory (CD-ROM)                               | Keep latest cumulation               | R        |
| • EP 5.22/3:                                  | 0473-H-01 | Toxic Chemical Release Inventory Reporting Form R Instructions | Keep latest edition                  |          |
| <b>RADIATION PROGRAMS OFFICE</b>              |           |                                                                |                                      |          |
| • EP 6.2:                                     | 0431-I-18 | General Publications (various titles)                          | Discard if revised                   |          |
| EP 6.8:                                       | 0498-C-03 | Handbooks, Manuals, Guides (various titles)                    | Discard if revised                   |          |
| <b>TECHNOLOGY TRANSFER</b>                    |           |                                                                |                                      |          |
| • EP 7.2:                                     | 0473-C-01 | General Publications (various titles)                          | Discard if revised                   |          |
| EP 7.8:                                       | 0473-C-03 | Handbooks, Manuals, Guides (various titles)                    | Discard if revised                   |          |
| EP 7.8/2:                                     | 0473-C-03 | Process Design Manual for (various titles)                     | Discard if revised                   |          |
| EP 7.9:                                       | 0473-C-02 | Technology Transfer                                            | Keep current year plus previous year |          |
| <b>WATER REGULATIONS AND STANDARDS OFFICE</b> |           |                                                                |                                      |          |
| EP 8.8:                                       | 0473-F    | Handbooks, Manuals, Guides (various titles)                    | Discard if revised                   |          |
| <b>FINE ARTS COMMISSION</b>                   |           |                                                                |                                      |          |
| FA 1.2:H 62/                                  | 0432      | The Commission of Fine Arts: A Brief History...                | Keep latest edition                  |          |
| <b>FEDERAL EMERGENCY MANAGEMENT AGENCY</b>    |           |                                                                |                                      |          |
| • FEM 1.2:                                    | 0216-A-05 | General Publications (various titles)                          | Discard if revised                   |          |
| • FEM 1.6:                                    | 0216-A-13 | Regulations, Rules, Instructions                               | Discard if revised                   | R        |
| • FEM 1.8:                                    | 0216-A-07 | Handbooks, Manuals, Guides (various titles)                    | Discard if revised                   |          |
| FEM 1.8/2:                                    | 0216-A-11 | CPG (series)                                                   | Discard if revised                   |          |
| FEM 1.8/3:                                    | 0857-D-10 | Handbooks, H (series)                                          | Discard if revised                   | R        |
| FEM 1.11:                                     | 0857-D-05 | Leaflet, L (series) (numbered)                                 | Discard if revised                   | R        |
| FEM 1.13:                                     | 0320-B-09 | HS (series) (numbered)                                         | Discard if revised                   | R        |
| • FEM 1.14:                                   | 0216-A-06 | Telephone Directory                                            | Keep latest issue                    | R        |
| FEM 1.14/2:                                   | 0216-A-20 | Directories                                                    | Keep latest issue                    |          |
| FEM 1.17/2:                                   | 0216-A-12 | Emergency Management Institute, Catalog of Courses             | Keep latest issue                    |          |
| FEM 1.17/3:                                   | 0216-A-12 | National Fire Academy, Catalog of Resident Courses             | Keep latest issue                    |          |

| SuDocs                                  | Item               | Title                                                                                                                                          | Retention                                    | Regional |
|-----------------------------------------|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|----------|
| FEM 1.24:                               | 0216-A-18          | Bibliographies and Lists of Publications                                                                                                       | Discard if revised                           |          |
| <b>FEDERAL INSURANCE ADMINISTRATION</b> |                    |                                                                                                                                                |                                              |          |
| • FEM 1.202:                            | 0439-A-01          | General Publications (various titles)                                                                                                          | Discard if revised                           |          |
| • FEM 1.208:                            | 0594-E             | Handbooks, Manuals, Guides (various titles)                                                                                                    | Discard if revised                           |          |
| FEM 1.209/1:<br>to /52:                 | 0594-C-01<br>to 53 | Flood Insurance Studies (various areas)                                                                                                        | Keep latest issue for each locality          |          |
| FEM 1.210/2:<br>to /52:                 | 0594-C-01<br>to 50 | National Flood Insurance Program Community Status Book                                                                                         | Keep latest issue for each state             |          |
| <b>FEDERAL MARITIME COMMISSION</b>      |                    |                                                                                                                                                |                                              |          |
| • FMC 1.2:D 62                          | 0432-L-01          | Directory of Key Officials. Federal Maritime Commission                                                                                        | Discard if revised                           | R        |
| FMC 1.6:                                | 0237               | Regulations, Rules, Instructions                                                                                                               | Discard if revised                           |          |
| • FMC 1.6:P 88                          | 0237               | Rules of Practice and Procedure in Proceedings under the Shipping Act, 1916... and related acts with approved forms: effective January 1, 1975 | Discard if revised                           | R        |
| <b>FEDERAL TRADE COMMISSION</b>         |                    |                                                                                                                                                |                                              |          |
| • FT 1.2:                               | 0535               | General Publications (various titles)                                                                                                          | Discard if revised                           |          |
| FT 1.5:                                 | 0539-A             | Laws                                                                                                                                           | Discard if revised                           |          |
| FT 1.7:                                 | 0538               | Rules of Practice                                                                                                                              | Discard if revised                           |          |
| • FT 1.8/2:                             | 0537               | Handbooks, Manuals, Guides (various titles)                                                                                                    | Discard if revised                           |          |
| <b>GENERAL ACCOUNTING OFFICE</b>        |                    |                                                                                                                                                |                                              |          |
| • GA 1.2:                               | 0545               | General Publications (various titles)                                                                                                          | Discard if revised                           |          |
| GA 1.5/A:                               | 0544               | Decisions of the Comptroller General of the U.S. (separates)                                                                                   | Monthly issues superseded by bound (GA 1.5:) |          |
| GA 1.6/                                 | 0545-G-08          | GAO Policy and Procedures Manual for Guidance of Federal Agencies:                                                                             | See below                                    |          |
| GA 1.6/1:                               | 0545-G-08          | --Title 1, General Accounting Office                                                                                                           | Looseleaf. Keep latest edition               |          |
| GA 1.6/2:                               | 0545-G-08          | --Title 2, Accounting                                                                                                                          | Looseleaf. Keep latest edition               |          |
| GA 1.6/3:                               | 0545-G-08          | --Title 3, Audit                                                                                                                               | Looseleaf. Keep latest edition               |          |
| GA 1.6/4:                               | 0545-G-08          | --Title 4, Claims                                                                                                                              | Looseleaf. Keep latest edition               |          |
| GA 1.6/5:                               | 0545-G-08          | --Title 5, Transportation                                                                                                                      | Looseleaf. Keep latest edition               |          |
| GA 1.6/6:                               | 0545-G-08          | --Title 6, Pay, Leave, and Allowances                                                                                                          | Looseleaf. Keep latest edition               |          |
| GA 1.6/7:                               | 0545-G-08          | --Title 7, Fiscal Procedures                                                                                                                   | Looseleaf. Keep latest edition               |          |
| GA 1.6/10:                              | 0545-G-08          | Introduction, and Table of Contents for Titles 1-8                                                                                             | Looseleaf. Keep latest edition               |          |
| GA 1.12/2:                              | 0546-B             | Directory of Federal Financial Managers                                                                                                        | Keep latest edition                          |          |
| • GA 1.13/18:                           | 0546-D-02          | Status of Open Recommendations                                                                                                                 | Keep latest edition                          | R        |

| SuDocs          | Item      | Title                                      | Retention                  | Regional |
|-----------------|-----------|--------------------------------------------|----------------------------|----------|
| • GA 1.13/18-2: | 0546-D-03 | Status of Open Recommendations (diskettes) | Keep latest edition        | R        |
| GA 1.16:        | 0545      | Bibliographies and Lists of Publications   | Discard if revised         |          |
| GA 1.16/3:      | 0546-E    | Reports and Testimony                      | Superseded by GA 1.16/3-3: |          |
| GA 1.19:        | 0544-B    | Audit Standards Supplement Series          | Discard if revised         | R        |
| GA 1.21:        | 0545-D    | Data Analysis Notes                        | Discard if revised         | R        |
| GA 1.25:        | 0544-C    | Accounting Series                          | Discard if revised         | R        |
| GA 1.27:        | 0545-G-07 | Telephone Directory                        | Keep latest edition        |          |

#### GOVERNMENT PRINTING OFFICE SUPERINTENDENT OF DOCUMENTS

|                         |           |                                                             |                                                                                                 |   |
|-------------------------|-----------|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------|---|
| • GP 1.2:F 31/          | 0548      | Institute for Federal Printing & Publishing Course Catalog  | Dated. Discard when expired                                                                     |   |
| • GP 1.2:SE 1/          | 0548      | Seals & Other Devices in Use at the GPO                     | Keep latest edition                                                                             |   |
| • GP 1.2:SE 4/          | 0548      | U.S. Government Information Best Sellers                    | Keep latest issue                                                                               | R |
| • GP 1.23/4:<br>B 96    | 0548      | How to Do Business With the GPO                             | Keep latest issue                                                                               |   |
| • GP 1.23/4:<br>D 44/   | 0548      | Guidelines for the Depository Library System                | Superseded by GP 3.29:D 44/993/SUPP.2                                                           | R |
| • GP 1.38:              | 0548-B    | Marketing Moves                                             | Keep latest issue                                                                               |   |
| GP 1.39:                | 0556-C    | Telephone Directory                                         | Keep latest edition                                                                             |   |
| • GP 3.2:SU 7           | 0556-C    | Superseded List                                             | Keep latest edition                                                                             | R |
| • GP 3.8/7:             | 0557-C    | Monthly Catalog (CD-ROM)                                    | Keep latest issue                                                                               |   |
| GP 3.9:                 | 0554      | U.S. Government Subscriptions                               | Keep latest issue. Supersedes GP 3.9:36/nos.                                                    |   |
| • GP 3.16/3-2:          | 0556-C    | Administrative Notes                                        | Paper superseded by annual microfiche cumulation. Keep current year plus previous year in paper |   |
| • GP 3.16/3-3:          | 0556-C    | Administrative Notes Technical Supplement                   | Paper superseded by annual microfiche cumulation. Keep current year plus previous year in paper |   |
| GP 3.17/5:              | 0556-A    | U.S. Government Information                                 | Keep latest issue                                                                               |   |
| GP 3.17/6:              | 0556-B    | New Products                                                | Keep latest issue                                                                               |   |
| • GP 3.22:B 96/         | 0552-A-01 | U.S. Government Books Especially for Business Professionals | Keep latest issue                                                                               | R |
| GP 3.22/2:              | 0552-A    | Subject Bibliographies                                      | Keep latest issue of each number                                                                |   |
| GP 3.22/3:              | 0552-B    | Publications Reference File                                 | Keep latest edition & supplement                                                                |   |
| • GP 3.22/3:<br>MANUAL/ | 0552-B    | PRF User's Manual                                           | Superseded by GP 3.29:P 96                                                                      |   |

| SuDocs                                 | Item      | Title                                                              | Retention                                                                        | Regional |
|----------------------------------------|-----------|--------------------------------------------------------------------|----------------------------------------------------------------------------------|----------|
| GP 3.22/3-2:                           | 0552-B    | GPO New Sales Publications (supplement to PRF)                     | Keep latest issue                                                                |          |
| GP 3.22/3-3:                           | 0552-B    | Exhausted GPO Sales Publications Reference File                    | Keep latest issue                                                                |          |
| • GP 3.22/5:                           | 0552-A    | Electronic Information Products Available by Special Order         | Keep latest issue                                                                |          |
| GP 3.24:                               | 0556-C    | List of Classes                                                    | Keep latest issue                                                                | R        |
| GP 3.24/2:                             | 0556-C    | Inactive or Discontinued Items                                     | Keep latest issue                                                                |          |
| GP 3.26:D 44/                          | 0556-C    | Instructions to Depository Libraries                               | Keep latest edition                                                              |          |
| • GP 3.29:C 28/                        | 0556-C    | GPO Cataloging Guidelines                                          | Keep latest edition                                                              | R        |
| • GP 3.29:D 44/                        | 0556-C    | Federal Depository Library Manual                                  | Keep latest edition and supplements                                              | R        |
| • GP 3.29:P 88/                        | 0556-C    | GPO Classification Manual                                          | Keep latest edition                                                              | R        |
| • GP 3.29:P 96                         | 0552-C    | PRF User's Guide                                                   | Keep latest edition                                                              |          |
| GP 3.31:                               | 0556-C    | Needs and Offers List                                              | Keep latest issue                                                                |          |
| GP 3.32/2:                             | 0556-C    | GPO Depository Union List of Item Selections                       | Keep latest issue                                                                |          |
| <b>GENERAL SERVICES ADMINISTRATION</b> |           |                                                                    |                                                                                  |          |
| • GS 1.2:C 76                          | 0559      | Forecast of GSA Contracting Opportunities                          | Discard if revised                                                               |          |
| • GS 1.2:F 31                          | 0559      | Directory of Federal Information Centers                           | Discard if revised                                                               |          |
| • GS 1.2:W 27                          | 0559      | Washington, D.C. Federal Buying Directory                          | Discard if revised                                                               |          |
| • GS 1.5:G 29                          | 0560      | Basic Laws and Authorities of the General Services Administration  | Discard if revised                                                               | R        |
| • GS 1.6:T 69                          | 0558-A-05 | Federal Travel Regulation: 41 CFR 301-304                          | Discard pages if revised. Keep latest edition                                    |          |
| GS 1.6/5:                              | 0558-A    | Federal Procurement Regulations, FPR Circulars                     | Looseleaf. Discard pages if revised. Keep latest edition                         |          |
| GS 1.6/6:                              | 0559-B    | Handbooks, Manuals, Guides (various titles)                        | Discard if revised                                                               |          |
| GS 1.6/6-2:                            | 0558-A-01 | Counseling Guides (numbered)                                       | Discard if revised                                                               |          |
| GS 1.6/8-2:                            | 0558-A-05 | Federal Travel Regulations, GSA Bulletin A-40                      | Looseleaf. Discard pages if revised. Keep latest edition                         |          |
| GS 1.6/8-3:                            | 0558-A-05 | Federal Property Management Regulations, FPMR                      | Discard if revised                                                               |          |
| GS 1.6/9:                              | 0559-D    | GSA Handbook (numbered)                                            | Discard if revised                                                               |          |
| • GS 1.6/10:                           | 0559-K    | Federal Acquisition Regulation                                     | Keep latest edition. Superseded by information contained in GS 12.15/2: (CD-ROM) |          |
| GS 1.15:                               | 0559-A    | Summary Report on Real Property Owned by U.S. Throughout the World | Keep latest edition                                                              | R        |

| SuDocs                        | Item      | Title                                                                                                                               | Retention                                                                                                                                              | Regional |
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| GS 1.15/2:                    | 0559-A    | Inventory Report of Real Property Leased By the U.S. Throughout the World                                                           | Keep latest edition                                                                                                                                    | R        |
| GS 1.15/4:                    | 0559-A    | Detailed Listing of Real Property Owned by the U.S. & Used by the Civil Agencies Throughout the World                               | Keep latest edition                                                                                                                                    | R        |
| GS 1.15/4-2:                  | 0559-A    | Detailed Listing of Real Property Owned by the U.S. & Used by the Department of Defense for Military Functions Throughout the World | Keep latest edition                                                                                                                                    | R        |
| GS 1.15/5:                    | 0559-A-01 | U.S. Real Property Sales List                                                                                                       | Keep latest edition                                                                                                                                    | R        |
| GS 1.26:                      | 0559-E    | GSA Training Center Interagency Catalog and Schedule                                                                                | Keep latest edition                                                                                                                                    |          |
| GS 1.26/2:                    | 0559-G    | GSA Training Center, Interagency Training Program (various subjects)                                                                | Keep latest edition                                                                                                                                    |          |
| GS 1.28:                      | 0559-F    | List of Parties Excluded from Federal Procurement or Nonprocurement Programs                                                        | Keep latest edition                                                                                                                                    | R        |
| • GS 1.30:                    | 0559-E-01 | Directory of Academic Procurement and Related Programs and Courses                                                                  | Keep latest edition                                                                                                                                    |          |
| • GS 1.31:                    | 0559-E-02 | GSA Subcontracting Directory                                                                                                        | Keep latest edition                                                                                                                                    |          |
| • GS 1.33:                    | 0559-H    | Labor Surplus Area Zip Code Reference                                                                                               | Keep latest edition                                                                                                                                    |          |
| <b>FEDERAL SUPPLY SERVICE</b> |           |                                                                                                                                     |                                                                                                                                                        |          |
| • GS 2.2:                     | 0564      | General Publications (various titles)                                                                                               | Discard if revised                                                                                                                                     |          |
| • GS 2.6/3:                   | 0564-A    | Handbooks, Manuals, Guides (various titles)                                                                                         | Discard if revised                                                                                                                                     |          |
| • GS 2.7/4:                   | 0564-B    | Federal Supply Schedule (by group)                                                                                                  | Keep latest edition (of each group)                                                                                                                    |          |
| GS 2.7/5:                     | 0564-B    | Federal Supply Schedule Program Guide                                                                                               | Keep latest edition                                                                                                                                    |          |
| GS 2.7/6:                     | 0564-B    | Multiple Award Federal Supply Schedule                                                                                              | Keep latest edition                                                                                                                                    |          |
| GS 2.8:                       | 0563      | Federal Specifications                                                                                                              | Looseleaf. Discard pages if revised. NOTE: Keep each specification and its amendments; discard as directed by cancellation notice, but keep the notice |          |
| GS 2.8/2:                     | 0565      | Index of Federal Specifications and Standards                                                                                       | Keep latest edition                                                                                                                                    |          |
| GS 2.8/3:                     | 0563      | Federal Standards                                                                                                                   | Looseleaf. Discard pages if revised                                                                                                                    |          |
| • GS 2.8/3-2:                 | 0563-A    | Military Specifications                                                                                                             | Discard pages if revised                                                                                                                               | R        |
| • GS 2.8/7:                   | 0563      | Federal Test Method Standards (various titles)                                                                                      | Keep latest edition                                                                                                                                    | R        |
| GS 2.10/6:                    | 0565-B    | GSA Supply Catalog                                                                                                                  | Keep latest edition                                                                                                                                    |          |
| GS 2.10/6-3:                  | 0565-B    | GSA Supply Catalog Change Bulletin                                                                                                  | Keep latest issue. Updates GS 2.10/6: Watch inclusive dates                                                                                            |          |
| • GS 2.10/6-4:                | 0565-B    | Supply Catalog Price List                                                                                                           | Keep latest edition                                                                                                                                    |          |

| SuDocs                                   | Item      | Title                                                                    | Retention                                                | Regional |
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| GS 2.16:                                 | 0558-A-02 | Consumer Information Series                                              | Discard if revised                                       | R        |
| GS 2.22:N 42                             | 0546-B    | New Item Introductory Schedule                                           | Keep latest edition and supplements                      |          |
| • GS 2.24/2:                             | 0564-C    | FSS P (Federal Supply Service Property) (series)                         | Keep latest edition                                      |          |
| PUBLIC BUILDINGS SERVICE                 |           |                                                                          |                                                          |          |
| • GS 6.2:                                | 0579      | General Publications (various titles)                                    | Discard if revised                                       |          |
| • GS 6.6/2:                              | 0580      | Handbooks, Manuals, Guides (various titles)                              | Discard if revised                                       |          |
| CONSUMER INFORMATION CENTER              |           |                                                                          |                                                          |          |
| • GS 11.2:EL 2/                          | 0580-B-03 | Electronic Access to the Consumer Information Center                     | Keep latest edition                                      |          |
| GS 11.9:                                 | 0580-B    | Consumer Information Catalog                                             | Keep latest edition                                      |          |
| • GS 11.9/2:                             | 0580-B-04 | New for Consumers, Highlights of New Federal Publications                | Keep current year                                        |          |
| INFORMATION RESOURCES MANAGEMENT SERVICE |           |                                                                          |                                                          |          |
| • GS 12.2:                               | 0580-C-02 | General Publications (various titles)                                    | Discard if revised                                       | R        |
| • GS 12.9:                               | 0580-C-01 | Automated Data Processing Activities Summary in the U.S.                 | Keep latest edition                                      |          |
| GS 12.10:                                | 0853-B    | Automatic Data Processing Equipment Inventory in the U.S. Government     | Keep latest edition                                      | R        |
| • GS 12.10/2:                            | 0853-B    | Federal ADP & Telecommunications Standards                               | Keep latest edition                                      |          |
| GS 12.11:                                | 0580-C-02 | New Way of Saving (series)                                               | Discard if revised                                       |          |
| GS 12.12:                                | 0580-C-03 | Telephone Directory, Central Office and Regions                          | Keep latest issue                                        |          |
| GS 12.12/2:                              | 0580-C-03 | FTS (Directories for Various Areas)                                      | Keep latest edition                                      |          |
| • GS 12.12/3:                            | 0580-C-03 | IRMS (Information Resources Management Services) Directory of Assistance | Keep latest edition                                      |          |
| • GS 12.14:                              | 0580-C-05 | Federal Software Exchange Catalog, GSA/ADTS/C                            | Keep latest edition                                      |          |
| • GS 12.14/2-2:                          | 0580-C-05 | Federal Software Exchange Catalog, supplement                            | Updates GS 2.14:                                         |          |
| • GS 12.15:IN 3                          | 0580-C-06 | FIRMR: Federal Information Resource Management Regulation                | Discard pages if revised. Keep latest edition            |          |
| • GS 12.15/2:                            | 0559-J-01 | GSA FIRMR/FAR Regulations (CD-ROM)                                       | Keep latest edition                                      |          |
| GS 12.18:                                | 0569-B-01 | Standard and Optional Forms Facsimile Handbook                           | Looseleaf. Discard pages if revised. Keep latest edition |          |
| • GS 12.19:                              | 0580-C-08 | Federal IRM (Information Resources Management) Directory                 | Keep latest edition                                      |          |

| SuDocs                                      | Item      | Title                                         | Retention                                                                                        | Regional |
|---------------------------------------------|-----------|-----------------------------------------------|--------------------------------------------------------------------------------------------------|----------|
| <b>HEALTH AND HUMAN SERVICES DEPARTMENT</b> |           |                                               |                                                                                                  |          |
| HE 1.2:                                     | 0455      | General Publications (various titles)         | Discard if revised                                                                               |          |
| HE 1.6/7-2:                                 | 0445-A-01 | Grants Administration Manual Circulars        | Looseleaf. Discard pages if revised. Keep latest edition                                         |          |
| HE 1.6/7-3:                                 | 0445-A    | PHS Grants Policy Memo                        | Looseleaf. Discard pages if revised. Keep latest edition                                         |          |
| HE 1.6/8:                                   | 0445-A    | Acquisition Regulation Staff Manual           | Looseleaf. Discard pages if revised. Keep latest edition                                         |          |
| HE 1.18/4:                                  | 0444-L-01 | Human Services, Bibliography Series           | Discard if revised                                                                               | R        |
| HE 1.28:                                    | 0444-H    | Telephone Directory                           | Keep latest issue                                                                                |          |
| <b>CONSUMER AFFAIRS OFFICE</b>              |           |                                               |                                                                                                  |          |
| • HE 1.502:                                 | 0857-I-05 | General Publications (various titles)         | Discard if revised                                                                               |          |
| • HE 1.508:                                 | 0857-I-02 | Handbooks, Manuals, Guides (various titles)   | Discard if revised                                                                               |          |
| • HE 1.508/2:                               | 0857-I-02 | Consumer's Resource Handbook                  | Keep latest edition                                                                              | R        |
| <b>SOCIAL SECURITY ADMINISTRATION</b>       |           |                                               |                                                                                                  |          |
| HE 3.2:                                     | 0516      | Social Security Pamphlets                     | Discard if revised                                                                               |          |
| HE 3.6:D 63/2                               | 0520      | Social Security Rulings-Disability            | Looseleaf. Discard pages if revised. Keep latest edition                                         |          |
| • HE 3.6/3:                                 | 0515-C    | Handbooks, Manuals, Guides (various titles)   | Discard if revised                                                                               |          |
| HE 3.6/6:                                   | 0516-C    | Post Entitlement Manual                       | Looseleaf. Discard pages if revised. Keep latest edition                                         |          |
| HE 3.19/2:                                  | 0516-F    | Actuarial Notes                               | Keep current year plus previous year                                                             | R        |
| HE 3.44:                                    | 0523-A    | Social Security Rulings                       | Quarterly issues superseded by annual (HE 3.44/2:); Annual superseded by quinquennial cumulation |          |
| HE 3.51/5:                                  | 0515-A    | Directory of Medicare Providers and Suppliers | Keep latest edition                                                                              |          |
| <b>PUBLIC HEALTH SERVICE</b>                |           |                                               |                                                                                                  |          |
| • HE 20.2:                                  | 0485      | General Publications (various titles)         | Discard if revised                                                                               |          |
| HE 20.8:                                    | 0496-A    | Handbooks, Manuals, Guides (various titles)   | Discard if revised                                                                               |          |
| • HE 20.11/2:                               | 0481-A    | Bibliographies and Lists of Publications      | Keep latest edition                                                                              | R        |
| HE 20.13:                                   | 0483-I    | CCPM Pamphlets                                | Discard if revised                                                                               |          |
| • HE 20.32:                                 | 0483-A-16 | Parklawn Training Center Training Catalog     | Dated. Discard when expired                                                                      |          |
| • HE 20.35:                                 | 0485-D    | Forms                                         | Discard if revised                                                                               |          |
| • HE 20.38:                                 | 0485-G    | Fact Sheet (series)                           | Discard if revised                                                                               | R        |
| • HE 20.39:                                 | 0483-L-04 | Directories                                   | Keep latest edition                                                                              |          |

| SuDocs                                                           | Item      | Title                                                                   | Retention                                                            | Regional |
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| <b>PRESIDENT'S COUNCIL ON PHYSICAL FITNESS AND SPORTS</b>        |           |                                                                         |                                                                      |          |
| • HE 20.102:                                                     | 0484-D-03 | General Publications (various titles)                                   | Discard if revised                                                   |          |
| • HE 20.108:<br>Y 8                                              | 0484-D-03 | Youth Physical Fitness                                                  | Keep latest edition                                                  |          |
| • HE 20.112:                                                     | 0484-D-04 | Bibliographies and List of Publications                                 | Keep latest edition                                                  | R        |
| <b>INDIAN HEALTH SERVICE</b>                                     |           |                                                                         |                                                                      |          |
| • HE 20.310/2:                                                   | 0486-M-01 | IHS Directory                                                           | Keep latest edition (formerly HE 20.9412/2:)                         |          |
| • HE 20.317:                                                     | 0486-S-01 | Scholarship Program                                                     | Keep latest edition (formerly HE 20.9418:)                           |          |
| <b>SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION</b> |           |                                                                         |                                                                      |          |
| • HE 20.419:                                                     | 0497-D-19 | NCADI Publications Catalog                                              | Keep latest edition                                                  | R        |
| <b>NATIONAL INSTITUTES OF HEALTH</b>                             |           |                                                                         |                                                                      |          |
| • HE 20.3002:                                                    | 0507      | General Publications (various titles)                                   | Discard if revised                                                   |          |
| HE 20.3008:                                                      | 0507-H    | Handbooks, Manuals, Guides (various titles)                             | Discard if revised                                                   |          |
| HE 20.3008/2:                                                    | 0507-A-29 | NIH Guide for Grants and Contracts                                      | Keep current year                                                    |          |
| HE 20.3009:                                                      | 0506-A    | NIH Publications List                                                   | Keep latest issue                                                    |          |
| HE 20.3010:                                                      | 0507      | Current Clinical Studies and Patient Referral Procedure (series)        | Discard if revised                                                   |          |
| • HE 20.3013/2-<br>4:                                            | 0500-E-04 | CRISP: Biomedical Research Information (CD-ROM)                         | Each quarterly issue supersedes. Keep 4th quarter issue of each year |          |
| HE 20.3015:                                                      | 0507-A-24 | Medical Staff Fellowship Program at the National Institutes of Health   | Keep latest edition                                                  |          |
| HE 20.3015/2:                                                    | 0507-A-44 | Summer Research Fellowship Program at the National Institutes of Health | Keep latest edition                                                  |          |
| • HE 20.3015/3:                                                  | 0506-A-19 | Summer Jobs at NIH Catalog                                              | Dated. Discard when expired                                          |          |
| HE 20.3016:                                                      | 0507-A-23 | NIH Almanac                                                             | Keep latest edition                                                  | R        |
| HE 20.3018:                                                      | 0507-N    | NIH Public Advisory Groups: Authority, Structure, Functions, Members    | Keep latest edition                                                  | R        |
| HE 20.3023:                                                      | 0506-F    | CRISP Thesaurus                                                         | Keep latest edition                                                  |          |
| • HE 20.3031:                                                    | 0506-A-13 | Medicine for the Public (series)                                        | Discard if revised                                                   | R        |
| HE 20.3034:                                                      | 0508-P    | New Grants and Awards                                                   | Keep current year                                                    | R        |
| • HE 20.3036/2:                                                  | 0507-A-39 | Personnel Needs and Training for Biomedical and Behavioral Research     | Keep latest edition                                                  | R        |
| HE 20.3037:                                                      | 0506-A-16 | Telephone and Service Directory                                         | Keep latest issue                                                    |          |
| HE 20.3037/6:                                                    | 0506-A-23 | Resources for Biomedical Research Technology                            | Keep latest edition                                                  | R        |
| HE 20.3038:                                                      | 0506-H    | The Search for Health                                                   | Discard if revised                                                   | R        |

| SuDocs                                           | Item      | Title                                                                                            | Retention                               | Regional |
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| HE 20.3042:                                      | 0506-A-43 | Clinical Electives for Medical and Dental Students at the National Institutes of Health, Catalog | Keep latest edition                     |          |
| HE 20.3044:                                      | 0507-H    | Handbook for Staff Physicians                                                                    | Keep latest edition                     | R        |
| • HE 20.3046:                                    | 0507-A-36 | National Institutes of Health Consensus Development Conference Statements                        | Discard if revised                      | R        |
| • HE 20.3057:                                    | 0506-A-24 | The Bear Essentials                                                                              | Keep current year plus previous year    | R        |
| • HE 20.3059:                                    | 0506-L    | Forms                                                                                            | Keep latest edition                     |          |
| • HE 20.3060:                                    | 0506-A-19 | NIH Training Center Catalog and Calendar                                                         | Dated. Discard when expired             |          |
| • HE 20.3062:                                    | 0507-A-54 | Fact Sheet, National Institute of Health                                                         | Discard if revised                      | R        |
| <b>NATIONAL CANCER INSTITUTE</b>                 |           |                                                                                                  |                                         |          |
| • HE 20.3152:                                    | 0507-G-02 | General Publications (various titles)                                                            | Discard if revised                      |          |
| • HE 20.3158:                                    | 0507-G-06 | Handbooks, Manuals, Guides (various titles)                                                      | Discard if revised                      |          |
| • HE 20.3165:                                    | 0507-G-03 | Bibliographies and Lists of Publications                                                         | Keep latest edition                     | R        |
| HE 20.3166:                                      | 0507-V    | NCI Research Reports                                                                             | Discard if revised                      | R        |
| HE 20.3168/3:                                    | 0507-G-02 | National Cancer Program: Publications                                                            | Discard if revised                      |          |
| HE 20.3169:                                      | 0507-G-02 | Progress Against (various cancer diseases)                                                       | Discard if revised                      | R        |
| HE 20.3180:                                      | 0507-G-34 | NCI Investigational Drugs, Pharmaceutical Data                                                   | Keep latest edition                     | R        |
| HE 20.3180/2:                                    | 0506-G-34 | NCI Investigational Drugs, Chemical Information                                                  | Keep latest edition                     | R        |
| • HE 20.3182:                                    | 0507-G-37 | Fact Sheet/Cancer Facts (series)                                                                 | Keep current year plus previous year    | R        |
| HE 20.3182/3:                                    | 0507-G-37 | Update (various topics)                                                                          | Keep current year plus previous year    |          |
| HE 20.3182/5:                                    | 0507-G-37 | NIH Almanac Update                                                                               | Superseded by NIH Almanac (HE 20.3016:) |          |
| HE 20.3182/7:                                    | 0507-G-37 | Fact Sheet                                                                                       | Keep current year plus previous year    |          |
| • HE 20.3183:                                    | 0507-G-03 | Publications List for the Public and Patients                                                    | Keep latest issue                       |          |
| HE 20.3183/2:                                    | 0507-G-03 | Publications List for Health Professionals                                                       | Keep latest edition                     |          |
| • HE 20.3188:                                    | 0507-G-43 | Directories                                                                                      | Keep latest edition                     |          |
| <b>NATIONAL HEART, LUNG, AND BLOOD INSTITUTE</b> |           |                                                                                                  |                                         |          |
| • HE 20.3202:                                    | 0507-E-01 | General Publications (various titles)                                                            | Discard if revised                      |          |
| • HE 20.3208:                                    | 0507-E-02 | Guidelines for Physiochemical Characterization of Biomaterials                                   | Discard if revised                      |          |
| P 56                                             |           |                                                                                                  |                                         |          |
| • HE 20.3218:                                    | 0507-E-01 | Fact Sheets (various subjects)                                                                   | Keep latest of each                     | R        |

| SuDocs                                                                               | Item      | Title                                                                      | Retention                                                                                                                                                                                                                                                                                                                  | Regional |
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| <b>NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES</b>                         |           |                                                                            |                                                                                                                                                                                                                                                                                                                            |          |
| • HE 20.3252:                                                                        | 0505-A-01 | General Publications (various titles)                                      | Discard if revised                                                                                                                                                                                                                                                                                                         |          |
| • HE 20.3259:                                                                        | 0505-A-04 | Bibliographies and Lists of Publications                                   | Keep latest edition                                                                                                                                                                                                                                                                                                        | R        |
| <b>NATIONAL INSTITUTE OF ARTHRITIS, DIABETES, AND DIGESTIVE AND KIDNEY DISEASES</b>  |           |                                                                            |                                                                                                                                                                                                                                                                                                                            |          |
| • HE 20.3302:                                                                        | 0507-A-25 | General Publications (various titles)                                      | Discard if revised                                                                                                                                                                                                                                                                                                         |          |
| • HE 20.3323:                                                                        | 0505-B    | Digestive Diseases Clearinghouse Fact Sheets                               | Keep latest of each                                                                                                                                                                                                                                                                                                        | R        |
| • HE 20.3316:                                                                        | 0506-A-08 | Bibliographies and Lists of Publications                                   | Keep latest edition                                                                                                                                                                                                                                                                                                        | R        |
| <b>NATIONAL INSTITUTE OF CHILD HEALTH AND HUMAN DEVELOPMENT</b>                      |           |                                                                            |                                                                                                                                                                                                                                                                                                                            |          |
| • HE 20.3352:                                                                        | 0506-D-02 | General Publications (various titles)                                      | Discard if revised                                                                                                                                                                                                                                                                                                         |          |
| • HE 20.3361:                                                                        | 0506-D-03 | Bibliographies and Lists of Publications                                   | Keep latest edition                                                                                                                                                                                                                                                                                                        | R        |
| <b>NATIONAL INSTITUTE OF DENTAL RESEARCH</b>                                         |           |                                                                            |                                                                                                                                                                                                                                                                                                                            |          |
| • HE 20.3402:                                                                        | 0507-O-01 | General Publications (various titles)                                      | Discard if revised                                                                                                                                                                                                                                                                                                         |          |
| • HE 20.3415:                                                                        | 0497-C-12 | Fact Sheet (series)                                                        | Discard if revised                                                                                                                                                                                                                                                                                                         | R        |
| <b>NATIONAL INSTITUTE OF GENERAL MEDICAL SCIENCES</b>                                |           |                                                                            |                                                                                                                                                                                                                                                                                                                            |          |
| • HE 20.3452:                                                                        | 0497-C-01 | General Publications (various titles)                                      | Discard if revised                                                                                                                                                                                                                                                                                                         |          |
| • HE 20.3468:                                                                        | 0497-C-10 | NIGMS Training Grants                                                      | Keep latest edition                                                                                                                                                                                                                                                                                                        | R        |
| <b>NATIONAL INSTITUTE OF NEUROLOGICAL &amp; COMMUNICATIVE DISORDERS &amp; STROKE</b> |           |                                                                            |                                                                                                                                                                                                                                                                                                                            |          |
| • HE 20.3502:                                                                        | 0507-L-02 | General Publications (various titles)                                      | Discard if revised                                                                                                                                                                                                                                                                                                         |          |
| • HE 20.3513:                                                                        | 0507-L-04 | Bibliographies and Lists of Publications                                   | Discard if revised                                                                                                                                                                                                                                                                                                         | R        |
| • HE 20.3516/2:                                                                      | 0507-L-10 | Research Grants, Data Book                                                 | Keep latest edition                                                                                                                                                                                                                                                                                                        | R        |
| <b>NATIONAL LIBRARY OF MEDICINE</b>                                                  |           |                                                                            |                                                                                                                                                                                                                                                                                                                            |          |
| • HE 20.3602:                                                                        | 0508-D    | General Publications (various titles)                                      | Discard if revised                                                                                                                                                                                                                                                                                                         |          |
| HE 20.3608:                                                                          | 0508-K    | Handbooks, Manuals, Guides (various titles)                                | Discard if revised                                                                                                                                                                                                                                                                                                         |          |
| HE 20.3608/4:                                                                        | 0508-H-05 | National Medical Audiovisual Center Catalog, Films for the Health Sciences | Keep latest edition                                                                                                                                                                                                                                                                                                        | R        |
| • HE 20.3609/2:                                                                      | 0508-J    | NLM Current Catalog Cumulative Listing                                     | Superseded by HE 20.3609/3:                                                                                                                                                                                                                                                                                                |          |
| HE 20.3612:                                                                          | 0508-E    | Index Medicus                                                              | Monthly issues superseded by Cumulated Index Medicus (HE 20.3612/3:); January issue of monthly edition and the first volume of cumulated edition contain 2 separate sections: Medical subject headings list of journals indexed; Bibliography of medical reviews contained in each monthly issue and the cumulated edition |          |

| SuDocs                              | Item      | Title                                                                                                                                                       | Retention                                                                                             | Regional |
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| HE 20.3612/2:                       | 0508-E-01 | Abridged Index Medicus                                                                                                                                      | Entries contained in Index Medicus                                                                    |          |
| HE 20.3612/3-3:                     | 0508-E-05 | Permuted Medical Subject Headings                                                                                                                           | Keep latest edition                                                                                   |          |
| HE 20.3612/3-4:                     | 0508-E-05 | Medical Subject Headings - Annotated Alphabetic List                                                                                                        | Keep latest. Note: Medical libraries and MEDLINE users may want to consider keeping previous editions |          |
| HE 20.3612/3-5:                     | 0508-E-05 | Medical Subject Headings-Tree Structures                                                                                                                    | Keep latest edition                                                                                   |          |
| HE 20.3612/3-6:                     | 0508-E-05 | Medical Subject Headings-Tree Annotations                                                                                                                   | Keep latest edition                                                                                   |          |
| HE 20.3612/3-7:                     | 0508-E-06 | Medical Subject Headings-Supplementary Chemical Records                                                                                                     | Keep latest edition                                                                                   |          |
| HE 20.3612/4:                       | 0508-E-03 | List of Journals Indexed in Index Medicus. (Also issued as Part 2 of the January issue of Index Medicus and in the first volume of Cumulated Index Medicus) | Discard if Index Medicus is selected; retain latest issue only                                        |          |
| HE 20.3614/3:                       | 0508-H-06 | Health Science Serials                                                                                                                                      | Keep latest issue                                                                                     |          |
| HE 20.3615:                         | 0508-F    | Bibliography of the History of Medicine                                                                                                                     | Annual superseded by quinquennial                                                                     |          |
| • HE 20.3618/2:                     | 0508-J    | List of Serials Indexed for Online Users                                                                                                                    | Keep latest edition                                                                                   |          |
| HE 20.3619:                         | 0508-F-01 | National Library of Medicine News                                                                                                                           | Keep current year plus previous year                                                                  | R        |
| HE 20.3619/2:                       | 0508-F-01 | Catalog of Publications, Audiovisuals and Software                                                                                                          | Keep current year plus previous year                                                                  |          |
| • HE 20.3621:                       | 0508-L    | National Library of Medicine Fact Sheet                                                                                                                     | Discard if revised                                                                                    | R        |
| • HE 20.3624:                       | 0508-V    | Entrez: Sequences (CD-ROM)                                                                                                                                  | Keep latest edition                                                                                   |          |
| <b>FOOD AND DRUG ADMINISTRATION</b> |           |                                                                                                                                                             |                                                                                                       |          |
| HE 20.4002:                         | 0475      | General Publications (various titles)                                                                                                                       | Discard if revised                                                                                    |          |
| HE 20.4005:                         | 0475-B    | Laws                                                                                                                                                        | Discard if revised                                                                                    |          |
| • HE 20.4008:                       | 0475-G    | Handbooks, Manuals, Guides (various titles)                                                                                                                 | Discard if revised                                                                                    |          |
| HE 20.4010/A:                       | 0475-H-01 | FDA Consumer (separates)                                                                                                                                    | Separates superseded by same article in full issue (HE 20.4010:)                                      |          |
| HE 20.4012:                         | 0475-N    | National Drug Code Directory                                                                                                                                | Keep latest edition and supplements                                                                   |          |
| HE 20.4014:                         | 0478-E    | Interstate Certified Shellfish Shippers List                                                                                                                | Keep latest year only                                                                                 |          |
| • HE 20.4016:                       | 0475-F    | Bibliographies and Lists of Publications                                                                                                                    | Keep latest edition                                                                                   | R        |
| • HE 4016/2:                        | 0478-G    | Catalog of Courses and Training Materials                                                                                                                   | Dated. Discard when expired                                                                           |          |

| SuDocs                                                     | Item      | Title                                                                                                                                  | Retention                                                   | Regional |
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| HE 20.4036/2:                                              | 0494-B-11 | Parklawn Computer Center, Computer Training Courses                                                                                    | Dated. Discard when expired                                 |          |
| HE 20.4037:                                                | 0494-B-08 | Food and Drug Administration Location Directory                                                                                        | Keep latest edition                                         |          |
| HE 20.4037/2:                                              | 0494-B-08 | Directory of State Officials                                                                                                           | Keep latest edition                                         |          |
| • HE 20.4037/3:                                            | 0494-B-12 | Directories                                                                                                                            | Keep latest edition                                         |          |
| HE 20.4040:                                                | 0478-B    | FDA Technical Bulletins                                                                                                                | Discard if revised                                          | R        |
| HE 20.4042:                                                | 0478-C    | Establishments and Products Licensed Under Section 351 of the Public Health Service Act                                                | Keep latest edition                                         | R        |
| <b>CENTER FOR VETERINARY MEDICINE</b>                      |           |                                                                                                                                        |                                                             |          |
| • HE 20.4402:                                              | 0499-D-02 | General Publications (various titles)                                                                                                  | Discard if revised                                          |          |
| <b>CENTER FOR FOOD SAFETY AND APPLIED NUTRITION</b>        |           |                                                                                                                                        |                                                             |          |
| • HE 20.4502:                                              | 0495-B-01 | General Publications (various titles)                                                                                                  | Discard if revised                                          |          |
| • HE 20.4508:                                              | 0495-B-02 | Handbooks, Manuals, Guides (various titles)                                                                                            | Discard if revised                                          |          |
| <b>NATIONAL CENTER FOR DEVICES AND RADIOLOGICAL HEALTH</b> |           |                                                                                                                                        |                                                             |          |
| • HE 20.4602:                                              | 0499-L-07 | General Publications (various titles)                                                                                                  | Discard if revised                                          |          |
| • HE 20.4606:                                              | 0499-L-04 | Regulations, Rules, Instructions (various titles)                                                                                      | Discard if revised                                          | R        |
| • HE 20.4606/2:                                            | 0499-L-12 | Regulations for the Administration and Enforcement of the Radiation Control for Health and Safety Act of 1968                          | Discard if revised                                          | R        |
| • HE 20.4608:                                              | 0499-L-08 | Handbooks, Manuals, Guides (various titles)                                                                                            | Discard if revised                                          |          |
| HE 20.4610:                                                | 0499-L-05 | Radiological Health Training Resources                                                                                                 | Keep latest edition                                         | R        |
| HE 20.4611:                                                | 0498-B-16 | Radiological Health Quality Assurance (series)                                                                                         | Discard if revised                                          | R        |
| HE 20.4612/2:                                              | 0498-B-14 | DRH Bulletin, Medical Devices                                                                                                          | Keep current year plus previous year                        |          |
| HE 20.4614:                                                | 0499-L-09 | SMA (Small Manufacturers Assistance) Memo                                                                                              | Keep current year plus previous year                        | R        |
| HE 20.4615:                                                | 0498-B-15 | Radiation Recommendations (series)                                                                                                     | Discard if revised                                          | R        |
| <b>CENTER FOR BIOLOGICS EVALUATION AND RESEARCH</b>        |           |                                                                                                                                        |                                                             |          |
| • HE 20.4702:                                              | 0499-T    | General Publications (various titles)                                                                                                  | Discard if revised                                          |          |
| HE 20.4715:                                                | 0499-K-03 | Approved Drug Product with Therapeutic Equivalence Evaluations                                                                         | Discard if revised                                          |          |
| <b>NATIONAL CENTER FOR HEALTH STATISTICS</b>               |           |                                                                                                                                        |                                                             |          |
| • HE 20.6202:                                              | 0508      | General Publications (various titles)                                                                                                  | Discard if revised                                          |          |
| • HE 20.6208:                                              | 0509      | Handbooks, Manuals, Guides (various titles)                                                                                            | Discard if revised                                          |          |
| HE 20.6208/4:                                              | 0509      | Instruction Manual Part 2e, Nonindexed terms, Standard Abbreviations, and State Geographic Codes Used in Mortality Data Classification | Keep latest edition of each revision of the ICD (HE 22.41:) |          |

| SuDocs            | Item   | Title                                                                                                                                  | Retention                                                              | Regional |
|-------------------|--------|----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|----------|
| • HE 20.6208/4-2: | 0509   | Instruction Manual Part 2c, ICD-9 ACME Decision Tables for Classifying Underlying Causes of Death                                      | Keep latest edition of each revision of the ICD                        |          |
| HE 20.6208/4-3:   | 0509   | Instruction Manual Part 2b, Instructions for Classifying Multiple Causes of Death                                                      | Keep latest edition of each revision of the ICD                        |          |
| HE 20.6208/4-4:   | 0509-D | Instruction Manual Part 2a, Instructions for Classifying the Underlying Cause of Death                                                 | Keep latest edition of each revision of the ICD                        |          |
| • HE 20.6208/4-5: | 0509-D | Instruction Manual Part 2a, ICDA Eighth Revision Decision Tables for Classifying Underlying Causes of Death                            | Keep latest edition of each revision of the ICD                        |          |
| • HE 20.6208/4-7: | 0509-D | Instruction Manual Part 2g, Data Entry Instructions for the Mortality Medical Indexing, Classification, and Retrieval System (MICAR)   | Keep latest edition of each revision of the ICD                        |          |
| • HE 20.6208/4-8: | 0509-D | Instruction Manual Part 2h, Dictionary of Valid Terms for the Mortality Medical Indexing, Classification, and Retrieval System (MICAR) | Keep latest edition of each revision of the ICD                        |          |
| HE 20.6208/5:     | 0509   | Instruction Manual Part 4, Demographic Classification and Coding Instructions for Death Records                                        | Keep latest edition of each revision of the ICD                        |          |
| HE 20.6208/6:     | 0509   | Instruction Manual Part 3a, Classification and Coding Instructions for Live Birth Records                                              | Keep latest edition of each revision of the ICD                        |          |
| HE 20.6208/6-2:   | 0509   | Instruction Manual Part 3b, Classification and Coding Instructions for Fetal Death Records                                             | Keep latest edition of each revision of the ICD                        |          |
| HE 20.6208/7:     | 0509   | Instruction Manual Part 6, Classification and Coding Instructions for Marriage Records                                                 | Keep latest edition of each revision of the ICD                        |          |
| HE 20.6208/8:     | 0509   | Instruction Manual Part 10, Classification and Coding Instructions for Induced Termination of Pregnancy Records                        | Keep latest edition of each revision of the ICD                        |          |
| HE 20.6208/9:     | 0509   | Instruction Manual Part 5, Data Preparations of the Current Mortality Sample                                                           | Keep latest edition of each revision of the ICD                        |          |
| HE 20.6208/10:    | 0509-D | Instruction Manual Part 7, Classification and Coding Instructions for Divorce Records                                                  | Keep latest edition of each revision of the ICD                        |          |
| HE 20.6208/11:    | 0509-D | Instruction Manual Part 1, Source Records and Control Specifications                                                                   | Keep latest edition of each revision of the ICD                        |          |
| • HE 20.6208/15:  | 0509-D | Instruction Manual Part 12, Computer Edits for Natality Data                                                                           | Keep latest edition of each revision of the ICD                        |          |
| • HE 20.6208/16:  | 0509-D | Instruction Manual Part 18, Guidelines for Implementing Field and Query Programs for Registration of Births and Deaths                 | Keep latest edition of each revision of the ICD                        |          |
| HE 20.6209/2:     | 0508-G | Current Listing and Topical Index to Vital Health Statistics Series                                                                    | Replaced by (HE 20.6216:C 28) Catalog of Publications, July 1980 issue |          |

| SuDocs                                        | Item      | Title                                                                                                          | Retention                                                                          | Regional |
|-----------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|----------|
| • HE 20.6209/3:                               | 0500-E    | Advance Data from the Vital and Health Statistics                                                              | Separate preprints superseded by cumulative issues (formerly under HE 20.6209:16/) |          |
| • HE 20.6210/A:                               | 0510      | Vital Statistics of U. S. (separates)                                                                          | Separates superseded by cumulative bound volumes                                   |          |
| • HE 20.6210/2:                               | 0510-A-01 | Where to Write for Vital Records                                                                               | Keep latest edition                                                                |          |
| HE 20.6216/3:                                 | 0508-G    | Publication Notes                                                                                              | Dated. Keep current year plus previous year                                        |          |
| HE 20.6216/4:                                 | 0508-G    | Catalog of Publications of the National Center for Health Statistics (previously classed as HE 20.6216:C 28/s) | Keep latest cumulation. Watch inclusive dates                                      |          |
| HE 20.6217:                                   | 0508-B    | Monthly Vital Statistics                                                                                       | Superseded by HE 20.6210: Some topical supplements not superseded                  |          |
| • HE 20.6228:                                 | 0508-G-03 | Directories                                                                                                    | Keep latest edition                                                                |          |
| <b>HEALTH CARE POLICY AND RESEARCH AGENCY</b> |           |                                                                                                                |                                                                                    |          |
| • HE 20.6502:                                 | 0507-I-01 | General Publications (various titles)                                                                          | Discard if revised                                                                 |          |
| HE 20.6509:                                   | 0491-B-10 | NCHSR Publications                                                                                             | Discard if revised                                                                 |          |
| P 96/                                         |           |                                                                                                                |                                                                                    |          |
| HE 20.6512/5:                                 | 0491-B-13 | NCHSR Research Activities                                                                                      | Keep current year plus previous year                                               |          |
| HE 20.6514:                                   | 0491-B-17 | Provider Studies Research Notes                                                                                | Discard if revised                                                                 | R        |
| <b>CENTERS FOR DISEASE CONTROL</b>            |           |                                                                                                                |                                                                                    |          |
| • HE 20.7002:                                 | 0504      | General Publications (various titles)                                                                          | Discard if revised                                                                 |          |
| • HE 20.7008:                                 | 0505-A    | Handbooks, Manuals, Guides (various titles)                                                                    | Discard if revised                                                                 |          |
| HE 20.7008/2:                                 | 0505-A    | CDC Lab Manuals                                                                                                | Discard if revised                                                                 |          |
| HE 20.7021:                                   | 0504-C    | Homestudy Course: Community Hygiene (series)                                                                   | Discard if revised                                                                 |          |
| HE 20.7021/3:                                 | 0504-C    | Homestudy Course: Principles of Epidemiology (series)                                                          | Discard if revised                                                                 |          |
| HE 20.7021/3-2:                               | 0504-C    | Homestudy Course: Manuals (series)                                                                             | Discard if revised                                                                 |          |
| HE 20.7021/4:                                 | 0504-C    | Homestudy Course: Waterborne Disease Control (series)                                                          | Discard if revised                                                                 |          |
| HE 20.7021/5:                                 | 0504-C    | Homestudy Course: Basic Mathematics (series)                                                                   | Discard if revised                                                                 |          |
| HE 20.7021/8:                                 | 0504-C    | Homestudy Course: Community Health Analysis-I (series)                                                         | Discard if revised                                                                 |          |
| HE 20.7021/10:                                | 0504-C    | Homestudy Course: Environmental Protection (series)                                                            | Discard if revised                                                                 |          |
| HE 20.7024:                                   | 0504      | Teenage Health Teaching Modules                                                                                | Discard if revised                                                                 | R        |

| SuDocs                                                                     | Item      | Title                                                                    | Retention                                          | Regional |
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| HE 20.7025:                                                                | 0504-D    | EIS (Epidemic Intelligence Service and Bureau of Epidemiology) Directory | Keep latest edition                                | R        |
| HE 20.7026:                                                                | 0504-F    | Memorandum Series                                                        | Discard if revised                                 | R        |
| HE 20.7030:                                                                | 0504-C    | Module (series)                                                          | Discard if revised                                 |          |
| HE 20.7033:                                                                | 0504-H    | Computer Training Courses                                                | Dated. Discard when expired                        |          |
| <b>NATIONAL INSTITUTE FOR OCCUPATIONAL SAFETY AND HEALTH</b>               |           |                                                                          |                                                    |          |
| • HE 20.7102:                                                              | 0499-F-02 | General Publications (various titles)                                    | Discard if revised                                 |          |
| • HE 20.7108:                                                              | 0499-F-03 | Handbooks, Manuals, Guides (various titles)                              | Discard if revised                                 |          |
| HE 20.7108/2:                                                              | 0499-F-05 | NIOSH Health and Safety Guides for (various businesses)                  | Discard if revised                                 | R        |
| HE 20.7110/2:                                                              | 0494-D-04 | Recommended Standards                                                    | Discard if revised                                 | R        |
| HE 20.7111/3:                                                              | 0499-F-12 | NIOSH Surveillance Reports                                               | Discard if revised                                 | R        |
| • HE 20.7114:                                                              | 0499-F-07 | Bibliographies and Lists of Publications                                 | Keep latest edition                                | R        |
| HE 20.7115:                                                                | 0449-F-08 | Current Intelligence Bulletin                                            | Separate preprints superseded by cumulative issues |          |
| HE 20.7117/2:                                                              | 0499-F-10 | NIOSH Worker Bulletin (series)                                           | Discard if revised                                 |          |
| HE 20.7128:                                                                | 0499-F-17 | NIOSH Schedule of Courses                                                | Dated. Discard when expired                        |          |
| <b>CENTER FOR PREVENTION SERVICES</b>                                      |           |                                                                          |                                                    |          |
| • HE 20.7302:                                                              | 0494-K-01 | General Publications (various titles)                                    | Discard if revised                                 |          |
| • HE 20.7308:                                                              | 0494-K-04 | Handbooks, Manuals, Guides (various titles)                              | Discard if revised                                 |          |
| • HE 20.7315/2:                                                            | 0494-K-08 | Summary of Health Information for International Travel                   | Keep current year plus previous year               |          |
| • HE 20.7316:                                                              | 0494-K-09 | Directory of STD (Sexually Transmitted Disease) Clinics                  | Keep latest edition                                |          |
| <b>CENTER FOR ENVIRONMENTAL HEALTH &amp; INJURY CONTROL</b>                |           |                                                                          |                                                    |          |
| • HE 20.7511:                                                              | 0494-L-05 | Summary of Sanitation Inspection of International Cruise Ships           | Keep current year plus previous year               | R        |
| <b>NATIONAL CENTER FOR CHRONIC DISEASE PREVENTION AND HEALTH PROMOTION</b> |           |                                                                          |                                                    |          |
| • HE 20.7616:                                                              | 0444-P-01 | National Center for Chronic Disease Prevention (CD-ROM)                  | Keep latest edition                                |          |
| <b>CENTER FOR INFECTIOUS DISEASES</b>                                      |           |                                                                          |                                                    |          |
| • HE 20.7808:                                                              | 0504-K    | Handbooks, Manuals, Guides (various titles)                              | Discard if revised                                 |          |
| <b>TOXIC SUBSTANCES AND DISEASE REGISTRY AGENCY</b>                        |           |                                                                          |                                                    |          |
| • HE 20.7916:                                                              | 0504-T    | Fact Sheets                                                              | Discard if updated or revised                      |          |
| <b>SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION</b>           |           |                                                                          |                                                    |          |
| • HE 20.8012:                                                              | 0497-D-05 | Bibliographies and Lists of Publications                                 | Discard if revised                                 | R        |

| SuDocs                                              | Item      | Title                                                                            | Retention                            | Regional |
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| • HE 20.8021:                                       | 0497-D-12 | NDATUS Instruction Manual                                                        | Keep latest edition                  |          |
| • HE 20.8026:                                       | 0497-D-06 | SAMHSA News                                                                      | Keep current year plus previous year | R        |
| • HE 20.8028:                                       | 0497-D-06 | CSAP Healthy Delivery                                                            | Keep current year                    | R        |
| <b>NATIONAL INSTITUTE OF MENTAL HEALTH</b>          |           |                                                                                  |                                      |          |
| • HE 20.8102:                                       | 0507-B-05 | General Publications (various titles)                                            | Discard if revised                   |          |
| • HE 20.8108:                                       | 0507-B-10 | Handbooks, Manuals, Guides (various titles)                                      | Discard if revised                   |          |
| • HE 20.8109/<br>A:                                 | 0507-Z-01 | Psychopharmacology Bulletin (separates)                                          | Superseded by HE 20.8109:            |          |
| HE 20.8113/3:                                       | 0507-B-09 | Publications from the National Institute of Mental Health                        | Keep latest edition                  |          |
| • HE 20.8115/<br>A:                                 | 0507-B-07 | Schizophrenia Bulletin (separates)                                               | Superseded by HE 20.8115:            |          |
| HE 20.8123:                                         | 0506-C    | Mental Health Directory                                                          | Keep latest edition                  |          |
| HE 20.8125:                                         | 0507-B-35 | Primary Prevention Publications Series                                           | Discard if revised                   | R        |
| • HE 20.8128:                                       | 0507-B-30 | Plain Talk About (various subjects)                                              | Keep latest edition                  | R        |
| <b>NATIONAL INSTITUTE ON DRUG ABUSE</b>             |           |                                                                                  |                                      |          |
| • HE 20.8211:                                       | 0467-A-03 | General Publications (various titles)                                            | Discard if revised                   |          |
| HE 20.8217/2:                                       | 0467-A-07 | Treatment Research Monograph Series                                              | Discard if revised                   | R        |
| HE 20.8217/3:                                       | 0467-A-07 | Treatment Research Report (series)                                               | Discard if revised                   | R        |
| HE 20.8217/4:                                       | 0467-A-07 | NIDA Notes                                                                       | Keep current year plus previous year | R        |
| HE 20.8228:                                         | 0467-A-20 | Drug Abuse Prevention Monograph Series                                           | Discard if revised                   | R        |
| • HE 20.8233:                                       | 0467-A-28 | Directories                                                                      | Keep latest edition                  |          |
| <b>HEALTH RESOURCES AND SERVICES ADMINISTRATION</b> |           |                                                                                  |                                      |          |
| • HE 20.9002:                                       | 0517-H-17 | General Publications (various titles)                                            | Discard if revised                   |          |
| • HE 20.9009:                                       | 0507-H-16 | Bibliographies and Lists of Publications                                         | Discard if revised                   | R        |
| • HE 20.9016:                                       | 0507-H-20 | A Profile                                                                        | Keep current year plus previous year | R        |
| • HE 20.9017:                                       | 0507-H-21 | The Recruiter, a Newsletter for the Health Professional Recruiter                | Keep current year plus previous year | R        |
| <b>PRIMARY HEALTH CARE BUREAU</b>                   |           |                                                                                  |                                      |          |
| • HE 20.9102:                                       | 0532-E-10 | General Publications (various titles)                                            | Discard if revised                   |          |
| • HE 20.9110/2:                                     | 0532-E-13 | National Health Service Corps Scholarship Program Applicant Information Bulletin | Dated. Discard when expired          |          |
| • HE 20.9110/6:                                     | 0532-E-13 | National Health Service Corps Information Bulletin, Private Practice Option      | Keep current year                    |          |

| SuDocs                                                            | Item      | Title                                                                                                      | Retention               | Regional |
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| • HE 20.9110/7:                                                   | 0532-E-13 | National Health Service Corps Information Bulletin, Private Practice Startup Loan Program                  | Keep current year       |          |
| • HE 20.9110/8:                                                   | 0532-E-13 | National Health Service Corps Information Bulletin, Private Practice Loan Program for Former Corps Members | Keep current year       |          |
| • HE 20.9110/9:                                                   | 0532-F    | NHSC in Touch                                                                                              | Keep current year       |          |
| • HE 20.9112:                                                     | 0532-E-15 | Directories                                                                                                | Keep latest edition     |          |
| <b>MATERNAL AND CHILD HEALTH AND RESOURCES DEVELOPMENT BUREAU</b> |           |                                                                                                            |                         |          |
| • HE 20.9202:                                                     | 0486-A-10 | General Publications (various titles)                                                                      | Discard if revised      |          |
| HE 20.9209:                                                       | 0486-A-08 | Directory of Facilities Obligated to Provide Uncompensated Services by State and City                      | Keep latest edition     |          |
| <b>BUREAU OF HEALTH PROFESSIONS</b>                               |           |                                                                                                            |                         |          |
| • HE 20.9302:                                                     | 0507-J-01 | General Publications (various titles)                                                                      | Discard if revised      |          |
| • HE 20.9308:                                                     | 0507-J-05 | Handbooks, Manuals, Guides (various titles)                                                                | Discard if revised      |          |
| • HE 20.9309:                                                     | 0507-J-02 | Bibliographies and Lists of Publications                                                                   | Discard if revised      | R        |
| • HE 20.9313:                                                     | 0507-J-14 | Trends in Hospital Personnel                                                                               | Keep latest edition     | R        |
| • HE 20.9315:                                                     | 0507-J-16 | Health Workforce Newslink                                                                                  | Keep current year       | R        |
| <b>HEALTH CARE FINANCING ADMINISTRATION</b>                       |           |                                                                                                            |                         |          |
| • HE 22.2:                                                        | 0512-A-01 | General Publications (various titles)                                                                      | Discard if revised      |          |
| • HE 22.8:                                                        | 0512-A-03 | Handbooks, Manuals, Guides (various titles)                                                                | Discard if revised      |          |
| HE 22.8/16:                                                       | 0512-A-39 | The Medicare Handbook                                                                                      | Discard if revised      |          |
| • HE 22.8/17:                                                     | 0512-A-03 | Guide to Health Insurance for People with Medicare                                                         | Keep latest edition     | R        |
| • He 22.18/A:                                                     | 0512-A-10 | Health Care Financing Review (separates)                                                                   | Superseded by HE 22.18: |          |
| • HE 22.8/20:                                                     | 0512-A-48 | Executive/Management Training Handbook                                                                     | Keep latest edition     | R        |
| • HE 22.8/22:                                                     | 0444-P-03 | HCFA, Laws, Regulations (CD-ROM)                                                                           | Keep latest edition     | R        |
| • HE 22.9/4:                                                      | 0512-A-05 | End-Stage Renal Disease Program Instruction Manual for Renal Providers                                     | Keep latest edition     |          |
| HE 22.14:                                                         | 0512-A-08 | HCFA Communications Directory                                                                              | Keep latest issue       |          |
| HE 22.19/3:                                                       | 0512-A-13 | Health Care Financing: Grants for Research and Demonstration, Fiscal Year                                  | Keep latest issue       |          |
| HE 22.19/5:                                                       | 0512-A-18 | Health Care Financing (series)                                                                             | Keep latest revised     | R        |
| • HE 22.22:                                                       | 0512-A-19 | Bibliographies and Lists of Publications                                                                   | Discard if revised      | R        |
| HE 22.25/2:                                                       | 0512-A-27 | National Listing of Providers Furnishing Kidney Dialysis and Transplant Services                           | Keep current year       |          |
| HE 22.29:                                                         | 0512-A-31 | Medicare Directory of Prevailing Charges                                                                   | Keep latest edition     | R        |
| • HE 22.29/2:                                                     | 0512-A-31 | Directories                                                                                                | Keep latest edition     |          |

| SuDocs                                            | Item      | Title                                                                             | Retention                               | Regional |
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| • HE 22.32:                                       | 0512-A-32 | Forms                                                                             | Discard if revised                      |          |
| • HE 22.32/2:                                     | 0512-A-32 | HCFA Forms Information Catalog                                                    | Keep current year                       |          |
| • HE 22.39:                                       | 0512-A-08 | Employee Training and Career Development Catalog                                  | Keep latest edition                     |          |
| • HE 22.41:                                       | 0512-A-01 | The International Classification of Diseases, 9th Revision, Clinical Modification | Keep latest edition and latest addendum | R        |
| • HE 22.43:                                       | 0512-A-57 | HCFA Health Watch (series)                                                        | Keep current year                       | R        |
| <b>MEDICAID BUREAU</b>                            |           |                                                                                   |                                         |          |
| • HE 22.102:                                      | 0512-C    | General Publications (various titles)                                             | Discard if revised                      |          |
| • HE 22.114:                                      | 0512-C-02 | Directories                                                                       | Keep latest edition                     |          |
| <b>HEALTH STANDARDS AND QUALITY BUREAU</b>        |           |                                                                                   |                                         |          |
| • HE 22.202:                                      | 0499-J-01 | General Publications (various titles)                                             | Discard if revised                      |          |
| • HE 22.208:                                      | 0512-A-07 | Handbooks, Manuals, Guides                                                        | Discard if revised                      |          |
| • HE 22.211:                                      | 0499-J-02 | Bibliographies and Lists of Publications                                          | Discard if revised                      | R        |
| <b>PROGRAM OPERATIONS BUREAU</b>                  |           |                                                                                   |                                         |          |
| • HE 22.412:                                      | 0499-A-01 | Bibliographies and Lists of Publications                                          | Discard if revised                      | R        |
| • HE 22.414:                                      | 0499-H    | Medicare Unique Physician Identification Number Directory                         | Keep latest edition                     |          |
| <b>DATA MANAGEMENT AND STRATEGY BUREAU</b>        |           |                                                                                   |                                         |          |
| • HE 22.508:                                      | 0499-S    | General Publications (various titles)                                             | Discard if revised                      |          |
| • HE 22.508/2:                                    | 0499-S    | Health Care Financing Administration Information Systems Development Guide        | Discard if revised                      |          |
| <b>HUMAN DEVELOPMENT SERVICES OFFICE</b>          |           |                                                                                   |                                         |          |
| • HE 23.2:                                        | 0529-B-06 | General Publications (various titles)                                             | Discard if revised                      |          |
| • HE 23.8:                                        | 0529-B-07 | Handbooks, Manuals, Guides (various titles)                                       | Discard if revised                      |          |
| • HE 23.9:                                        | 0529-B-05 | Bibliographies and Lists of Publications                                          | Discard if revised                      | R        |
| HE 23.11:                                         | 0529-A-02 | OHDS Telephone Directory                                                          | Keep latest issue                       |          |
| <b>CHILDREN, YOUTH, AND FAMILY ADMINISTRATION</b> |           |                                                                                   |                                         |          |
| • HE 23.1011:                                     | 0499-M    | Bibliographies and Lists of Publications                                          | Discard if revised                      | R        |
| HE 23.1015:                                       | 0530-B-07 | Domestic Violence Information Series                                              | Discard if revised                      | R        |
| HE 23.1015/2:                                     | 0530-B-07 | Domestic Violence Monograph Series                                                | Discard if revised                      | R        |
| • HE 23.1016:                                     | 0530-B-08 | Forms                                                                             | Discard if revised                      |          |
| <b>HEAD START BUREAU</b>                          |           |                                                                                   |                                         |          |
| • HE 23.1102:                                     | 0499-G-02 | General Publications (various titles)                                             | Discard if revised                      |          |
| • HE 23.1111:                                     | 0499-G-04 | Bibliographies and Lists of Publications                                          | Discard if revised                      | R        |
| • HE 23.1113:                                     | 0499-G-06 | Directories                                                                       | Keep latest edition                     |          |

| SuDocs                                          | Item      | Title                                               | Retention                                                                     | Regional |
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| <b>CHILDREN'S BUREAU</b>                        |           |                                                     |                                                                               |          |
| • HE 23.1215:                                   | 0445-L-06 | Directories                                         | Keep latest edition                                                           |          |
| <b>CHILD SUPPORT ENFORCEMENT OFFICE</b>         |           |                                                     |                                                                               |          |
| • HE 24.2:                                      | 0524-A-01 | General Publications (various titles)               | Discard if revised                                                            |          |
| • HE 24.13:                                     | 0524-A-07 | Bibliographies and Lists of Publications            | Discard if revised                                                            | R        |
| <b>HOUSING AND URBAN DEVELOPMENT DEPARTMENT</b> |           |                                                     |                                                                               |          |
| • HH 1.2:                                       | 0582      | General Publications (various titles)               | Discard if revised                                                            |          |
| • HH 1.6/3:                                     | 0582-E    | Handbooks, Manuals, Guides (various titles)         | Discard if revised                                                            |          |
| HH 1.6/6:                                       | 0582-E    | HUD Handbooks                                       | Looseleaf. Discard pages if revised. Keep latest edition                      |          |
| HH 1.6/7:                                       | 0582-E    | HUD Guides                                          | Looseleaf. Discard pages if revised. Keep latest edition                      |          |
| HH 1.6/9:                                       | 0582-E    | HUD Minimum Property Standards                      | Looseleaf. Discard pages if revised. Keep latest edition                      |          |
| • HH 1.23:                                      | 0581-D    | Bibliographies and Lists of Publications            | Keep latest edition                                                           | R        |
| • HH 1.43/2:                                    | 0582-S    | Fact Sheets (various topics)                        | Discard if revised                                                            |          |
| HH 1.69:                                        | 0581-E-19 | HUD Solar Status                                    | Keep current year plus previous year                                          | R        |
| HH 1.92:                                        | 0581-E-33 | Telephone Directory                                 | Keep latest issue                                                             |          |
| HH 1.99/2-2:                                    | 0582-T    | Survey of Mortgage Lending Activity State Estimates | Keep current year plus previous                                               |          |
| • HH 1.99/6:                                    | 0582-T    | News Releases                                       | Keep one year                                                                 | R        |
| • HH 1.120:                                     | 0582-X    | HUD Wellness Newsletter                             | Keep one year                                                                 | R        |
| <b>INTERIOR DEPARTMENT</b>                      |           |                                                     |                                                                               |          |
| I 1.1/7-2:                                      | 0600-C    | OIG Highlights                                      | Keep current year plus previous year                                          | R        |
| • I 1.2:                                        | 0603      | General Publications (various titles)               | Discard if revised                                                            |          |
| I 1.69/A:                                       | 0602-A    | Decisions of the Dept. of the Interior              | Separate preprints superseded by bound cumulative edition (I 1.69:)           |          |
| I 1.69/2:                                       | 0602-C    | Decisions of Dept. of Interior Index-Digest         | Semiannual issues superseded by annual quinquennial and decennial cumulations |          |
| I 1.72:                                         | 0601      | Conservation Bulletins                              | Discard if revised                                                            | R        |
| I 1.73/2:                                       | 0603-D    | Personnel Management Publications                   | Discard if revised                                                            | R        |
| • I 1.77:                                       | 0604      | Regulations, Rules, Instructions                    | Discard if revised                                                            | R        |
| • I 1.77/2:                                     | 0603-B    | Handbooks, Manuals, Guides (various titles)         | Discard if revised                                                            |          |
| I 1.84:                                         | 0603-E    | Indian Arts and Crafts Board: Publications          | Discard if revised                                                            |          |

| SuDocs                   | Item                      | Title                                                                                     | Retention                                       | Regional |
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| I 1.84/3:                | 0603-E                    | Indian Arts and Crafts Board: Source Directory                                            | Keep latest edition                             | R        |
| I 1.86:                  | 0601-C                    | Telephone Directory                                                                       | Keep latest issue                               |          |
| <b>GEOLOGICAL SURVEY</b> |                           |                                                                                           |                                                 |          |
| • I 19.2:                | 0621                      | General Publications (various titles)                                                     | Discard if revised                              |          |
| • I 19.14/2:             | 0619-B                    | Bibliographies and Lists of Publications                                                  | Keep latest edition                             | R        |
| I 19.14/4:               | 0622                      | New Publications of Geological Survey (list)                                              | Monthly issues superseded by annual ( I 19.14:) |          |
| • I 19.15/3:             | 0619-F                    | Handbooks, Manuals, Guides (various titles)                                               | Discard if revised                              |          |
| I 19.41/6-2:             | 0619-M-01<br>to 0619-M-53 | Catalog of Topographic and Other Published Maps (by state)                                | Discard if revised                              |          |
| • I 19.41/6-3:           | 0619-M-01<br>to 0619-M-53 | Index to Topographic and Other Map Coverage (by state)                                    | Discard if revised                              |          |
| I 19.41/7:               | 0619-G                    | List of Geological Survey Geologic and Water-Supply Reports and Maps for (various states) | Discard if revised                              | R        |
| I 19.41/9:               | 0623                      | Price and Availability List of U.S.G.S. Publications                                      | Keep latest edition                             |          |
| I 19.42/4:               | 0624-B                    | Water Resources Investigations                                                            | Keep latest editions                            |          |
| I 19.79:                 | 0619-G-01                 | Maps and Posters                                                                          | Discard if revised                              | R        |
| • I 19.80:               | 0619-G-02                 | National Mapping Program (various titles)                                                 | Discard if revised                              | R        |
| I 19.81:                 | 0619-M-01<br>to 0619-M-53 | 7.5' Series (states)                                                                      | Discard if revised                              |          |
| I 19.81/2:               | 0619-M-01<br>to 0619-M-53 | 1:50,000 Series (states)                                                                  | Discard if revised                              | R        |
| I 19.84:                 | 0620-B                    | Telephone Directory (by region)                                                           | Keep latest issue                               |          |
| I 19.85:                 | 0619-G-03                 | Coal Investigations-C                                                                     | Discard if revised                              | R        |
| I 19.86:                 | 0619-G-28                 | Geologic Map Index of (various states)                                                    | Discard if revised                              | R        |
| I 19.87:                 | 0619-G-04                 | GP-Geophysical Investigations                                                             | Discard if revised                              | R        |
| I 19.88:                 | 0619-G-05                 | Geologic Quadrangle Maps-GQ                                                               | Discard if revised                              | R        |
| I 19.89:                 | 0619-G-06                 | Hydrologic Investigations Atlases-HA                                                      | Discard if revised                              | R        |
| I 19.90:                 | 0619-G-07                 | Mineral Investigations Resource Maps-MR                                                   | Discard if revised                              | R        |
| I 19.91:                 | 0619-G-08                 | Miscellaneous Investigations-I                                                            | Discard if revised                              | R        |
| • I 19.91/2:             | 0619-G-08                 | Circum-Pacific (CP) Map Series                                                            | Discard if revised                              | R        |
| I 19.92:                 | 0619-G-09                 | Oil and Gas Investigations Charts-OC                                                      | Discard if revised                              | R        |
| I 19.93:                 | 0619-G-10                 | Oil and Gas Investigations Maps-OM                                                        | Discard if revised                              |          |
| I 19.95:                 | 0619-G-12                 | Topographic Mapping-Status and Progress of Operations-SO                                  | Discard if revised                              |          |
| I 19.96:                 | 0619-G-13                 | Index to Intermediate Scale Mapping-IS                                                    | Discard if revised                              |          |

| SuDocs             | Item                   | Title                                                                                      | Retention                                           | Regional |
|--------------------|------------------------|--------------------------------------------------------------------------------------------|-----------------------------------------------------|----------|
| I 19.97:           | 0619-G-14              | Index to Orthophotoquad Mapping-OT                                                         | Discard if revised                                  |          |
| I 19.97/2:         | 0619-G-14              | Index to USGS/DMA 1:50,000 Scale, 15 Minute Quadrangle Mapping-DM                          | Discard if revised                                  |          |
| I 19.97/3:         | 0619-G-14              | Index to Land Cover Maps and Digital Data-LU                                               | Discard if revised                                  |          |
| • I 19.97/4:       | 0619-G-31              | Index to National Aerial Photography                                                       | Discard if revised                                  | R        |
| • I 19.97/5:       | 0619-G-32              | Index to Digital Line Graphs (DLG)                                                         | Discard if revised                                  | R        |
| I 19.98:           | 0619-G-17              | U.S. Series of Topographic Maps, Scale 1:250,000                                           | Discard if revised                                  | R        |
| I 19.99:           | 0619-G-18              | Alaska 1:250,000 Series                                                                    | Discard if revised                                  | R        |
| I 19.100:          | 0619-G-19              | Antarctica Topographic Series-1:50,000 Scale                                               | Discard if revised                                  | R        |
| I 19.100/2:        | 0619-G-19              | Antarctica Topographic Series-1:250,000 Scale                                              | Discard if revised                                  | R        |
| I 19.100/3:        | 0619-G-19              | Antarctica Topographic Series-1:500,000 Scale With Contours                                | Discard if revised                                  | R        |
| I 19.100/4:        | 0619-G-19              | Antarctica Topographic Series-1:500,000 Scale Without Contours                             | Discard if revised                                  | R        |
| I 19.100/5:        | 0619-G-19              | Antarctica Topographic Series-1:1,000,000 Scale                                            | Discard if revised                                  | R        |
| • I 19.100/6:      | 0619-G-19              | Antarctica Photomap                                                                        | Discard if revised                                  | R        |
| I 19.102/1: to /53 | 0619-H-01 to 0619-H-53 | State Map Series : Planimetric, Topographic and Shaded Relief (various scales) (by state)  | Discard if revised                                  |          |
| I 19.106:          | 0619-G-21              | National Parks Series                                                                      | Discard if revised                                  | R        |
| I 19.108:          | 0619-P-nos             | County Map Series (by state)                                                               | Discard if revised                                  |          |
| I 19.109:          | 0619-G-24              | Slope Maps                                                                                 | Discard if revised                                  |          |
| I 19.110:          | 0619-G-25              | U.S. 1:100,000 Scale Series (Intermediate Scale Maps)                                      | Discard if revised                                  |          |
| I 19.111/A:        | 0619-G-26              | Separate Maps of the National Atlas                                                        | Discard if revised                                  |          |
| I 19.112:          | 0619-G-27              | Land Use and Land Cover and Associated Maps                                                | Discard if revised                                  | R        |
| I 19.113:          | 0619-G-11              | Miscellaneous Field Studies Maps-MF                                                        | Discard if revised                                  | R        |
| • I 19.118:        | 0621-H                 | Water Data Coordination Directory                                                          | Keep latest edition                                 |          |
| • I 19.120/2:      | 0621-J-01              | USGS/NGIC Geomagnetic Observatory Data                                                     | Annual issues superseded by quinquennial cumulation |          |
| • I 19.120/4:      | 0639-J                 | Minerals and Management Information (CD-ROM)                                               | Keep latest edition (Formerly I 28.37/7:)           |          |
| • I 19.121:        | 0621-K                 | Digital Data Series                                                                        | Discard if revised                                  |          |
| • I 19.121:6/      | 0621-K                 | Stratigraphic nomenclature databases for the United States, its possession and territories | Keep latest edition                                 |          |

| SuDocs                          | Item      | Title                                                   | Retention                                                                | Regional |
|---------------------------------|-----------|---------------------------------------------------------|--------------------------------------------------------------------------|----------|
| <b>BUREAU OF INDIAN AFFAIRS</b> |           |                                                         |                                                                          |          |
| • I 20.2:                       | 0627      | General Publications (various titles)                   | Discard if revised                                                       |          |
| I 20.47:                        | 0627-C    | Maps and Atlases                                        | Discard if revised                                                       | R        |
| I 20.51:                        | 0627-A    | Indians of (various states)                             | Discard if revised                                                       | R        |
| I 20.51/2:                      | 0627-A    | Indians (various subjects)                              | Discard if revised                                                       | R        |
| <b>RECLAMATION BUREAU</b>       |           |                                                         |                                                                          |          |
| • I 27.2:                       | 0660      | General Publications (various titles)                   | Discard if revised                                                       |          |
| I 27.7/4:                       | 0664-C    | Maps (miscellaneous)                                    | Discard if revised                                                       | R        |
| • I 27.10/2:                    | 0660-F    | Publications for Sale                                   | Keep latest edition                                                      |          |
| I 27.19/2:                      | 0660-B    | Handbooks, Manuals, Guides (various titles)             | Discard if revised                                                       |          |
| I 27.34:                        | 0664-B    | Engineering Monographs                                  | Discard if revised                                                       | R        |
| I 27.55/2:                      | 0660      | Water and Power Resources Services Projects (by States) | Discard if revised                                                       | R        |
| I 27.73:                        | 0660      | Historical Site (Brochures)                             | Discard if revised                                                       |          |
| I 27.77:                        | 0660-C    | Telephone Directory                                     | Keep latest issue                                                        |          |
| <b>MINES BUREAU</b>             |           |                                                         |                                                                          |          |
| I 28.2:                         | 0637      | General Publications (various titles)                   | Discard if revised                                                       |          |
| I 28.5:                         | 0638      | Bureau of Mines Publications and Articles               | Annual issues superseded by quinquennial cumulation                      |          |
| I 28.5/2:                       | 0642      | New Publications                                        | Monthly issues superseded by annual (I 28.5:)                            |          |
| • I 28.5/3-2:                   | 0638-H    | Bibliographies and Lists of Publications                | Keep latest edition                                                      | R        |
| • I 28.16/2:                    | 0637-B    | Handbooks, Manuals, Guides (various titles)             | Discard if revised                                                       |          |
| I 28.37/A:                      | 0639-F-01 | Minerals Yearbook (preprints)                           | Preprints superseded by annual bound volumes (I 28:37:)                  |          |
| I 28.37/A 2:                    | 0639-F-01 | Minerals Yearbook (separates from vols. 2 & 3)          | Separates superseded by same information in bound vols. 2 & 3 (I 28:37:) |          |
| <b>NATIONAL PARK SERVICE</b>    |           |                                                         |                                                                          |          |
| • I 29.2:                       | 0648      | General Publications (various titles)                   | Discard if revised                                                       |          |
| I 29.6:                         | 0651      | National Parks, Information Circulars                   | Discard if revised                                                       |          |
| I 29.6/2:                       | 0651-B    | National Seashores, Information Circulars               | Discard if revised                                                       |          |
| I 29.6/3:                       | 0651-B-01 | National Lakeshores, Information Circulars              | Discard if revised                                                       |          |
| I 29.6/4:                       | 0651-B-02 | National Rivers, Information Circulars                  | Discard if revised                                                       |          |
| I 29.6/5:                       | 0651-B-03 | National Scenic Trails, Information Circulars           | Discard if revised                                                       |          |
| I 29.6/6:                       | 0651-B-04 | National Historic Sites, Informational Circulars        | Discard if revised                                                       |          |

| SuDocs                           | Item      | Title                                                               | Retention                           | Regional |
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| I 29.6/7:                        | 0654      | Outdoors in the Santa Monica Mountains ...                          | Keep latest edition                 |          |
| I 29.8:                          | 0651-A    | Maps                                                                | Discard if revised                  | R        |
| • I 29.9/2:                      | 0648-A    | Handbooks, Manuals, Guides (various titles)                         | Discard if revised                  |          |
| • I 29.9/5:                      | 0649      | National Park Service Handbooks                                     | Discard if revised                  | R        |
| I 29.21:                         | 0650      | National Monuments and Military Parks, Information Circulars        | Discard if revised                  |          |
| I 29.39:                         | 0654      | National Recreational Areas, Information Circulars                  | Discard if revised                  |          |
| I 29.66:                         | 0646-B    | National Parks and Landmarks                                        | Discard if revised                  |          |
| I 29.71:                         | 0646-C    | National Park's Camping Guide                                       | Discard if revised                  |          |
| I 29.74:                         | 0648-B    | Historic American Building Survey                                   | Discard if revised                  |          |
| • I 29.82:                       | 0646-K    | Bibliographies and Lists of Publications                            | Keep latest edition                 | R        |
| I 29.88/6:                       | 0651      | National Historical Parks, Information Circulars                    | Discard if revised                  |          |
| I 29.97:B 48 T                   | 0650-A    | Big Thicket National Preserve                                       | Keep latest edition                 |          |
| • I 29.98:                       | 0658-D    | Glen Echo Park                                                      | Keep latest issue                   | R        |
| • I 29.103:                      | 0648-G    | Index, National Park Systems and Related Areas                      | Keep latest edition                 | R        |
| • I 29.115:                      | 0648-M    | Forms                                                               | Keep latest issue                   |          |
| • I 29.120:                      | 0648-S    | Catalog of National Historic Landmarks                              | Keep latest edition                 |          |
| <b>FISH AND WILDLIFE SERVICE</b> |           |                                                                     |                                     |          |
| • I 49.2:                        | 0612      | General Publications (various titles)                               | Discard if revised                  |          |
| • I 49.6/2:                      | 0612-E    | Handbooks, Manuals, Guides (various titles)                         | Discard if revised                  |          |
| I 49.6/8:                        | 0612-E    | Import/Export Manual Transmittal Letters                            | Looseleaf. Discard pages if revised |          |
| I 49.9:                          | 0612      | Maps and Charts                                                     | Discard if revised                  | R        |
| • I 49.13/5:                     | 0616-B-01 | Fish & Wildlife Leaflets (series)                                   | Discard if revised                  | R        |
| I 49.24/2:                       | 0613      | Summary of Federal Hunting Regulations                              | Keep latest issues                  |          |
| I 49.24/3:                       | 0613      | -Atlantic Flyway                                                    | Keep latest issue                   |          |
| I 49.24/4:                       | 0613      | -Central Flyway                                                     | Keep latest issue                   |          |
| I 49.24/5:                       | 0613      | -Pacific Flyway                                                     | Keep latest issue                   |          |
| I 49.24/6:                       | 0613      | -Mississippi Flyway                                                 | Keep latest issue                   |          |
| I 49.44/2:                       | 0612-C    | National Wildlife Refuges (information circulars, bird lists, etc.) | Discard if revised                  |          |
| I 49.86:                         | 0610-C    | National Fish Hatchery (leaflets, various locations)                | Discard if revised                  |          |
| • I 49.104:                      | 0612-M    | Directories                                                         | Keep latest edition                 |          |

| SuDocs                                                   | Item      | Title                                                   | Retention                            | Regional |
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| • I 49.106/7:                                            | 0616-A-01 | Catalog of Training                                     | Dated. Discard when expired          |          |
| <b>LAND MANAGEMENT BUREAU</b>                            |           |                                                         |                                      |          |
| • I 53.2:                                                | 0631      | General Publications (various titles)                   | Discard if revised                   |          |
| • I 53.3/2:                                              | 0634-B    | Technical Bulletins                                     | Discard if revised                   | R        |
| I 53.7/2:                                                | 0633      | Handbooks, Manuals, Guides (various titles)             | Discard if revised                   |          |
| I 53.9:                                                  | 0632      | Information Bulletins                                   | Discard if revised                   | R        |
| I 53.11:                                                 | 0629-B    | Maps and Map Folders                                    | Discard if revised                   | R        |
| I 53.11/4: & /4-2:                                       | 0619-G-16 | Bureau of Land Management 1:100,000 Scale Maps          | Discard if revised                   | R        |
| I 53.11/5:                                               | 0629-B    | Surface Management Quad                                 | Discard if revised                   | R        |
| • I 53.17:                                               | 0629-A-02 | Bibliographies and Lists of Publications                | Keep latest edition                  | R        |
| I 53.32/2:                                               | 0633-A-02 | Land Sale (brochures)                                   | Dated. Keep latest issue             |          |
| • I 53.45: & /2:                                         | 0631-F    | Telephone Directories                                   | Keep latest issue                    |          |
| <b>SURFACE MINING RECLAMATION AND ENFORCEMENT OFFICE</b> |           |                                                         |                                      |          |
| • I 71.2:                                                | 0669-B    | General Publications (various titles)                   | Discard if revised                   |          |
| • I 71.4:                                                | 0669-D    | Handbooks, Manuals, Guides (various titles)             | Discard if revised                   |          |
| • I 71.15:                                               | 0669-F    | Technical Training Courses...                           | Dated. Discard when expired          |          |
| <b>MINERALS MANAGEMENT SERVICE</b>                       |           |                                                         |                                      |          |
| • I 72.2:                                                | 0671-C    | General Publications (various titles)                   | Discard if revised                   |          |
| • I 72.8:                                                | 0671-G    | Handbooks, Manuals, Guides (various titles)             | Discard if revised                   |          |
| <b>U.S. INFORMATION AGENCY</b>                           |           |                                                         |                                      |          |
| • IA 1.2:                                                | 0672-B    | General Publications (various titles)                   | Discard if revised                   |          |
| • IA 1.6/2:                                              | 0672-D    | Handbooks, Manuals, Guides (various titles)             | Discard if revised                   |          |
| • IA 1.6/3:                                              | 0672-D-1  | Voice of America, Broadcast Schedule (English)          | Keep current year                    | R        |
| A 1.6/4:                                                 | 0672-D-2  | VOA Broadcast Schedule for Languages Other Than English | Keep current year                    |          |
| • IA 1.16/2:                                             | 0672-L    | Telecommunications Update                               | Keep current year plus previous year | R        |
| IA 1.26:                                                 | 0672-G    | Telephone Directory                                     | Keep latest issue                    |          |
| IA 1.27/2:                                               | 0672-H    | VCR & Film Catalog                                      | Discard if revised                   |          |
| IA 1.29:                                                 | 0672-M    | Opportunities Abroad for Educators                      | Keep current year                    |          |
| IA 1.30:                                                 | 0672-H    | U.S.I.S. Video Library Catalog                          | Discard if revised                   |          |

| SuDocs                                        | Item      | Title                                                                          | Retention                                                                             | Regional |
|-----------------------------------------------|-----------|--------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|----------|
| <b>INTERNATIONAL TRADE COMMISSION</b>         |           |                                                                                |                                                                                       |          |
| • ITC 1.2:                                    | 0978      | General Publications (various titles)                                          | Discard if revised                                                                    |          |
| ITC 1.10:                                     | 0982-B-02 | Harmonized Tariff Schedules of the United States                               | Looseleaf. Discard pages if revised. Keep latest edition                              |          |
| <b>JUSTICE DEPARTMENT</b>                     |           |                                                                                |                                                                                       |          |
| • J 1.2:                                      | 0717      | General Publications (various titles)                                          | Discard if revised. For looseleaves, discard pages if revised and keep latest edition |          |
| J 1.7:                                        | 0717-A-01 | Register of the U.S. Department of Justice and the Federal Courts              | Keep latest edition                                                                   | R        |
| J 1.8:                                        | 0717-A    | Regulations, Rules, Instructions (various titles)                              | Discard if revised. For looseleaves, discard pages if revised and keep latest edition |          |
| • J 1.8/2:                                    | 0717-A-01 | Handbooks, Manuals, Guides (various titles)                                    | Discard if revised. For looseleaves, discard pages if revised and keep latest edition |          |
| <b>FEDERAL BUREAU OF INVESTIGATION</b>        |           |                                                                                |                                                                                       |          |
| • J 1.14/2:                                   | 0721      | General Publications (various titles)                                          | Discard if revised                                                                    |          |
| J 1.14/16:                                    | 0722-A-01 | Handbooks, Manuals, Guides (various titles)                                    | Discard if revised                                                                    |          |
| J 1.14/21:                                    | 0722-B    | Posters                                                                        | Dated posters may be discarded after date of event                                    |          |
| <b>JUSTICE DEPARTMENT</b>                     |           |                                                                                |                                                                                       |          |
| • J 1.20/2:                                   | 0717-G    | Bibliographies and Lists of Publications                                       | Keep latest edition                                                                   | R        |
| J 1.56:                                       | 0717-B-07 | Freedom of Information Case List                                               | Keep latest edition                                                                   |          |
| J 1.89:                                       | 0717-A-02 | Telephone Directory                                                            | Keep latest issue                                                                     |          |
| J 1.89/2:                                     | 0717-A-02 | Civil Division Telephone Directory                                             | Keep latest issue                                                                     |          |
| J 1.98:                                       | 0718-A-23 | Forms                                                                          | Discard if revised or expired                                                         |          |
| • J 1.102:                                    | 0723-A-01 | Office of Chief Administrative Hearing Officer (OCAHO) Cases, Files, Subpoenas | Superseded by J 1.103:                                                                |          |
| <b>NATIONAL INSTITUTE OF CORRECTIONS</b>      |           |                                                                                |                                                                                       |          |
| • J 16.109:                                   | 0726-E    | Schedule of Training and Services for FY...                                    | Dated. Discard when expired                                                           |          |
| <b>IMMIGRATION AND NATURALIZATION SERVICE</b> |           |                                                                                |                                                                                       |          |
| • J 21.2:                                     | 0725      | General Publications (various titles)                                          | Discard if revised                                                                    |          |
| J 21.5:                                       | 0726      | Laws and Regulations                                                           | Keep latest issue                                                                     |          |
| J 21.5/2:                                     | 0726      | U. S. Immigration Laws, General Information                                    | Keep latest issue                                                                     |          |
| J 21.6/2:                                     | 0726-A    | Operations, Instructions, Regulations, and Interpretations                     | Looseleaf. Discard pages if revised. Keep latest edition                              |          |
| • J 21.6/3:                                   | 0725-A    | Guide to Immigration Benefits                                                  | Discard if revised                                                                    | R        |

| SuDocs                                 | Item      | Title                                                                                                         | Retention                                                                             | Regional |
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| • J 21.6/3:                            | 0725-A    | Guide for the Inspection and Processing of Citizens and Aliens by Officers Designated as Immigration Officers | Looseleaf. Discard pages if revised. Keep latest edition                              |          |
| J 21.6/3:                              | 0725-A    | Deportation Officer's Handbook                                                                                | Looseleaf. Discard pages if revised. Keep latest edition                              |          |
| J 21.6/3:                              | 0725-A    | Resource Guide for Congressional Staffs                                                                       | Looseleaf. Discard pages if revised. Keep latest edition                              |          |
| J 21.6/3:                              | 0725-A    | Immigration Detention Officer Handbook                                                                        | Looseleaf. Discard pages if revised. Keep latest edition                              |          |
| • J 21.6/3:                            | 0725-A    | Basic Guide to Naturalization and Citizenship                                                                 | Keep latest edition                                                                   | R        |
| J 21.9:                                | 0724      | Federal Textbooks on Citizenship                                                                              | Keep latest editions                                                                  | R        |
| J 21.11:                               | 0723      | Administrative Decisions Under Immigration and Nationality Law                                                | Keep current cumulation                                                               |          |
| J 21.11/2:                             | 0723-A-05 | Interim Administrative Decisions...                                                                           | Separate preprints superseded by bound cumulative edition (J 21.11:)                  |          |
| J 21.12:                               | 0725-C    | Posters                                                                                                       | Dated posters may be discarded after date of event                                    |          |
| J 21.19:                               | 0723-A-02 | Forms                                                                                                         | Discard if revised or expired                                                         |          |
| <b>DRUG ENFORCEMENT ADMINISTRATION</b> |           |                                                                                                               |                                                                                       |          |
| • J 24.2:                              | 0967      | General Publications (various titles)                                                                         | Discard if revised                                                                    |          |
| • J 24.8:                              | 0968-A    | Handbooks, Manuals, Guides (various titles)                                                                   | Discard if revised                                                                    |          |
| J 24.27:                               | 0967-I    | Forms                                                                                                         | Discard if revised or expired                                                         |          |
| <b>MARSHALS SERVICE</b>                |           |                                                                                                               |                                                                                       |          |
| • J 25.2:                              | 0969-A-01 | General Publications (various titles)                                                                         | Discard if revised                                                                    |          |
| • J 25.8:                              | 0969-A-02 | Handbooks, Manuals, Guides (various titles)                                                                   | Discard if revised                                                                    |          |
| J 25.12:                               | 0969-A-03 | Posters                                                                                                       | Dated posters may be discarded after date of event                                    |          |
| <b>JUSTICE ASSISTANCE BUREAU</b>       |           |                                                                                                               |                                                                                       |          |
| • J 26.2:                              | 0968-H-01 | General Publications (various titles)                                                                         | Discard if revised                                                                    |          |
| • J 26.9/2:                            | 0968-H-02 | Bureau of Justice Assistance Publications List                                                                | Keep latest edition                                                                   | R        |
| • J 26.33:                             | 0717-N-05 | Fact Sheets                                                                                                   | Keep latest issue of each topic                                                       | R        |
| <b>UNITED STATES PAROLE COMMISSION</b> |           |                                                                                                               |                                                                                       |          |
| J 27.6:                                | 0717-C-16 | Regulations, Rules, Instructions (various titles)                                                             | Discard if revised. For looseleaves, discard pages if revised and keep latest edition |          |
| J 27.8:                                | 0717-C-12 | Handbooks, Manuals, Guides (various titles)                                                                   | Discard if revised. For looseleaves, discard pages if revised and keep latest edition |          |

| SuDocs                                                    | Item      | Title                                                                   | Retention                                                                             | Regional |
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| <b>NATIONAL INSTITUTE OF JUSTICE</b>                      |           |                                                                         |                                                                                       |          |
| • J 28.2:                                                 | 0718-A    | General Publications (various titles)                                   | Discard if revised                                                                    |          |
| J 28.3/2:                                                 | 0718-A-12 | Construction Bulletin (series)                                          | Discard if revised                                                                    |          |
| J 28.3/3:                                                 | 0718-A-18 | AIDS Bulletin (series)                                                  | Discard if revised                                                                    |          |
| J 28.8:                                                   | 0968-H-11 | User's Guide                                                            | Looseleaf. Discard pages if revised. Keep latest edition                              |          |
| J 28.8/2:                                                 | 0718-A-01 | Policy Briefs (series)                                                  | Discard if revised                                                                    |          |
| • J 28.11:                                                | 0968-H-15 | Bibliographies and Lists of Publications                                | Keep latest edition                                                                   | R        |
| • J 28.14/2:                                              | 0968-H-10 | National Institute of Justice Catalog                                   | Keep latest issue                                                                     | R        |
| J 28.15/2:                                                | 0717-J    | NIJ Reports (series)                                                    | Discard if revised                                                                    |          |
| J 28.15/2-2:                                              | 0717-J-01 | Research in Action (series)                                             | Discard if revised                                                                    |          |
| J 28.19:                                                  | 0718-A-03 | Research Bulletin (series)                                              | Discard if revised                                                                    |          |
| • J 28.20:                                                | 0718-A-14 | Directory of Criminal Information Sources                               | Keep latest edition                                                                   |          |
| J 28.23:                                                  | 0718-A-07 | Issues and Practices in Criminal Justice (series)                       | Discard if revised                                                                    |          |
| J 28.24:                                                  | 0718-A-03 | Research in Brief (series)                                              | Discard if revised                                                                    |          |
| J 28.26:                                                  | 0968-H-11 | Crime File (series)                                                     | Discard if revised                                                                    |          |
| • J 28.28:                                                | 0718-A-14 | National Criminal Justice Thesaurus                                     | Keep latest edition                                                                   |          |
| • J 28.31/2:                                              | 0718-D-01 | National Criminal Justice Reference Service Document Data Base (CD-ROM) | Keep latest edition                                                                   | R        |
| <b>JUSTICE STATISTICS BUREAU</b>                          |           |                                                                         |                                                                                       |          |
| • J 29.2:                                                 | 0717-R-01 | General Publications (various titles)                                   | Discard if revised                                                                    |          |
| J 29.8/2:                                                 | 0968-H-19 | Directory of Automated Criminal Justice Information Systems             | Keep latest edition                                                                   |          |
| J 29.10:                                                  | 0968-H-12 | Privacy & Security of Criminal History Information                      | Keep latest edition                                                                   |          |
| J 29.12:                                                  | 0968-H-14 | Uniform Parole Reports (series)                                         | Discard if revised                                                                    |          |
| J 29.13:                                                  | 0968-H-16 | Justice Statistics Bureau Special Reports                               | Discard if revised                                                                    |          |
| J 29.15:                                                  | 0968-H-21 | Technical Report (series)                                               | Discard if revised                                                                    |          |
| <b>EXECUTIVE OFFICE FOR THE UNITED STATES ATTORNEYS</b>   |           |                                                                         |                                                                                       |          |
| • J 31.2:                                                 | 0718-A-05 | General Publications (various titles)                                   | Discard if revised                                                                    |          |
| J 31.8:                                                   | 0717-C-18 | Handbooks, Manuals, Guides (various titles)                             | Discard if revised. For looseleaves, discard pages if revised and keep latest edition |          |
| • J 31.13:                                                | 0717-C-21 | Directories                                                             | Keep latest edition                                                                   |          |
| <b>JUVENILE JUSTICE AND DELINQUENCY PREVENTION OFFICE</b> |           |                                                                         |                                                                                       |          |
| • J 32.2:                                                 | 0718-A-05 | General Publications (various titles)                                   | Discard if revised                                                                    |          |
| J 32.8:                                                   | 0718-A-06 | Handbooks, Manuals, Guides (various titles)                             | Discard if revised                                                                    |          |

| SuDocs                                               | Item      | Title                                                                       | Retention                                                    | Regional |
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| J 32.10:                                             | 0718-A-09 | Juvenile Justice Bulletins (series)                                         | Discard if revised                                           |          |
| <b>OFFICE OF ATTORNEY PERSONNEL MANAGEMENT</b>       |           |                                                                             |                                                              |          |
| J 33.9:                                              | 0716-B-01 | Posters                                                                     | Dated posters may be discarded after date of event           |          |
| <b>COURT OF FEDERAL CLAIMS</b>                       |           |                                                                             |                                                              |          |
| JU 3.10:                                             | 0731-B    | Rules of the United States Claims Court                                     | Keep latest edition                                          |          |
| • JU 3.10/4:                                         | 0731-B    | Handbooks, Manuals, Guides (various titles)                                 | Discard if revised                                           |          |
| <b>SUPREME COURT</b>                                 |           |                                                                             |                                                              |          |
| JU 6.8/A:                                            | 0740-B    | Supreme Court Decisions: Preliminary Prints                                 | Superseded by bound volumes, United States Reports (JU 6.8:) |          |
| JU 6.8/B:                                            | 0740-A    | Supreme Court Decisions: Individual Cases                                   | Superseded by Preliminary Prints (JU 6.8/A:)                 |          |
| JU 6.9:                                              | 0739      | Rules and Orders                                                            | Keep latest edition                                          | R        |
| <b>U.S. COURT OF APPEALS FOR THE FEDERAL CIRCUIT</b> |           |                                                                             |                                                              |          |
| • JU 7.10:                                           | 0735-B    | Handbooks, Manuals, Guides (various titles)                                 | Discard if revised                                           |          |
| <b>ADMINISTRATIVE OFFICE OF U.S. COURTS</b>          |           |                                                                             |                                                              |          |
| • JU 10.2:                                           | 0729      | General Publications (various titles)                                       | Discard if revised                                           |          |
| JU 10.15:                                            | 0717-X-01 | Directory of U.S. Probation & Pretrial Services Officers                    | Keep latest edition                                          |          |
| JU 10.17:                                            | 0717-Y-02 | United States Court Directory                                               | Keep latest edition                                          |          |
| JU 10.20:                                            | 0717-Y-06 | Telephone Directory                                                         | Keep latest edition                                          |          |
| <b>TAX COURT</b>                                     |           |                                                                             |                                                              |          |
| • JU 11.2:                                           | 0742-A    | General Publications (various titles)                                       | Discard if revised                                           |          |
| JU 11.7/A 2:                                         | 0742      | U.S. Tax Court Reports (separates, individual issues, monthly compilations) | Superseded by US. Tax Court Reports (JU 11.7:)               |          |
| JU 11.8:                                             | 0743      | Rules of Practice                                                           | Keep latest edition                                          |          |
| <b>FEDERAL JUDICIAL CENTER</b>                       |           |                                                                             |                                                              |          |
| • JU 13.2:                                           | 0743-C-01 | General Publications (various titles)                                       | Discard if revised                                           |          |
| • JU 13.8:                                           | 0743-C-02 | Handbooks, Manuals, Guides (various titles)                                 | Discard if revised                                           |          |
| JU 13.9/2:                                           | 0743-C-04 | Catalogue of Audiovisual Media Programs                                     | Keep latest edition                                          |          |
| JU 13.11/2:                                          | 0743-C-05 | Catalog of Publications                                                     | Keep latest edition                                          |          |
| <b>DEPARTMENT OF LABOR</b>                           |           |                                                                             |                                                              |          |
| L 1.2:B 64/3/                                        | 0745      | Bonding Requirements Under the LMRDA and the CSRA                           | Discard if revised                                           |          |
| L 1.2:B 98/3/                                        | 0745      | What the U.S. Dept. of Labor Buys                                           | Discard if revised                                           |          |

| SuDocs               | Item      | Title                                                                                               | Retention                                | Regional |
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| • L 1.2:<br>EM 7/27/ | 0745      | U.S. Department of Labor Summer<br>Employment Program                                               | Discard if revised                       |          |
| • L 1.2:F 21/        | 0745      | Labor Hall of Fame                                                                                  | Discard if revised                       |          |
| • L 1.2:L 11/28/     | 0745      | Election of Officers of Labor Organizations                                                         | Discard if revised                       |          |
| • L 1.2:R 29/3/      | 0745      | Office of Labor Management Standards                                                                | Keep latest edition for each<br>language | R        |
| L 1.2:R 44/          | 0745      | Rights and Responsibilities Under the LMRDA<br>and CSRA                                             | Discard if revised                       |          |
| L 1.2:T 77/          | 0745      | Trusteeship Requirements Under the LMRDA<br>and the CSRA                                            | Discard if revised                       |          |
| L 1.2:<br>UN 3/16/   | 0745      | Electing Union Officers                                                                             | Discard if revised                       |          |
| • L 1.7/2:AW 1/      | 0745-A    | Lift Awards Nomination Guidelines                                                                   | Discard if revised                       |          |
| • L 1.7/2:J 45       | 0745-A    | America in Jeopardy: the Young Employee<br>and Drugs in the Workplace (all parts)                   | Discard if revised                       | R        |
| L 1.7/2:P 38/        | 0745-A    | What You Should Know about the Pension<br>Law                                                       | Discard if revised                       |          |
| • L 1.7/2:P 94/      | 0745-A    | Programa de Adiestramiento Sobre Abuso de<br>Alcohol y Drogas en el Lugar de Trabajo (all<br>parts) | Discard if revised                       |          |
| L 1.7/2:<br>R 31/2/  | 0745-A    | USDOL Civil Service Retirement System<br>Handbook                                                   | Discard if revised                       |          |
| • L 1.7/2:T 24/      | 0745-A    | Temporary Duty Guide for Department of<br>Labor Employees                                           | Discard if revised                       |          |
| L 1.7/2:UN 3/        | 0745-A    | Union Investigations Under the LMRDA:<br>A Guide for Officers and Members                           | Discard if revised                       |          |
| L 1.7/2:W 12/        | 0745-A    | Handbook for Wages and Benefits for<br>Construction Unions                                          | Discard if revised                       |          |
| • L 1.7/2-2:2-8/     | 0745-A    | Occupant Emergency Plan Handbook for the<br>Frances Perkins Building                                | Discard if revised                       |          |
| L 1.7/4:C 64/        | 0747      | Standards of Conduct Regulations for Labor<br>Organizations in the Federal Sector                   | Discard if revised                       |          |
| L 1.7/4:<br>L 11/2/  | 0747      | LMRDA Regulations and Interpretive Bulletins                                                        | Discard if revised                       | R        |
| • L 1.34:            | 0744-A    | Bibliographies and Lists of Publications                                                            | Keep latest edition                      | R        |
| L 1.47:B 96/         | 0746-E    | Major Laws Administered by the U.S. Dept. of<br>Labor Which Affect Businesses                       | Discard if revised                       |          |
| L 1.47:L 11/         | 0746-E    | Labor-Management Reporting and Disclosure<br>Act of 1959, as Amended                                | Discard if revised                       |          |
| L 1.67:              | 0745-E    | Telephone Directory                                                                                 | Keep latest issue                        |          |
| • L 1.83:            | 0745-A-03 | Forms                                                                                               | Keep latest issue                        |          |

| SuDocs                         | Item      | Title                                                                               | Retention                                                | Regional |
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| L 1.84:                        | 0745-F    | Register of Reporting Labor Organizations                                           | Keep latest edition                                      | R        |
| L 1.87:                        | 0745-A-04 | BLMR (series)                                                                       | Discard if revised                                       |          |
| • L 1.93:                      | 0745-H    | Labor Exchange                                                                      | Keep current year                                        |          |
| <b>LABOR STATISTICS BUREAU</b> |           |                                                                                     |                                                          |          |
| • L 2.2:C 73/8/                | 0769      | Hourly Compensation Costs for Production Workers in Manufacturing                   | Keep annual issues                                       |          |
| L 2.2:J 57/13/                 | 0769      | Questions and Answers Relating to AWS and SCA Survey Job Descriptions               | Discard if revised                                       |          |
| L 2.2:W 58/                    | 0769      | Survey Questions and Answers                                                        | Discard if revised                                       |          |
| L 2.3:1312                     | 0768-A-01 | Employment and Earnings, United States, 1909-                                       | Keep latest edition                                      | R        |
| L 2.3:1370                     | 0768-A-01 | Employment and Earnings, States and Areas, 1939-                                    | Keep (1939-1982) and supplements                         | R        |
| L 2.3/4:                       | 0768-C-02 | Occupational Outlook Handbook                                                       | Keep latest edition                                      | R        |
| • L 2.3/4-4:                   | 0744-G-02 | Occupational Outlook Handbook (CD-ROM)                                              | Keep latest edition                                      | R        |
| • L 2.34/2:                    | 0768-E    | Bibliographies and Lists of Publications                                            | Keep latest edition                                      | R        |
| • L 2.38/8:                    | 0768-F    | Consumer Price Index, Washington, DC                                                | Keep one year                                            |          |
| • L 2.38/8-2:                  | 0768-F-05 | Consumer Price Index, Chicago                                                       | Keep one year                                            |          |
| • L 2.38/8-3:                  | 0768-F-06 | Consumer Price Index, New York-Northeastern NJ                                      | Keep one year                                            |          |
| • L 2.38/8-4:                  | 0768-F-05 | Latest Consumer Price Index (Tables for U.S. and 6 Cities in Midwest)               | Keep one year                                            |          |
| • L 2.38/10:                   | 0768-F    | Summary Data from the Consumer Price Index                                          | Keep one year                                            | R        |
| L 2.46/3:<br>B 43/2/           | 0769-A    | Employee Benefits Survey Life Insurance Coding Manual                               | Keep latest edition                                      |          |
| • L 2.46/3:B 96/               | 0769-A    | Business Research Advisory Council Handbook                                         | Keep latest edition                                      |          |
| L 2.46/3:C 73                  | 0769-A    | CPI Commodities and Services Data Collection Manual                                 | Keep latest edition                                      |          |
| L 2.46/3:<br>D 26/4/           | 0769-A    | CPI Housing Survey Data Collection Manual                                           | Keep latest edition                                      |          |
| • L 2.46/3:<br>D 26/6          | 0769-A    | Consumer Price Index C+S Initiation Data Collection Manual                          | Looseleaf. Discard pages if revised. Keep latest edition |          |
| L 2.46/3:<br>EM 7/11/          | 0769-A    | Employee Benefits Survey Collection Manual                                          | Discard if revised                                       |          |
| L 2.46/3:<br>OP 2/             | 0769-A    | OSHA Survey Operating Manual                                                        | Keep latest edition                                      |          |
| • L 2.46/3:R 25/               | 0769-A    | A Brief Guide to Recordkeeping Requirements for Occupational Injuries and Illnesses | Discard if revised                                       |          |

| SuDocs                                               | Item      | Title                                                                                 | Retention                   | Regional |
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| L 2.46/4:                                            | 0769-A    | Current Employee Statistics State Operating Manual                                    | Discard if revised          |          |
| L 2.46/5:                                            | 0769-A    | Employee Benefits Survey Health Coding Manual                                         | Discard if revised          |          |
| L 2.46/6:                                            | 0769-A    | Employee Benefits Survey Sickness and Accident Coding Manual                          | Discard if revised          |          |
| L 2.46/7:                                            | 0769-A    | Employee Benefits Survey Defined Benefit Pension Coding Manual                        | Discard if revised          |          |
| L 2.46/8:                                            | 0769-A    | Employee Benefits Survey Defined Contribution Coding Manual                           | Discard if revised          |          |
| • L 2.53/2:                                          | 0768-T    | News, the Employment Situation                                                        | Superseded by L 2.41/2:     |          |
| • L 2.61/10-2:                                       | 0771-B    | Summary Data from the Producer Price Index News Release                               | Keep one year               | R        |
| L 2.71:                                              | 0768-G    | BLS Reports (numbered)                                                                | Discard if revised          | R        |
| L 2.71/3:                                            | 0768-P    | New England Regional Office: Regional Reports (numbered)                              | Discard if revised          | R        |
| L 2.71/6:                                            | 0768-P-01 | Middle Atlantic Regional Office: Regional Reports (numbered)                          | Discard if revised          | R        |
| L 2.71/8:                                            | 0768-P-02 | Southeastern Regional Office: Regional Reports (numbered)                             | Discard if revised          | R        |
| L 2.83:                                              | 0768-N-01 | Directory of the Business Research Advisory Council to the Bureau of Labor Statistics | Keep latest edition         | R        |
| L 2.99/2:                                            | 0768-K    | Digest of Selected Health & Insurance Plans                                           | Keep latest edition         | R        |
| L 2.109:                                             | 0768-N-01 | Directory of the Labor Research Advisory Council to the Bureau of Labor Statistics    | Keep latest edition         |          |
| L 2.114:                                             | 0768-A-02 | Catalog of Seminars, Training Programs & Technical Assistance in Labor Statistics     | Dated. Discard when expired |          |
| • L 2.115:                                           | 0768-T-02 | Real Earnings                                                                         | Superseded by L 2.41/2:     |          |
| • L 2.127:                                           | 0769-N    | Forms                                                                                 | Keep latest issues          |          |
| L 2.128:                                             | 0769-S    | International Training Programs in Labor Statistics                                   | Dated. Discard when expired |          |
| • L 2.131:                                           | 0768-E    | BLS Update                                                                            | Keep one year               | R        |
| <b>INTERNATIONAL LABOR AFFAIRS BUREAU</b>            |           |                                                                                       |                             |          |
| L 29.15:                                             | 0749-D    | Economic Discussion Papers (numbered)                                                 | Discard if revised          | R        |
| • L 29.16:                                           | 0749-E    | Foreign Labor Trends                                                                  | Discard if revised          | R        |
| <b>OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION</b> |           |                                                                                       |                             |          |
| • L 35.2:<br>AS 1/3/                                 | 0765      | Asbestos Standards for Construction Industry                                          | Discard if revised          | R        |
| • L 35.2:<br>AS 1/4/                                 | 0765      | Asbestos Standards for General Industry                                               | Discard if revised          | R        |

| <b>SuDocs</b>     | <b>Item</b> | <b>Title</b>                                                                            | <b>Retention</b>            | <b>Regional</b> |
|-------------------|-------------|-----------------------------------------------------------------------------------------|-----------------------------|-----------------|
| • L 35.2:B 62/    | 0765        | Bloodborne Pathogens and Acute Care Facilities                                          | Discard if revised          |                 |
| • L 35.2:B 62/2/  | 0765        | Bloodborne Pathogens and Long-term Careworkers                                          | Discard if revised          |                 |
| • L 35.2:C 42/    | 0765        | Chemical Hazard Communication                                                           | Discard if revised          |                 |
| • L 35.2:C 76/3/  | 0765        | Consultation Services for the Employer                                                  | Discard if revised          |                 |
| • L 35.2:C 85/    | 0765        | Crane or Derrick Suspended Personnel Platforms                                          | Discard if revised          |                 |
| • L 35.2:EL 2/    | 0765        | Controlling Electrical Hazards                                                          | Discard if revised          |                 |
| • L 35.2:EL 2/3/  | 0765        | Electrical Standards for Construction                                                   | Discard if revised          | R               |
| • L 35.2:EM 3/    | 0765        | Principal Emergency Response and Preparedness                                           | Discard if revised          |                 |
| • L 35.2:EM 7/3/  | 0765        | Employer Rights and Responsibilities Following an OSHA Inspection                       | Discard if revised          |                 |
| • L 35.2:EM 7/4/  | 0765        | Part 1960-Basic Program Elements for Federal Employee OSHA Programs and Related Matters | Discard if revised          |                 |
| • L 35.2:EX 2/    | 0765        | Excavations                                                                             | Discard if revised          |                 |
| • L 35.2:F 22/2/  | 0765        | OSHA and the Farm or Ranch Employer                                                     | Discard if revised          |                 |
| • L 35.2:G 76/2/  | 0765        | Grain Handling                                                                          | Discard if revised          |                 |
| • L 35.2:G 91/    | 0765        | Ground-fault Protection Construction Sites                                              | Discard if revised          |                 |
| • L 35.2:H 19/    | 0765        | Hand and Power Tools                                                                    | Discard if revised          |                 |
| • L 35.2:H 33/4/  | 0765        | Control of Hazardous Energy (Lockout/Tagout)                                            | Discard if revised          |                 |
| • L 35.2:H 35/    | 0765        | Hearing Conservation                                                                    | Discard if revised          |                 |
| • L 35.2:IN 7/    | 0765        | OSHA Inspections                                                                        | Discard if revised          |                 |
| • L 35.2:J 57/4/  | 0765        | Job Hazard Analysis                                                                     | Discard if revised          |                 |
| • L 35.2:L 46/2/  | 0765        | Lead in Construction                                                                    | Discard if revised          |                 |
| • L 35.2:M 41/2/  | 0765        | Materials Handling and Storing                                                          | Discard if revised          |                 |
| • L 35.2:M 46     | 0765        | Access to Medical and Exposure Records                                                  | Discard if revised          | R               |
| • L 35.2:OC 1/2/  | 0765        | All About OSHA                                                                          | Discard if revised          | R               |
| • L 35.2:OC 1/4/  | 0765        | OSHA Training Institute Catalog of Courses                                              | Dated. Discard when expired |                 |
| • L 35.2:OC 1/13/ | 0765        | Occupational Exposure to Bloodborne Pathogens                                           | Discard if revised          |                 |
| • L 35.2:P 43/    | 0765        | Personal Protective Equipment                                                           | Discard if revised          |                 |

| SuDocs              | Item      | Title                                                           | Retention                                                | Regional |
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| • L 35.2:R 31/      | 0765      | Respiratory Protection                                          | Discard if revised                                       |          |
| • L 35.2:R 44/      | 0765      | OSHA: Employee Workplace Rights                                 | Discard if revised                                       | R        |
| • L 35.2:SE 6/      | 0765      | Servicing Single Piece and Multi-Piece Rim Wheels               | Discard if revised                                       |          |
| • L 35.2:SL 3/      | 0765      | Sling Safety                                                    | Discard if revised                                       |          |
| • L 35.2:ST 1/      | 0765      | Stairways and Ladders                                           | Discard if revised                                       |          |
| • L 35.2:T 83/      | 0765      | Underground Construction                                        | Discard if revised                                       |          |
| • L 35.2:V 66/      | 0765      | Working Safely with Video Display Terminals                     | Discard if revised                                       | R        |
| • L 35.6:H 33/      | 0766-D    | Inspection Procedures for the Hazard Communication Standard     | Discard if revised                                       |          |
| • L 35.6:H 41/      | 0766-D    | Enforcement Procedures... Exposure to HBV + HIV                 | Discard if revised                                       | R        |
| L 35.6/2:           | 0766-D    | Occupational Safety and Health Regulations OSHA (series)        | Discard if revised                                       | R        |
| L 35.6/3-1: to /3-6 | 0766-F    | Occupational Safety & Health: ... v. 1 through v. 6             | Looseleaf. Discard pages if revised. Keep latest edition |          |
| L 35.6/4:           | 0766-D    | OSHA Safety & Health Standards Digest (series)                  | Keep latest edition                                      |          |
| L 35.8:C 42         | 0745-C-01 | Chemical Information Manual                                     | Looseleaf. Discard pages if revised. Keep latest edition |          |
| L 35.8:EL 2/        | 0745-C-01 | Electrical Standards Manual                                     | Looseleaf. Discard pages if revised. Keep latest edition |          |
| L 35.8:EM 3/        | 0745-C-01 | Workplace Emergencies                                           | Discard if revised                                       |          |
| • L 35.8:ER 3/      | 0745-C-01 | Ergonomics Program Management Guidelines for Meatpacking Plants | Discard if revised                                       |          |
| L 35.8:F 45/2       | 0745-C-01 | Field Operation Manual                                          | Looseleaf. Discard pages if revised. Keep latest edition |          |
| L 35.8:H 33/        | 0745-C-01 | Hazard Communication Guidelines for Compliance                  | Discard if revised                                       |          |
| L 35.8:IN 7         | 0745-C-01 | OSHA Technical Manual                                           | Looseleaf. Discard pages if revised. Keep latest edition |          |
| • L 35.8:SA 1/6/    | 0745-C-01 | Process Safety Management Guidelines for Compliance             | Discard if revised                                       |          |
| • L 35.8:T 68/      | 0745-C-01 | Training Requirements to OSHA Standards...                      | Discard if revised                                       |          |
| L 35.11/2:          | 0766-J    | Safe Work Practice Series                                       | Discard if revised                                       |          |
| • L 35.16:P 96/2/   | 0766-L    | OSHA Publications and Training Programs                         | Discard if revised                                       |          |
| L 35.17:            | 0766-H    | Policy & Program Series                                         | Discard if revised                                       |          |
| L 35.18:            | 0766-I    | Job Health Hazards Series                                       | Discard if revised                                       |          |
| L 35.19:            | 0766-K    | Safety Management Series                                        | Discard if revised                                       |          |

| SuDocs                                     | Item      | Title                                                                       | Retention                                                | Regional |
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| • L 35.24:                                 | 0766-F-05 | Fact Sheets                                                                 | Discard if revised                                       | R        |
| L 35.25:                                   | 0766-D    | OSHA Training Institute Schedule of Courses and Registration Instructions   | Dated. Discard when expired                              |          |
| L 35.25/2:                                 | 0766-D    | OSHA National Training Institute Catalog of Courses                         | Dated. Discard when expired                              |          |
| • L 35.26:                                 | 0744-G-01 | OSHA Documents and Files (CD-ROM)                                           | Keep latest edition                                      |          |
| <b>EMPLOYMENT STANDARDS ADMINISTRATION</b> |           |                                                                             |                                                          |          |
| • L 36.2:                                  | 0746-C-01 | General Publications (various titles)                                       | Discard if revised                                       |          |
| • L 36.8:                                  | 0746-C-05 | Handbooks, Manuals, Guides (various titles)                                 | Discard if revised                                       |          |
| L 36.10:                                   | 0764-B    | Labor Law Series                                                            | Discard if revised                                       | R        |
| <b>WOMEN'S BUREAU</b>                      |           |                                                                             |                                                          |          |
| • L 36.102:                                | 0782      | General Publications (various titles)                                       | Discard if revised                                       |          |
| L 36.103:                                  | 0781      | Bulletins (numbered)                                                        | Discard if revised                                       | R        |
| L 36.110:                                  | 0783      | Leaflets                                                                    | Discard if revised                                       | R        |
| L 36.112:                                  | 0783-C-03 | Pamphlets                                                                   | Discard if revised                                       | R        |
| <b>WAGE AND HOUR DIVISION</b>              |           |                                                                             |                                                          |          |
| • L 36.202:<br>D 27/                       | 0777      | Davis-Bacon and Related Acts                                                | Looseleaf. Discard pages if revised. Keep latest edition |          |
| • L 36.202:<br>F 15/3/                     | 0777      | How the Fair Labor Standards Act Applies to Domestic Service Workers        | Discard if revised                                       |          |
| • L 36.202:<br>M 58/RESO.                  | 0777      | Conducting MSPA Housing Inspections: Resource Book                          | Discard if revised                                       |          |
| • L 36.202:M<br>58/TASK BK                 | 0777      | Conducting MSPA Housing Inspections: Task Book                              | Discard if revised                                       |          |
| • L 36.202:M<br>58/TEST BK                 | 0777      | Conducting MSPA Housing Inspections: Test Book and Evaluation Questionnaire | Discard if revised                                       |          |
| • L 36.202:<br>SE 6/                       | 0777      | Service Contract Act Directory of Occupations                               | Discard if revised                                       |          |
| L 36.203/2:                                | 0777-A-01 | Child Labor Bulletins (numbered)                                            | Discard if revised                                       | R        |
| L 36.205:<br>F 15/                         | 0778-B    | The Fair Labor Standards of 1938, As Amended                                | Discard if revised                                       |          |
| L 36.205:<br>W 16                          | 0778-B    | The Walsh-Healey Public Contracts Act, As Amended                           | Discard if revised                                       |          |
| L 36.205/2:                                | 0778-B    | Federal Labor Laws                                                          | Discard if revised                                       |          |
| L 36.206/2:                                | 0780      | Regulations Under Title 29, Code of Federal Regulations                     | Discard if revised                                       |          |
| L 36.208:                                  | 0777-B    | Handbooks, Manuals, Guides (various titles)                                 | Discard if revised                                       |          |
| L 36.209:                                  | 0778      | Interpretive Bulletins                                                      | Discard if revised                                       | R        |

| SuDocs                                        | Item                     | Title                                                                                                            | Retention                                                | Regional |
|-----------------------------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|----------|
| • L 36.211:                                   | 0777-B-04<br>through -09 | General Wage Determinations Issued Under the Davis-Bacon and Related Acts, V. 1 through v. 6                     | Looseleaf. Discard pages if revised. Keep latest edition |          |
| • L 36.212:                                   | 0777-C                   | Forms                                                                                                            | Discard if revised                                       |          |
| <b>WORKERS COMPENSATION PROGRAMS OFFICE</b>   |                          |                                                                                                                  |                                                          |          |
| • L 36.408:                                   | 0779-A-02                | Handbooks, Manuals, Guides (various titles)                                                                      | Discard if revised                                       |          |
| • L 36.409:                                   | 0779-A-01                | Pamphlets (numbered)                                                                                             | Discard if revised                                       | R        |
| • L 36.410:                                   | 0746-C-06                | Forms                                                                                                            | Discard if revised                                       |          |
| <b>EMPLOYMENT AND TRAINING ADMINISTRATION</b> |                          |                                                                                                                  |                                                          |          |
| • L 37.2:IM 7/                                | 0780-A-01                | If Imports Cost Your Job                                                                                         | Discard if revised                                       | R        |
| • L 37.2:J 57                                 | 0780-A-01                | Merchandising Your Job Talents                                                                                   | Discard if revised                                       |          |
| • L 37.2:<br>J 57/18/                         | 0780-A-01                | JTPA Financial Management                                                                                        | Looseleaf. Discard pages if revised. Keep latest edition |          |
| • L 37.2:<br>SE 5/                            | 0780-A-01                | Senior Community Service Employment Program                                                                      | Discard if revised                                       |          |
| • L 37.2:<br>UN 2/3/                          | 0780-A-01                | Unemployment Insurance: How it Works For You                                                                     | Discard if revised                                       | R        |
| • L 37.8:C 26/                                | 0780-A-03                | A Guide to Case Management for At-risk Youth                                                                     | Discard if revised                                       |          |
| • L 37.8/2:                                   | 0747-B                   | ET Handbook (numbered)                                                                                           | Discard if revised                                       | R        |
| • L 37.8/6:                                   | 0780-A-07                | CETA Program Models (series)                                                                                     | Discard if revised                                       | R        |
| • L 37.11:                                    | 0746-N-01                | Job Corps Happenings                                                                                             | Keep latest issue                                        | R        |
| • L 37.11/3:                                  | 0857-H-01                | JCH (series)                                                                                                     | Discard if revised                                       | R        |
| • L 37.14:                                    | 0746-H                   | R & D (Research & Development) Monographs                                                                        | Discard if revised                                       | R        |
| • L 37.14/2:                                  | 0746-H-01                | Monograph Series (numbered)                                                                                      | Discard if revised                                       | R        |
| • L 37.16:                                    | 0780-A-06                | Occupational & Career Information Series                                                                         | Discard if revised                                       | R        |
| • L 37.17:                                    | 0780-A-08                | Listing of Eligible Labor Surplus Areas Under Defense Manpower Policy No. 4A & Executive Order 10582 (quarterly) | Keep latest edition                                      | R        |
| • L 37.20/2:                                  | 0780-A-10                | Unemployment Insurance Technical Staff Papers (series)                                                           | Discard if revised                                       | R        |
| <b>APPRENTICESHIP AND TRAINING BUREAU</b>     |                          |                                                                                                                  |                                                          |          |
| • L 37.102:                                   | 0748                     | General Publications (various titles)                                                                            | Discard if revised                                       |          |
| • L 37.106/2:                                 | 0748                     | National Apprenticeship & Training Standards for (various occupations)                                           | Discard if revised                                       |          |
| • L 37.108:                                   | 0748-C                   | Handbooks, Manuals, Guides (various titles)                                                                      | Discard if revised                                       |          |
| <b>UNEMPLOYMENT INSURANCE SERVICE</b>         |                          |                                                                                                                  |                                                          |          |
| • L 37.202:                                   | 0783-E-01                | General Publications (various titles)                                                                            | Discard if revised                                       |          |

| SuDocs                                       | Item      | Title                                                                  | Retention                                                | Regional |
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| L 37.210:                                    | 0761-A    | Significant Provisions of State Unemployment Insurance Laws (biannual) | Keep latest edition                                      | R        |
| L 37.212:                                    | 0783-E-04 | Comparison of State Unemployment Insurance Laws                        | Looseleaf. Discard pages if revised. Keep latest edition |          |
| <b>UNITED STATES EMPLOYMENT SERVICE</b>      |           |                                                                        |                                                          |          |
| L 37.309:                                    | 0754-G    | Technical Reports (numbered series)                                    | Discard if revised                                       | R        |
| L 37.312:                                    | 0754-G    | USES Test Research Reports (numbered)                                  | Discard if revised                                       |          |
| <b>MINE SAFETY AND HEALTH ADMINISTRATION</b> |           |                                                                        |                                                          |          |
| • L 38.2:                                    | 0637-H    | General Publications (various titles)                                  | Discard if revised                                       |          |
| • L 38.6:<br>M 52/2/                         | 0644      | Metal and Nonmetal National Mine Rescue Contest Rules                  | Discard if revised                                       |          |
| L 38.8:                                      | 0637-K-02 | Handbooks, Manuals, Guides (various titles)                            | Discard if revised                                       |          |
| L 38.8/2:                                    | 0644-A    | Safety Manuals (numbered)                                              | Discard if revised                                       |          |
| • L 38.11/2:                                 | 0637-J    | New Publications                                                       | Keep one year                                            |          |
| L 38.11/3:                                   | 0637-J    | Catalog of Training Products of the Mining Industry                    | Discard if revised                                       |          |
| • L 38.11/4:                                 | 0637-J    | Courses for MSHA and the Mining Industry                               | Discard if revised                                       |          |
| • L 38.11/4-2:                               | 0637-J    | Quarterly Update of Courses and Products                               | Keep latest issue                                        |          |
| L 38.15:                                     | 0637-M    | Fatalgrams                                                             | Keep current year plus previous year                     |          |
| • L 38.17/3:                                 | 0637-K-05 | MSHA Instruction Guide Series                                          | Discard if revised                                       |          |
| <b>LIBRARY OF CONGRESS</b>                   |           |                                                                        |                                                          |          |
| • LC 1.2:                                    | 0786      | General Publications (various titles)                                  | Discard if revised                                       |          |
| • LC 1.6/4:P 96                              | 0786-A    | CIP Publishers Manual                                                  | Discard if revised                                       | R        |
| • LC 1.12/2:                                 | 0785-A    | Bibliographies and Lists of Publications                               | Keep latest edition                                      | R        |
| • LC 1.12/2-2:                               | 0785-A    | Library of Congress Selected Publications                              | Keep latest edition                                      |          |
| LC 1.12/2-3:                                 | 0785-A    | Publications in Print                                                  | Keep latest edition                                      |          |
| LC 1.40:                                     | 0785-H    | Library of Congress Directory                                          | Keep latest edition                                      |          |
| • LC 1.40/2:<br>F 31                         | 0785-H    | FEDLINK Services Directory                                             | Keep latest edition                                      |          |
| • LC 1.48:                                   | 0785-A-02 | Forms                                                                  | Discard if revised or expired                            |          |
| <b>COPYRIGHT OFFICE</b>                      |           |                                                                        |                                                          |          |
| • LC 3.2:                                    | 0803      | General Publications (various titles)                                  | Discard if revised                                       |          |
| LC 3.4/2:                                    | 0802-A    | Explanatory Circulars                                                  | Keep latest issues of each number                        |          |
| • LC 3.14:                                   | 0803-B    | Forms                                                                  | Discard if revised or expired                            |          |

| SuDocs                                                                   | Item      | Title                                                                                     | Retention                                                | Regional |
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| <b>GEOGRAPHY AND MAP DIVISION</b>                                        |           |                                                                                           |                                                          |          |
| LC 5.2:                                                                  | 0811-A    | Civil War Maps                                                                            | Discard if revised                                       | R        |
| LC 5.8:M 18                                                              | 0811-B-03 | MARC Conversion Manual Maps                                                               | Looseleaf. Discard pages if revised. Keep latest edition | R        |
| • LC 5.8:<br>M 18/2                                                      | 0881-A-02 | Map Cataloging Manual                                                                     | Keep latest edition                                      | R        |
| <b>SERIAL AND GOVERNMENT PUBLICATIONS DIVISION</b>                       |           |                                                                                           |                                                          |          |
| LC 6.2:G 74/                                                             | 0818-F    | Popular Names of U.S. Government Reports                                                  | Discard if revised                                       |          |
| LC 6.7:                                                                  | 0818-F    | Newspapers Received Currently in Library of Congress                                      | Keep latest edition                                      | R        |
| LC 6.8:N 47                                                              | 0818-F-01 | Newspaper Cataloging Manual                                                               | Looseleaf. Discard pages if revised. Keep latest edition | R        |
| <b>MUSIC DIVISION</b>                                                    |           |                                                                                           |                                                          |          |
| LC 12.2:SU 6                                                             | 0813      | Summer Chamber Festival                                                                   | Dated. Discard when expired                              |          |
| • LC 12.9:                                                               | 0813      | Library of Congress Presents a Season of Chamber Music                                    | Dated. Discard when expired                              | R        |
| <b>ASIAN DIVISION</b>                                                    |           |                                                                                           |                                                          |          |
| LC 17.9:<br>C 44/2/                                                      | 0806-G-01 | Chinese Periodicals in the Library of Congress                                            | Discard if revised                                       |          |
| <b>NATIONAL LIBRARY SERVICE FOR THE BLIND AND PHYSICALLY HANDICAPPED</b> |           |                                                                                           |                                                          |          |
| LC 19.2:                                                                 | 0806      | General Publications (various titles)                                                     | Discard if revised                                       |          |
| • LC 19.4/2:                                                             | 0806-A-11 | Reference Circulars                                                                       | Discard if revised                                       | R        |
| • LC 19.9:                                                               | 0806-A-01 | Braille Book Review                                                                       | Discard when superseded by LC 19.9/2: and LC 19.11/2:    |          |
| • LC 19.10:                                                              | 0806-A-02 | Talking Book Topics                                                                       | Discard when superseded by LC 19.10/3:                   |          |
| • LC 19.11:                                                              | 0806-A-13 | Bibliographies and Lists of Publications                                                  | Keep latest edition                                      | R        |
| • LC 19.11/2-2:                                                          | 0806-A-17 | Magazines in Special Media                                                                | Keep latest edition                                      | R        |
| • LC 19.11/4:                                                            | 0806-A-13 | Foreign Language Books                                                                    | Keep latest edition                                      | R        |
| • LC 19.15:                                                              | 0806-A-10 | Facts (various topics)                                                                    | Discard if revised                                       | R        |
| • LC 19.15/2:                                                            | 0806-A-10 | Books for Blind and Physically Handicapped                                                | Keep latest edition                                      | R        |
| LC 19.16:                                                                | 0806-A-14 | Library Resources for the Blind and Physically Handicapped, a Directory, Fiscal Year...   | Keep current year plus previous year                     | R        |
| LC 19.17:                                                                | 0806-A-14 | Address List, Regional and Subregional Libraries for the Blind and Physically Handicapped | Keep latest edition                                      |          |
| • LC 19.21:                                                              | 0806-A-18 | Volunteers Who Produce Books, Braille Tape, Large Type                                    | Keep latest edition                                      |          |

| SuDocs                                                                         | Item      | Title                                                                                        | Retention                                                                 | Regional |
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| • LC 19.22:                                                                    | 0806-A-19 | Braille Scores Catalog-Organ                                                                 | Keep latest edition                                                       | R        |
| <b>LATIN AMERICAN, PORTUGUESE, AND SPANISH DIVISION</b>                        |           |                                                                                              |                                                                           |          |
| LC 24.7:                                                                       | 0806-F    | Bibliographical Series                                                                       | Discard if revised                                                        |          |
| <b>PRINTS AND PHOTOGRAPHS DIVISION</b>                                         |           |                                                                                              |                                                                           |          |
| • LC 25.2:                                                                     | 0813-A    | General Publications (various titles)                                                        | Discard if revised                                                        |          |
| <b>SUBJECT CATALOGING DIVISION</b>                                             |           |                                                                                              |                                                                           |          |
| • LC 26.2:F 87                                                                 | 0820      | Free-Floating Subdivisions: an Alphabetical Index                                            | Discard if revised                                                        |          |
| • LC 26.2:P 41                                                                 | 0820      | LC Period Subdivisions Under Names of Places                                                 | Discard if revised                                                        |          |
| LC 26.7:                                                                       | 0823      | Subject Headings Used in Dictionary Catalogs of Library of Congress and Supplements (annual) | Keep latest edition. Updated by LC 26.7-2:                                | R        |
| • LC 26.7-2:                                                                   | 0823-A-01 | Library of Congress Subject Headings in microfiche                                           | Keep latest edition                                                       | R        |
| • LC 26.8/4:                                                                   | 0820-A    | Subject Cataloging Manual, Subject Headings                                                  | Looseleaf. Discard pages if revised. Keep latest edition                  |          |
| • LC 26.8/5:                                                                   | 0820-A    | Subject Cataloging Manual, Shelflisting                                                      | Looseleaf. Discard pages if revised. Keep latest edition                  |          |
| LC 26.9:                                                                       | 0819      | Classification                                                                               | Keep latest edition of each class                                         | R        |
| LC 26.9/2:                                                                     | 0821      | Library of Congress Classification, Additions and Changes                                    | Quarterly issues superseded by revised editions for each class (LC 26.9:) |          |
| • LC 26.10:                                                                    | 0821-A    | Handbooks, Manuals, Guides (various titles)                                                  | Discard if revised                                                        |          |
| <b>PROCESSING SERVICES (INCLUDES CATALOGING DISTRIBUTION SERVICE DIVISION)</b> |           |                                                                                              |                                                                           |          |
| • LC 30.2:<br>C 64/2                                                           | 0815      | USMARC Code List for Languages                                                               | Discard if revised                                                        | R        |
| • LC 30.2:C 83                                                                 | 0815      | USMARC Code List for Countries                                                               | Discard if revised                                                        | R        |
| • LC 30.2:G 29                                                                 | 0815      | USMARC Code List for Geographic Areas                                                        | Discard if revised                                                        | R        |
| • LC 30.2:H 71                                                                 | 0815      | USMARC Format for Holdings Data                                                              | Discard if revised                                                        | R        |
| • LC 30.2:R 22                                                                 | 0815      | USMARC Code List for Relators, Sources, Description Connections                              | Discard if revised                                                        | R        |
| • LC 30.2:SP 3                                                                 | 0815      | USMARC Specifications for Record Structure, Character Sets, Tapes                            | Discard if revised                                                        | R        |
| LC 30.6:B 47                                                                   | 0815-B    | Bibliographic Description of Rare Books                                                      | Discard if revised                                                        | R        |
| • LC 30.6:C 28                                                                 | 0815-B    | Cataloging Rules for the Description of Looseleaf Publications                               | Discard if revised                                                        | R        |
| • LC 30.6:IN 8                                                                 | 0815-B    | Library of Congress Rule Interpretations                                                     | Looseleaf. Discard pages if revised. Keep latest edition                  | R        |

| SuDocs                                               | Item      | Title                                                                                    | Retention                                                                                    | Regional |
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| LC 30.22:                                            | 0815-E    | CONSER Tables                                                                            | Looseleaf. Discard pages if revised. Keep latest edition                                     |          |
| LC 30.23:                                            | 0815-D    | National Level Bibliographic Records                                                     | Looseleaf. Discard pages if revised. Keep latest edition                                     |          |
| • LC 30.25:<br>AU 8                                  | 0815-G    | USMARC Format for Authority Data                                                         | Looseleaf. Discard pages if revised. Keep latest edition                                     | R        |
| • LC 30.25:<br>C 73                                  | 0815-G    | USMARC Format for Community Information Including Guidelines for Content Designation     | Discard if revised                                                                           | R        |
| • LC 30.25:<br>N 47                                  | 0815-G    | Newspaper Cataloging and Union Listing Manual                                            | Keep latest edition                                                                          | R        |
| • LC 30.27:                                          | 0815-H    | Bibliographies and Lists of Publications                                                 | Keep latest edition                                                                          | R        |
| • LC 30.27/2:                                        | 0815-H    | Bibliographic Products and Services                                                      | Keep latest edition                                                                          | R        |
| • LC 30.28:                                          | 0815-H-01 | MARC (Machine-Readable Cataloging) Distribution Services                                 | Keep latest edition                                                                          | R        |
| <b>SCIENCE AND TECHNOLOGY DIVISION</b>               |           |                                                                                          |                                                                                              |          |
| • LC 33.10:                                          | 0818-A-02 | LC Science Tracer Bullets                                                                | Discard if revised                                                                           | R        |
| <b>NATIONAL LABOR RELATIONS BOARD</b>                |           |                                                                                          |                                                                                              |          |
| • LR 1.2:                                            | 0827      | General Publications (various titles)                                                    | Discard if revised                                                                           |          |
| • LR 1.6/2:                                          | 0827-A    | Handbooks, Manuals, Guides (various titles)                                              | Discard if revised                                                                           |          |
| LR 1.8/6:                                            | 0826      | Classified Index of National Labor Relations Board Decisions and Related Court Decisions | Keep until superseded by cumulative edition                                                  |          |
| LR 1.8/7:                                            | 0826      | Classification Outline for Decisions of NLRB and Related Court Decisions                 | Keep latest edition                                                                          |          |
| LR 1.15/2:                                           | 0826-C    | Weekly Summary of NLRB Cases                                                             | Weekly digests superseded by bound volumes of Decisions and Orders (LR 1.8:)                 |          |
| • LR 1.17:                                           | 0827-B    | Forms                                                                                    | Keep latest issue                                                                            |          |
| <b>MERIT SYSTEMS PROTECTION BOARD</b>                |           |                                                                                          |                                                                                              |          |
| • MS 1.2:                                            | 0290-K-05 | General Publications (various titles)                                                    | Discard if revised                                                                           |          |
| <b>SPECIAL COUNSEL OFFICE</b>                        |           |                                                                                          |                                                                                              |          |
| • MS 2.2:                                            | 0290-K-09 | General Publications (various titles)                                                    | Discard if revised                                                                           |          |
| <b>NATIONAL AERONAUTICS AND SPACE ADMINISTRATION</b> |           |                                                                                          |                                                                                              |          |
| NAS 1.2:                                             | 0830-C    | General Publications (various titles)                                                    | Discard if revised                                                                           |          |
| • NAS 1.6:                                           | 0830-A-05 | Regulations, Rules, Instructions                                                         | Keep latest edition                                                                          | R        |
| NAS 1.6/2:                                           | 0830-N    | NASA Procurement Regulations                                                             | Revised pages issued as Procurement Regulations Directives (NAS 1.6/3:). Keep latest edition |          |

| SuDocs            | Item      | Title                                                                              | Retention                                                   | Regional |
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| NAS 1.6/3:        | 0830-N    | Procurement Regulations Directives                                                 | Revised pages for NASA Procurement Regulations (NAS 1.6/2:) |          |
| • NAS 1.9/2:      | 0830-J    | Bibliographies and Lists of Publications                                           | Keep latest edition                                         | R        |
| NAS 1.9/5:        | 0830-K    | Scientific and Technical Aerospace Reports-- Cumulative Indexes                    | Semiannual issues superseded by annual                      |          |
| NAS 1.18:         | 0830-F    | Handbooks, Manuals, Guides (various titles)                                        | Discard if revised                                          |          |
| NAS 1.18/2:       | 0830-F    | Index to Management Issuances                                                      | Keep latest edition                                         |          |
| NAS 1.18/3:       | 0830-F    | Petition to Patent Waiver, NHB 5599.1                                              | Looseleaf. Discard pages if revised. Keep latest edition    |          |
| NAS 1.21:<br>7051 | 0830-J-07 | NASA Thesaurus: v. 1 - 2                                                           | Keep latest edition and latest cumulative supplement        |          |
| NAS 1.22/3:       | 0830-M    | Reliability and Quality Assurance Publications (NHB series)                        | Discard if revised                                          | R        |
| NAS 1.24:         | 0830-L-01 | NASA Headquarters Telephone Directory                                              | Keep latest issue                                           |          |
| NAS 1.24/3:       | 0830-L-01 | KSC (Kennedy Space Center) Telephone Directory                                     | Keep latest issue                                           |          |
| NAS 1.37:         | 0830-T    | National Space Science Data Center, NSSDC- (series)                                | Discard if revised                                          |          |
| NAS 1.53:         | 0830-H-05 | Announcement of Opportunities for Participation in (various projects), AO-(series) | Dated. Discard when expires or after 6 months               |          |
| NAS 1.53/2:       | 0830-H-05 | Space Science Applications Notice                                                  | Dated. Discard when expires or after 6 months               |          |
| NAS 1.61:         | 0830-H-11 | NASA Reference Publications- RP                                                    | Discard if revised                                          |          |
| • NAS 1.69:       | 0830-H-20 | NASA Educational Briefs for the Classroom (series)                                 | Discard if revised                                          | R        |
| • NAS 1.73:       | 0830-C-01 | Health Bulletin                                                                    | Keep current year plus previous year                        | R        |
| NAS 1.74:         | 0830-C-03 | PMS (Public Mail Series)                                                           | Discard if revised                                          |          |
| NAS 1.75:         | 0830-C-04 | PAM (Pamphlet)                                                                     | Discard if revised                                          |          |
| NAS 1.83:         | 0830-I    | NASA-NP                                                                            | Discard if revised                                          |          |

#### NATIONAL CREDIT UNION ADMINISTRATION

|            |        |                                             |                                                                   |  |
|------------|--------|---------------------------------------------|-------------------------------------------------------------------|--|
| • NCU 1.2: | 0526   | General Publications (various titles)       | Discard if revised                                                |  |
| NCU 1.6:   | 0527   | Regulations, Rules, and Instructions        | Discard if revised                                                |  |
| NCU 1.6/A: | 0527   | Advance Copy Proposed Rules and Regulations | Discard when final copy published in Regulations, Rules (CU 1.6:) |  |
| • NCU 1.8: | 0526-B | Handbooks, Manuals, Guides (various titles) | Discard if revised                                                |  |

| SuDocs     | Item   | Title                                        | Retention                                                                 | Regional |
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| NCU 1.9/2: | 0527-F | Annual Statistics                            | Discard when final revised data published in NCUA Annual Report (CU 1.1:) |          |
| NCU 1.9/3: | 0527-F | Mid-Year Statistics                          | Discard when superseded by Annual Statistics (CU 1.9/2:)                  |          |
| NCU 1.14:  | 0527-G | NCU Telephone Directory                      | Keep latest issue                                                         |          |
| NCU 1.16:  | 0527-H | Directory of Federally Insured Credit Unions | Keep latest issue                                                         |          |

#### **NATIONAL ENDOWMENT FOR THE ARTS**

- NF 2.2: 0831-B-02 General Publications (various titles) Discard if revised. If dated, discard when expired
- NF 2.8: 0831-B-02 Handbooks, Manuals, Guides (various titles) Discard if revised
- NF 2.15: 0831-B-16 Grants to Organizations, Application Guidelines Dated. Discard when expired
- NF 2.15/2: 0831-B-17 Grants to Organizations, Application Forms Dated. Discard when expired
- NF 2.16: 0831-B-18 Literature Fellowships Application Guidelines Dated. Discard when expired

#### **NATIONAL ENDOWMENT FOR THE HUMANITIES**

- NF 3.2: 0831-B-01 General Publications (various titles) Discard if revised. If dated, discard when expired
- NF 3.8: 0831-B-01 Handbooks, Manuals, Guides (various titles) Discard if revised
- NF 3.8/2: 0831-B-01 Summer Stipends Guidelines and Application Forms Dated. Discard when expired
- NF 3.8/2-3: 0831-B-01 Preservation Programs Guidelines and Application Instruction Dated. Discard when expired
- NF 3.8/2-4: 0831-B-01 Challenge Grants Programs Dated. Discard when expired
- NF 3.8/2-5: 0831-B-01 Humanities Projects in Museums and Historical Organizations Guidelines Dated. Discard when expired
- NF 3.8/2-7: 0831-B-01 Faculty Graduate Study Program Applications and Guidelines Dated. Discard when expired
- NF 3.8/2-8: 0831-B-01 Historically Black Colleges and Universities Faculty Projects Summer College Programs for High School College Juniors Dated. Discard when expired
- NF 3.8/2-9: 0831-B-01 Public Humanities Projects Guidelines and Applications Dated. Discard when expired
- NF 3.8/2-10: 0831-B-01 Libraries and Archives Guidelines and Application Forms Dated. Discard when expired
- NF 3.13/2-3: 0831-B-05 Summer Seminars for College Teachers Dated. Discard when expired
- NF 3.13/3: 0831-B-05 Summer Seminars for Secondary School Teachers, Flyers Dated. Discard when expired
- NF 3.13/3-4: 0831-B-05 Summer Seminars for Secondary School Teachers, Seminar Descriptions Dated. Discard when expired

| SuDocs                             | Item      | Title                                                                                                        | Retention                                          | Regional |
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| • NF 3.13/3-5:                     | 0831-B-13 | Summer Seminars Directors, for College Teachers, for School Teachers                                         | Dated. Discard when expired                        |          |
| • NF 3.13/3-6:                     | 0831-B-14 | Summer Seminars Participants, for College Teachers, for School Teachers                                      | Dated. Discard when expired                        |          |
| • NF 3.13/4:                       | 0831-B-05 | NEH Fellowships                                                                                              | Dated. Discard when expired                        |          |
| NF 3.14:                           | 0831-B-05 | Institutes for College and University Faculty                                                                | Keep latest edition                                |          |
| NF 3.15:                           | 0831-B-05 | Overview of Endowment Programs                                                                               | Keep latest edition                                |          |
| NF 3.16:                           | 0831-B-05 | Humanities Projects in Media Guidelines and Applications                                                     | Dated. Discard when expired                        |          |
| NF 3.18:                           | 0831-B-07 | Teacher-Scholar Program for Elementary and Secondary School Teachers Guidelines and Application Instructions | Dated. Discard when expired                        |          |
| • NF 3.19:                         | 0831-B-07 | Travel to Collections, Guidelines and Application Instructions                                               | Dated. Discard when expired                        |          |
| • NF 3.22:                         | 0831-B-01 | Summer Stipends                                                                                              | Dated. Discard when expired                        |          |
| • NF 3.24:                         | 0831-B-01 | NEH Exhibitions Today                                                                                        | Dated. Discard when expired                        |          |
| • NF 3.25:                         | 0831-B-09 | Study Grants for College Teachers                                                                            | Dated. Discard when expired                        |          |
| <b>MUSEUM SERVICES INSTITUTE</b>   |           |                                                                                                              |                                                    |          |
| • NF 4.2:                          | 0290-N-01 | Reports and Publications (various titles)                                                                    | Discard if revised. If dated, discard when expired |          |
| • NF 4.9:                          | 0290-N-01 | General Operating Support Grant Application and Information                                                  | Dated. Discard when expired                        |          |
| NF 4.10:                           | 0290-N-01 | Conservation Project Support Guidelines and Application Instruction                                          | Dated. Discard when expired                        |          |
| • NF 4.11:                         | 0290-N-01 | Museum Program Grant Application and Information                                                             | Dated. Discard when expired                        |          |
| <b>NATIONAL SCIENCE FOUNDATION</b> |           |                                                                                                              |                                                    |          |
| • NS 1.2:                          | 0834-C    | General Publications (various titles)                                                                        | Discard if revised                                 |          |
| NS 1.3:                            | 0834-F-08 | NSF Bulletin                                                                                                 | Newsletter. Keep current year plus previous year   | R        |
| • NS 1.13/5:                       | 0834-H    | Publications of the National Science Foundation                                                              | Keep latest edition                                | R        |
| • NS 13/6:                         | 0834-H    | Publications List, Division of Resource Studies                                                              | Keep latest edition                                | R        |
| • NS 1.20:                         | 0834-P    | Handbooks, Manuals, Guides (various titles)                                                                  | Discard if revised                                 |          |
| • NS 1.20/2:                       | 0834-F-05 | Guide for Preparation of Proposals and Project Operation                                                     | Dated. Discard when expired                        |          |
| • NS 1.22:<br>D 36/3/              | 0834-T    | Science and Engineering Degrees by Race/Ethnicity                                                            | Cumulates. Keep latest edition                     |          |
| • NS 1.44:                         | 0834-C-04 | Science and Engineering Doctorates                                                                           | Cumulates. Keep latest edition                     |          |
| NS 1.47:                           | 0834-P    | Guide to Programs                                                                                            | Keep latest edition                                |          |

| SuDocs                                         | Item      | Title                                       | Retention                                                | Regional |
|------------------------------------------------|-----------|---------------------------------------------|----------------------------------------------------------|----------|
| • NS 1.50:                                     | 0834-C-08 | Directories                                 | Keep latest edition                                      |          |
| <b>OVERSEAS PRIVATE INVESTMENT CORPORATION</b> |           |                                             |                                                          |          |
| • OP 1.2:                                      | 0834-W-02 | General Publications (various titles)       | Discard if revised                                       |          |
| • OP 1.8:                                      | 0834-W-01 | Handbooks, Manuals, Guides (various titles) | Discard if revised                                       |          |
| <b>UNITED STATES POSTAL SERVICE</b>            |           |                                             |                                                          |          |
| • P 1.2:                                       | 0837      | General Publications (various titles)       | Discard if revised                                       |          |
| P 1.3:                                         | 0837-C    | Postal Bulletin (weekly)                    | Discard after 6 months unless R otherwise specified      |          |
| P 1.10/5:                                      | 0839-A-02 | International Mail Manual                   | Looseleaf. Discard pages if revised. Keep latest edition |          |
| P 1.10/8:                                      | 0839-A-03 | National Zip Code Directory                 | Keep latest edition                                      |          |
| P 1.10/9:                                      | 0839-A-05 | ZIP + 4 State Directory                     | Keep latest edition                                      |          |
| P 1.11/3:                                      | 0838      | Postal Laws                                 | Keep latest edition                                      |          |
| P 1.12/7:                                      | 0839-A-04 | Employee and Labor Relations                | Looseleaf. Discard pages if revised. Keep latest edition |          |
| P 1.12/8:                                      | 0837-E    | Postal Operations Manual                    | Looseleaf. Discard pages if revised. Keep latest edition |          |
| P 1.12/9:                                      | 0843      | Financial Management Manual                 | Looseleaf. Discard pages if revised. Keep latest edition |          |
| P 1.12/10:                                     | 0843-F    | Administrative Support Manual               | Looseleaf. Discard pages if revised. Keep latest edition |          |
| P 1.12/11:                                     | 0843-B    | Domestic Mail Manual                        | Looseleaf. Discard pages if revised. Keep latest edition |          |
| P 1.12/11 A:                                   | 0843-B    | Domestic Mail Manual (separates)            | Discard if revised                                       |          |
| • P 1.26:                                      | 0837-H    | Posters                                     | Discard if expired                                       |          |
| P 1.31/4:                                      | 0843      | Handbooks, Manuals, Guides (various titles) | Discard if revised                                       |          |
| P 1.31/5:                                      | 0843-C    | Personnel Handbooks, Series P               | Looseleaf. Discard pages if revised. Keep latest edition |          |
| P 1.31/6:                                      | 0843-D    | Maintenance Handbook, MS (series)           | Looseleaf. Discard pages if revised. Keep latest edition |          |
| P 1.31/7:                                      | 0843-E    | Methods Handbooks, M (series)               | Discard if revised                                       |          |
| P 1.31/8:                                      | 0843      | Handbook RE (series)                        | Discard if revised                                       |          |
| P 1.31/9:                                      | 0843      | Handbook EL (series)                        | Discard if revised                                       |          |
| P 1.31/10:                                     | 0843      | Handbook AS (series)                        | Discard if revised                                       |          |
| P 1.31/11:                                     | 0843      | Handbook DM (series)                        | Discard if revised                                       |          |
| • P 1.31/12:                                   | 0843      | Fiscal Handbook, Series F                   | Discard if revised                                       |          |
| • P 1.31/13:                                   | 0843-G    | Handbook PO (series)                        | Discard if revised                                       |          |
| P 1.31/14:                                     | 0843      | Handbook F (series)                         | Discard if revised                                       |          |

| SuDocs                                   | Item      | Title                                                                                                                                                                                       | Retention                                                | Regional |
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| • P 1.31/15:                             | 0843      | Handbook IM (series)                                                                                                                                                                        | Discard if revised                                       |          |
| • P 1.31/16:                             | 0843-G    | Handbook T (series)                                                                                                                                                                         | Discard if revised                                       |          |
| P 1.34:                                  | 0837-F    | Telephone Directory                                                                                                                                                                         | Keep latest issue                                        |          |
| P 1.44:                                  | 0837-D    | Postal Service Institute Bulletin                                                                                                                                                           | Discard if revised                                       | R        |
| <b>FINANCE AND ADMINISTRATION BUREAU</b> |           |                                                                                                                                                                                             |                                                          |          |
| P 4.10:                                  | 0840      | Postage Stamps of the United States                                                                                                                                                         | Looseleaf. Discard pages if revised. Keep latest edition |          |
| <b>PEACE CORPS</b>                       |           |                                                                                                                                                                                             |                                                          |          |
| • PE 1.2:                                | 0900-D    | General Publications (various titles)                                                                                                                                                       | Discard if revised                                       |          |
| PE 1.8:                                  | 0074-E-02 | Handbooks, Manuals, Guides (various titles)                                                                                                                                                 | Discard if revised                                       |          |
| PE 1.10:                                 | 0074-E    | Information Collection and Exchange (series)                                                                                                                                                | Keep latest edition                                      | R        |
| <b>PERSONNEL MANAGEMENT OFFICE</b>       |           |                                                                                                                                                                                             |                                                          |          |
| • PM 1.2:                                | 0295      | General Publications (various titles)                                                                                                                                                       | Discard if revised                                       |          |
| • PM 1.8:                                | 0296-B    | Handbooks, Manuals, Guides (various titles)                                                                                                                                                 | Discard if revised                                       |          |
| PM 1.8/2:                                | 0296      | Handbook of Occupational Groups and Series of Classes                                                                                                                                       | Looseleaf. Discard pages if revised. Keep latest edition |          |
| • PM 1.8/4:                              | 0296-C    | Enrollment Information Guide and Plan Comparison Chart (Open Season) for Retirement Systems Participating in the Federal Employees Health Benefits Program                                  | Dated. Discard when expired                              |          |
| • PM 1.8/5:                              | 0296-C    | Enrollment Information Guide and Plan Comparison Chart (Open Season) for U.S. Postal Service Employees                                                                                      | Dated. Discard when expired                              |          |
| • PM 1.8/6:                              | 0296-C    | Enrollment Information Guide and Plan Comparison Chart (Open Season) for Federal Civilian Employees                                                                                         | Dated. Discard when expired                              |          |
| • PM 1.8/7:                              | 0296-C    | Enrollment Information Guide and Plan Comparison Chart for Former Spouses Enrolled in the Federal Employees Health Benefits Program                                                         | Dated. Discard when expired                              |          |
| • PM 1.8/8:                              | 0296-C    | Enrollment Information Guide and Plan Comparison Chart for Federal Civilian Employees in Positions Outside the Continental U.S. (Including States of AK and HI, and Islands of Guam and PR) | Dated. Discard when expired                              |          |
| • PM 1.8/10:                             | 0296-C    | Enrollment Information Guide and Plan Comparison Chart for CSRS/FERS Annuitants                                                                                                             | Dated. Discard when expired                              |          |
| • PM 1.8/11:                             | 0296-C    | Enrollment Information Guide and Plan Comparison Chart, (Open Season) for Individuals Eligible for Temporary Continuation of Coverage and ...                                               | Dated. Discard when expired                              |          |

| SuDocs                                   | Item      | Title                                                                                                                                          | Retention                                                | Regional |
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| • PM 1.8/12:                             | 0296-C    | Enrollment Information Guide and Plan Comparison Chart, Open Season                                                                            | Dated. Discard when expired                              |          |
| • PM 1.8/13:                             | 0296-C    | Enrollment Information Guide and Plan Comparison Chart for Individuals Receiving Compensation from the Office of Workers Compensation Programs | Dated. Discard when expired                              |          |
| • PM 1.8/14:                             | 0290-A-01 | Operating Manual for Qualification Standards for General Schedule Positions                                                                    | Looseleaf. Discard pages if revised. Keep latest edition |          |
| PM 1.9:                                  | 0290-F    | Salary Tables, Executive Branch of the Government                                                                                              | Keep latest edition                                      | R        |
| • PM 1.10:                               | 0299      | Pamphlets                                                                                                                                      | Discard if revised                                       | R        |
| PM 1.13:                                 | 0293-D    | Federal Labor-Management Consultant (biweekly) Newsletter                                                                                      | Keep current year plus previous year                     |          |
| PM 1.14:                                 | 0294      | Basic Federal Personnel Manual: Transmittal Sheets                                                                                             | Dated. Discard when expired                              |          |
| PM 1.14/2:                               | 0294      | -Bulletins, Installments, and Letters                                                                                                          | Dated. Discard when expired                              |          |
| PM 1.14/3:                               | 0294      | -Supplements                                                                                                                                   | Discard if revised                                       |          |
| • PM 1.14/3-2:                           | 0294      | Operating Manual Update                                                                                                                        | Looseleaf. Discard pages if revised. Keep latest edition |          |
| • PM 1.14/4:                             | 0294      | Notice and Posting System                                                                                                                      | Dated. Discard when expired                              |          |
| PM 1.19:                                 | 0296-A    | Interagency Training, Catalog of Courses                                                                                                       | Dated. Discard when expired                              |          |
| PM 1.19/4:                               | 0291-G    | Catalogs of Training Courses (various subjects)                                                                                                | Dated. Discard when expired                              |          |
| PM 1.21/2:                               | 0292      | Announcement (of examination)                                                                                                                  | Dated. Discard when expired                              |          |
| PM 1.25:                                 | 0293-A    | Federal Facts (numbered)                                                                                                                       | Discard if revised                                       |          |
| PM 1.28:                                 | 0300-A    | Personnel Management Series                                                                                                                    | Discard if revised                                       |          |
| PM 1.30:                                 | 0291      | Position Classification Standard                                                                                                               | Looseleaf. Discard pages if revised. Keep latest edition |          |
| PM 1.30/A:                               | 0291      | Position Classification Standard for General Schedule Positions, Transmittal Sheets (separates)                                                | Looseleaf. Discard pages if revised. Keep latest edition |          |
| PM 1.31:                                 | 0290-N    | Telephone Directory                                                                                                                            | Keep latest issue                                        |          |
| • PM 1.31/2:                             | 0290-N-02 | Organizational Directory of Key Officials                                                                                                      | Keep current year and previous year                      |          |
| PM 1.44:                                 | 0290-T    | Index to Information                                                                                                                           | Keep latest issue                                        | R        |
| PM 1.46:                                 | 0291-H    | Supervisory Training Institute, Curriculum Catalog, Fiscal Year                                                                                | Dated. Discard when expired                              |          |
| • PM 1.53:                               | 0290-J-01 | Forms                                                                                                                                          | Keep latest issue                                        |          |
| <b>EXECUTIVE OFFICE OF THE PRESIDENT</b> |           |                                                                                                                                                |                                                          |          |
| • PREX 1.2:                              | 0766-C-03 | General Publications (various titles)                                                                                                          | Discard if revised                                       |          |

| SuDocs                                                                       | Item                    | Title                                                                                     | Retention                                                | Regional |
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| PREX 1.10/6:                                                                 | 0766-C-04               | ... Annual National Ability Counts Contest (announcements)                                | Keep latest issue                                        |          |
| • PREX 1.10/8:                                                               | 0766-C-05               | ... Handbooks, Manuals, Guides (various titles)                                           | Discard if revised                                       |          |
| • PREX 1.10/9:                                                               | 0766-C-01               | ... Bibliographies and Lists of Publications                                              | Keep latest issue                                        | R        |
| • PREX 1.10/10:                                                              | 0766-C-02               | ... Posters                                                                               | Dated. Discard when expired                              |          |
| <b>MANAGEMENT AND BUDGET OFFICE</b>                                          |                         |                                                                                           |                                                          |          |
| • PREX 2.2:                                                                  | 0854                    | General Publications (various titles)                                                     | Discard if revised                                       |          |
| • PREX 2.4:                                                                  | 0854-D                  | OMB Circulars                                                                             | Discard if revised                                       | R        |
| • PREX 2.6/2:                                                                | 0854-A                  | Handbooks, Manuals, Guides (various titles)                                               | Discard if revised                                       |          |
| PREX 2.20:                                                                   | 0853-A-01               | Catalog of Federal Domestic Assistance                                                    | Looseleaf. Discard pages if revised. Keep latest edition | R        |
| • PREX 2.23:                                                                 | 0853-A-04               | Federal Acquisitions Institute: Publications                                              | Keep latest edition                                      | R        |
| <b>CENTRAL INTELLIGENCE AGENCY</b>                                           |                         |                                                                                           |                                                          |          |
| PREX 3.10:                                                                   | 0856-A-02               | CIA Publications                                                                          | Discard if revised                                       | R        |
| PREX 3.10/4:                                                                 | 0856-A-01               | CIA Maps and Atlases                                                                      | Discard if revised                                       | R        |
| PREX 3.10/7:                                                                 | 0856-A-04               | Directorate of Intelligence Publications                                                  | Discard if revised                                       | R        |
| • PREX 3.10/7-2: to 10/7-4: & 10/7-6 to 10/7-25:                             | 0856-A-04 and 0856-A-08 | Directory of... Officials (various countries)                                             | Discard if revised                                       | R        |
| PREX 3.11/2:                                                                 | 0856-A-05               | Reference Aid: Chiefs of State and Cabinet Members of Foreign Government, CR, CS (Series) | Keep latest issue                                        | R        |
| PREX 3.15:                                                                   | 0856-A-07               | The World Factbook                                                                        | Keep latest issue                                        | R        |
| <b>FEDERAL COORDINATING COUNCIL FOR SCIENCE, ENGINEERING, AND TECHNOLOGY</b> |                         |                                                                                           |                                                          |          |
| • PREX 8.102:                                                                | 0856-F                  | General Publications (various titles)                                                     | Discard if revised                                       |          |
| <b>U.S. TRADE REPRESENTATIVE</b>                                             |                         |                                                                                           |                                                          |          |
| • PREX 9.2:                                                                  | 0857-G-01               | General Publications (various titles)                                                     | Discard if revised                                       |          |
| <b>DRUG ABUSE POLICY OFFICE</b>                                              |                         |                                                                                           |                                                          |          |
| • PREX 24.2:                                                                 | 0857-G-03               | General Publications (various titles)                                                     | Discard if revised                                       |          |
| <b>OFFICE OF NATIONAL DRUG CONTROL POLICY</b>                                |                         |                                                                                           |                                                          |          |
| • PREX 26.8:                                                                 | 0857-R-01               | Handbooks, Manuals, Guides (various titles)                                               | Discard if revised                                       |          |
| <b>VICE PRESIDENT OF THE U.S.</b>                                            |                         |                                                                                           |                                                          |          |
| • PRVP 42.2:                                                                 | 0851-J-01               | General Publications (various titles)                                                     | Discard if revised                                       |          |
| <b>RAILROAD RETIREMENT BOARD</b>                                             |                         |                                                                                           |                                                          |          |
| • RR 1.2:                                                                    | 0859                    | General Publications (various titles)                                                     | Discard if revised                                       |          |

| SuDocs                     | Item      | Title                                                                                                               | Retention                                                | Regional |
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| • RR 1.6/2:                | 0859-A    | Handbooks, Manuals, Guides (various titles)                                                                         | Discard if revised                                       |          |
| <b>DEPARTMENT OF STATE</b> |           |                                                                                                                     |                                                          |          |
| • S 1.2:                   | 0876      | General Publications (various titles)                                                                               | Discard if revised                                       |          |
| S 1.8:                     | 0865      | Diplomatic List                                                                                                     | Keep latest issue                                        | R        |
| S 1.21:                    | 0876-C    | Telephone Directory, Department of State, Agency for International Development, Arms Control and Disarmament Agency | Keep latest issue                                        |          |
| S 1.21/2:                  | 0876-C-01 | Directories                                                                                                         | Keep latest edition                                      |          |
| S 1.25/4:                  | 0877-B    | Press Conference Series                                                                                             | Keep current year plus previous year                     | R        |
| S 1.30/3-2:                | 0876-B-01 | Selected State Department Publications                                                                              | Keep current year                                        |          |
| S 1.30/5:                  | 0876-B-01 | Library of the Department of State, New Acquisitions for (month)                                                    | Keep current year                                        |          |
| S 1.40/2:                  | 0876-B    | Handbooks, Manuals, Guides (various titles)                                                                         | Discard if revised                                       |          |
| S 1.40/5:                  | 0876-B    | Key Officers of Foreign Service Posts                                                                               | Keep latest edition                                      |          |
| S 1.69:230                 | 0863      | Commercial Library Publications List                                                                                | Keep latest issue                                        |          |
| S 1.69:249                 | 0863      | Foreign Service Careers                                                                                             | Keep latest edition                                      |          |
| S 1.69:291                 | 0863      | Commercial Library Operating Procedures Guide                                                                       | Keep latest edition                                      |          |
| S 1.69:531                 | 0863      | State Department Publications Sales Catalog                                                                         | Dated. Discard when expired                              |          |
| S 1.69/2:                  | 0863      | Foreign Consular Offices in the United States                                                                       | Keep latest issue                                        |          |
| S 1.76/3:                  | 0888      | Standardized Regulations (Government Civilians, Foreign Areas)                                                      | Looseleaf. Discard pages if revised. Keep latest edition |          |
| S 1.76/3-2:                | 0888      | Maximum Travel Per Diem Allowances for Foreign Areas                                                                | Keep latest issue                                        |          |
| S 1.76/4:                  | 0768-M    | U.S. Department of State Indexes of Living Cost Abroad, Quarters Allowances, and Hardship Differentials             | Keep latest issue                                        |          |
| S 1.114/2:                 | 0872-A    | Foreign Service Institute: Basic Language Courses                                                                   | Keep final edition                                       |          |
| • S 1.114/3:               | 0872-A    | Foreign Service Institute: Publications                                                                             | Keep latest issue                                        | R        |
| S 1.114/3-10:              | 0872-A    | Foreign Service Institute: FSI Schedule of Courses                                                                  | Dated. Discard when expired                              |          |
| S 1.123:                   | 0862-B    | Background Notes on (various countries)                                                                             | Keep latest issue for each country                       | R        |
| S 1.123/2:                 | 0862-B    | Background Notes - Indexes                                                                                          | Keep latest edition                                      | R        |
| S 1.127:                   | 0869-C    | Post Reports (various countries)                                                                                    | Keep latest issue for each country                       |          |
| S 1.139:                   | 0863-A    | Training Opportunities, Course Curriculum Catalog (annual)                                                          | Keep latest issue                                        |          |

| SuDocs                                  | Item      | Title                                                                       | Retention                                                | Regional |
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| S 1.142/2:                              | 0863-B    | U. S. Foreign Affairs on CD-ROM                                             | Keep latest edition                                      |          |
| S 9.10:                                 | 0899      | Treaties and Other International Acts                                       | Separate issues superseded by S 9.12:                    |          |
| S 9.14:                                 | 0900-A    | Treaties in Force                                                           | Keep latest issue                                        | R        |
| <b>INTERNATIONAL DEVELOPMENT AGENCY</b> |           |                                                                             |                                                          |          |
| • S 18.2:                               | 0900-C-02 | General Publications (various titles)                                       | Discard if revised                                       |          |
| S 18.6/2:                               | 0900-C-05 | Procurement Regulations                                                     | Looseleaf. Discard pages if revised. Keep latest edition |          |
| S 18.53:                                | 0900-C-14 | Country Profiles                                                            | Keep latest issue                                        |          |
| S 18.54:                                | 0900-C-15 | Regional Profiles                                                           | Keep latest issue                                        |          |
| S 18.61:                                | 0900-C-21 | AID Highlights                                                              | Keep current year plus previous year                     | R        |
| <b>SMALL BUSINESS ADMINISTRATION</b>    |           |                                                                             |                                                          |          |
| • SBA 1.2:                              | 0901-B    | General Publications (various titles)                                       | Discard if revised                                       |          |
| SBA 1.2/10:                             | 0901-B-03 | Small Business Subcontracting Directory                                     | Keep latest edition                                      |          |
| • SBA 1.3:                              | 0901-K    | Small Business Bibliographies                                               | Discard if revised                                       | R        |
| • SBA 1.6:                              | 0901-O    | Regulations, Rules, Instructions                                            | Discard if revised                                       | R        |
| SBA 1.10:                               | 0901-E    | Management Aids for Small Manufacturers                                     | Discard if revised                                       |          |
| • SBA 1.12:                             | 0901-C    | Small Business Management Series                                            | Discard if revised                                       | R        |
| SBA 1.13/3:                             | 0901-D    | U.S. Government Purchasing and Sales Directory                              | Keep latest edition                                      |          |
| SBA 1.13/4:                             | 0901-D-01 | Directories                                                                 | Discard if revised                                       |          |
| SBA 1.13/5:                             | 0901-D-01 | Telephone Directory                                                         | Keep latest edition                                      |          |
| SBA 1.14:                               | 0901-J    | Small Marketers Aids                                                        | Separate issues superseded by annual (SBA 1.14/2:)       |          |
| SBA 1.18:                               | 0901-N    | Small Business Administration Publications (lists)                          | Keep latest issue                                        | R        |
| • SBA 1.19:                             | 0901-P    | Handbooks, Manuals, Guides (various titles)                                 | Discard if revised                                       |          |
| • SBA 1.32/2:                           | 0901-E    | Business Development Publication (series)                                   | Discard if revised                                       | R        |
| • SBA 1.33/2:                           | 0901-A-03 | Posters                                                                     | Dated. Discard when expired                              |          |
| • SBA 1.35:                             | 0901-L    | Starting Out Series                                                         | Discard if revised                                       | R        |
| SBA 1.36:                               | 0901-B-01 | Firms in the 8(a) Business Development Program                              | Keep latest issue                                        | R        |
| • SBA 1.36/2:                           | 0901-B-01 | Fiscal Year ... Guarantees and 8(a) Contracts                               | Keep latest edition                                      |          |
| SBA 1.37:                               | 0901-B-02 | Pre-Solicitation Announcements, Small Business Innovation Research Programs | Keep latest issue                                        |          |
| • SBA 1.40:                             | 0901-B-05 | Forms                                                                       | Discard if revised                                       |          |

| SuDocs                                                                        | Item      | Title                                                                          | Retention                                                                                | Regional |
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| SBA 1.43:                                                                     | 0901-B-11 | Nominate a Small Business Person or Advocate of the Year                       | Keep latest issue                                                                        |          |
| <b>SECURITIES AND EXCHANGE COMMISSION</b>                                     |           |                                                                                |                                                                                          |          |
| • SE 1.2:                                                                     | 0904      | General Publications (various titles)                                          | Discard if revised                                                                       |          |
| • SE 1.5:                                                                     | 0906      | Laws                                                                           | Discard if revised                                                                       | R        |
| • SE 1.6:                                                                     | 0907      | Regulations, Rules, Instructions                                               | Discard if revised                                                                       | R        |
| SE 1.25/12:                                                                   | 0908-B    | Securities and Exchange Commission News Digest                                 | Information appears later in SEC Docket (SE 1.29:). Keep current year plus previous year |          |
| SE 1.27:                                                                      | 0903-A    | Directory of Companies Filing Annual Reports Under the Securities Exchange Act | Keep latest issue                                                                        | R        |
| SE 1.34:                                                                      | 0908-F    | Official List of Section 13(f) Securities                                      | Keep latest issue                                                                        | R        |
| • SE 1.36:                                                                    | 0904-A    | Handbooks, Manuals, Guides (various titles)                                    | Discard if revised                                                                       |          |
| • SE 1.37:                                                                    | 0908-G    | Forms                                                                          | Discard if revised                                                                       |          |
| <b>SMITHSONIAN INSTITUTION</b>                                                |           |                                                                                |                                                                                          |          |
| • SI 1.2:                                                                     | 0910      | General Publications (various titles)                                          | Discard if revised                                                                       |          |
| SI 1.17/2:                                                                    | 0909-C    | Bibliographies and Lists of Publications                                       | Keep latest edition                                                                      |          |
| SI 1.17/4:                                                                    | 0909-C    | Smithsonian Institute Press, New Titles                                        | Keep latest edition                                                                      |          |
| • SI 1.20:                                                                    | 0909-D    | Handbooks, Manuals, Guides (various titles)                                    | Discard if revised                                                                       |          |
| SI 1.36/2:                                                                    | 0910-A-02 | Book Supplier Profile, RIF                                                     | Keep latest edition                                                                      |          |
| SI 1.44:                                                                      | 0910-W    | Smithsonian Opportunities for Research and Study in History-Art-Science        | Keep latest edition                                                                      |          |
| <b>NATIONAL MUSEUM OF AMERICAN HISTORY/NATIONAL MUSEUM OF NATURAL HISTORY</b> |           |                                                                                |                                                                                          |          |
| • SI 3.2:                                                                     | 0921      | General Publications (various titles)                                          | Discard if revised                                                                       |          |
| <b>NATIONAL MUSEUM OF AMERICAN ART</b>                                        |           |                                                                                |                                                                                          |          |
| • SI 6.2:                                                                     | 0916      | General Publications (various titles)                                          | Discard if revised                                                                       |          |
| <b>NATIONAL GALLERY OF ART</b>                                                |           |                                                                                |                                                                                          |          |
| • SI 8.2:                                                                     | 0917      | General Publications (various titles)                                          | Discard if revised                                                                       |          |
| • SI 8.8:                                                                     | 0917      | Handbooks, Manuals, Guides (various titles)                                    | Discard if revised                                                                       |          |
| SI 8.10:                                                                      | 0917-A    | Posters                                                                        | If dated, discard if expired or keep latest edition                                      |          |
| • SI 8.11:                                                                    | 0917-B    | Film Calendar                                                                  | Dated. Discard when expired                                                              |          |
| SI 8.11/2:                                                                    | 0917-B    | Calendar of Events                                                             | Dated. Discard when expired                                                              |          |
| <b>NATIONAL PORTRAIT GALLERY</b>                                              |           |                                                                                |                                                                                          |          |
| • SI 11.2:                                                                    | 0922-B    | General Publications (various titles)                                          | Discard if revised                                                                       |          |
| SI 11.15:                                                                     | 0922-E    | National Portrait Gallery Calendar of Events                                   | Dated. Discard when expired                                                              |          |

| SuDocs                                       | Item      | Title                                                            | Retention                                                | Regional |
|----------------------------------------------|-----------|------------------------------------------------------------------|----------------------------------------------------------|----------|
| <b>HIRSHHORN MUSEUM AND SCULPTURE GARDEN</b> |           |                                                                  |                                                          |          |
| • SI 13.2:                                   | 0922-B-01 | General Publications (various titles)                            | Discard if revised                                       |          |
| <b>NATIONAL MUSEUM OF AFRICAN ART</b>        |           |                                                                  |                                                          |          |
| • SI 14.2:                                   | 0922-D-02 | General Publications (various titles)                            | Discard if revised                                       |          |
| • SI 14.15:                                  | 0922-D-01 | Calendar of National Museum of African Art                       | Dated. Discard when expired                              |          |
| • SI 14.16:                                  | 0922-D    | Educational Programs and Resources                               | Keep latest edition                                      |          |
| <b>SOCIAL SECURITY ADMINISTRATION</b>        |           |                                                                  |                                                          |          |
| • SSA 1.2:                                   | 0517-B    | General Publications (various titles)                            | Discard if revised                                       |          |
| • SSA 1.8:                                   | 0517-C    | Handbooks, Manuals, Guides (various titles)                      | Discard if revised                                       |          |
| • SSA 1.8/3:                                 | 0516-C-01 | Social Security Handbook                                         | Keep latest edition                                      | R        |
| • SSA 1.17/2:                                | 0517-H-02 | State Assistance Programs for SSI Recipients                     | Keep latest edition                                      |          |
| • SSA 1.19:                                  | 0517-E    | Fact Sheets (various topics)                                     | Keep latest issue                                        | R        |
| • SSA 1.20:                                  | 0517-F    | When You Get Social Security Retirement or Survivors Benefits... | Keep latest edition                                      |          |
| • SSA 1.21:                                  | 0517-J    | When You Get Social Security Disability Benefits...              | Keep latest edition                                      |          |
| <b>TREASURY DEPARTMENT</b>                   |           |                                                                  |                                                          |          |
| • T 1.2:                                     | 0925      | General Publications (various titles)                            | Discard if revised                                       |          |
| • T 1.4/2:                                   | 0924      | Department Circulars                                             | Discard if revised                                       |          |
| • T 1.10/2:                                  | 0926-A-01 | Handbooks, Manuals, Guides (various titles)                      | Discard if revised                                       |          |
| • T 1.28:                                    | 0924-A    | Telephone Directory                                              | Keep latest issue                                        |          |
| <b>CUSTOMS SERVICE</b>                       |           |                                                                  |                                                          |          |
| • T 17.2:                                    | 0950      | General Publications (various titles)                            | Discard if revised                                       |          |
| • T 17.5/2:                                  | 0950-A    | Handbooks, Manuals, Guides (various titles)                      | Discard if revised                                       |          |
| • T 17.6/3-2:                                | 0948-A-01 | Keyword Worksheet                                                | Keep latest edition                                      |          |
| • T 17.6/3-3:                                | 0948-A-01 | Keyword Directory                                                | Keep latest edition                                      |          |
| • T 1.17.6/3-4:                              | 0950-D    | Customs Bulletin                                                 | Weekly issues superseded by bound (T 17.6/3-5:)          |          |
| • T 17.9:                                    | 0948-A    | Customs Regulations of U.S.                                      | Looseleaf. Discard pages if revised. Keep latest edition |          |
| • T 17.9/2:                                  | 0948      | --Pt. 2, Measurement of Vessels                                  | Looseleaf. Discard pages if revised. Keep latest edition |          |
| • T 17.13:                                   | 0950-E-01 | Bibliographies and Lists of Publications                         | Keep latest edition                                      |          |
| • T 17.15/2:                                 | 0948-B-01 | Directories                                                      | Keep latest edition                                      |          |
| • T 17.23:                                   | 0950-A    | U.S. Customs Guide for Private Flyers (General Aviation Pilots)  | Keep latest issue                                        |          |

| SuDocs                               | Item      | Title                                                          | Retention                                                                                 | Regional |
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| <b>ENGRAVING AND PRINTING BUREAU</b> |           |                                                                |                                                                                           |          |
| T 18.6:                              | 0953-A    | Telephone Directory                                            | Keep latest issue                                                                         |          |
| <b>INTERNAL REVENUE SERVICE</b>      |           |                                                                |                                                                                           |          |
| • T 22.2:                            | 0956      | General Publications (various titles)                          | Discard if revised                                                                        |          |
| T 22.2/11:                           | 0956      | Cumulative List of Organizations                               | Keep latest edition and its supplements                                                   | R        |
| T 22.2/15:<br>7350                   | 0956-J    | Procedures on Ordering Forms                                   | Discard if revised                                                                        |          |
| T 22.19:                             | 0961      | Regulations System                                             | Looseleaf. Discard pages if revised. Keep latest edition                                  |          |
| • T 22.19/2:                         | 0956-A    | Handbooks, Manuals, Guides (various titles)                    | Discard if revised                                                                        |          |
| T 22.20/2:                           | 0955-A    | Circulars                                                      | Discard if revised                                                                        | R        |
| T 22.23:                             | 0957      | Internal Revenue Bulletin                                      | Biweekly issues superseded by (T 22.25:) but only material of "permanent nature" included |          |
| • T 22.23/A:                         | 0957      | Internal Revenue Bulletin (separates)                          | Discard with receipt of T 22.23:                                                          |          |
| T 22.25/5:                           | 0960-A    | Index-Digest Supplement System: Service 1, Income Tax          | Keep latest edition                                                                       |          |
| T 22.25/6:                           | 0960-A-01 | Index-Digest Supplement System: Service 2, Estate and Gift Tax | Keep latest edition                                                                       |          |
| T 22.25/7:                           | 0960-A-02 | Index-Digest Supplement System: Service 3, Employment Tax      | Keep latest edition                                                                       |          |
| T 22.25/8:                           | 0960-A-03 | Index-Digest Supplement System: Service 4, Excise Taxes        | Keep latest edition                                                                       |          |
| T 22.35/3:                           | 0964      | Statistics of Income (preliminary)                             | Loose issues superseded by final (T 22.35/2:)                                             |          |
| T 22.35/4 A:                         | 0964-C    | SOI Bulletin (separates)                                       | Keep latest editions                                                                      |          |
| T 22.44:                             | 0964-B    | Your Federal Income Tax                                        | Keep latest edition                                                                       | R        |
| T 22.44/2:                           | 0964-B    | Tax Information, IRS Publications (numbered)                   | Discard if revised                                                                        | R        |
| T 22.44/3:                           | 0964-B    | Catalog and Index to Taxpayer Information Publications         | Keep latest edition                                                                       | R        |
| T 22.46/2:                           | 0955-C    | Media Feature Service                                          | Keep latest issue                                                                         | R        |
| T 22.48:                             | 0955-B    | IRS Phone Book, National Office                                | Keep latest issue                                                                         |          |
| T 22.48/3:                           | 0955-B-01 | Telephone Directory, Salt Lake City District                   | Keep latest issue                                                                         |          |
| • T 22.48/4:                         | 0955-B-01 | International Telephone Directory                              | Keep latest issue                                                                         |          |
| • T 22.48/5:                         | 0955-B-01 | Ogden Service Center...Guide                                   | Keep latest issue                                                                         |          |
| T 22.49:                             | 0946-B-01 | IRS Clip-Sheet                                                 | Keep latest edition                                                                       |          |

| SuDocs                                       | Item      | Title                                                                          | Retention                            | Regional |
|----------------------------------------------|-----------|--------------------------------------------------------------------------------|--------------------------------------|----------|
| • T 22.51:                                   | 0964-E    | Forms                                                                          | Keep latest issue                    |          |
| • T 22.51/4:                                 | 0923-B-01 | Federal Tax Forms (CD-ROM)                                                     | Cumulates. Keep latest annual disc   |          |
| • T 22.54:                                   | 0956-C    | Directories                                                                    | Keep latest edition                  |          |
| <b>MINT BUREAU</b>                           |           |                                                                                |                                      |          |
| • T 28.2:                                    | 0966      | General Publications (various titles)                                          | Discard if revised                   |          |
| <b>SECRET SERVICE</b>                        |           |                                                                                |                                      |          |
| • T 34.2:                                    | 0974      | General Publications (various titles)                                          | Discard if revised                   |          |
| <b>FINANCIAL MANAGEMENT SERVICE</b>          |           |                                                                                |                                      |          |
| T 63.113/2-2:                                | 0923-A-02 | Daily Treasury Statement                                                       | Keep current year plus previous year | R        |
| • T 63.123:                                  | 0928-E    | Fact Sheets                                                                    | Keep latest edition                  | R        |
| <b>PUBLIC DEBT BUREAU</b>                    |           |                                                                                |                                      |          |
| T 63.202/10:                                 | 0970-A-05 | Telephone Listing Washington Area                                              | Keep latest edition                  |          |
| T 63.209/5:                                  | 0970-A-01 | Tables of Redemption Values for \$25 Series E Savings Bonds                    | Keep latest edition                  | R        |
| T 63.209/5-2:                                | 0970-A-01 | Tables of Redemption Values for \$50 series EE and \$25 Series E Savings Bonds | Keep latest edition                  | R        |
| T 63.209/6:                                  | 0970-A-03 | Tables of Redemption Values for United States Savings Bonds Series E           | Keep latest edition                  | R        |
| T 63.209/7:                                  | 0970-A-02 | Tables of Redemption Values for United States Savings Bonds Series EE          | Keep latest edition                  | R        |
| • T 63.209/8-4:                              | 0970-A-07 | Series H/HH Savings Bonds                                                      | Keep latest edition                  | R        |
| T 63.210:                                    | 0970-A    | Table of Redemption Values for U.S. Savings Notes                              | Discard if revised                   | R        |
| • T 63.212:                                  | 0970-A-08 | Forms                                                                          | Keep latest issue                    |          |
| <b>SAVINGS BOND DIVISION</b>                 |           |                                                                                |                                      |          |
| • T 66.2:                                    | 0971      | General Publications (various titles)                                          | Discard if revised                   |          |
| • T 66.3/2:                                  | 0971-A-01 | Semiannual Interest Rate Bulletins                                             | Keep latest issue                    |          |
| T 66.6/2:                                    | 0971-A    | Handbooks, Manuals, Guides (various titles)                                    | Discard if revised                   |          |
| <b>ALCOHOL, TOBACCO, AND FIREARMS BUREAU</b> |           |                                                                                |                                      |          |
| • T 70.2:                                    | 0971-B    | General Publications (various titles)                                          | Discard if revised                   |          |
| T 70.10:                                     | 0971-E    | Industry Circular                                                              | Keep current year plus previous year | R        |
| • T 70.13:                                   | 0961-D    | Bibliographies and Lists of Publications                                       | Keep latest edition                  | R        |
| T 70.14:                                     | 0971-B-01 | State Laws and Published Ordinances                                            | Keep latest edition                  |          |
| • T 70.15:                                   | 0971-B    | Firearms Curios and Relics List                                                | Keep latest edition                  | R        |

| SuDocs                                      | Item      | Title                                                       | Retention                                                | Regional |
|---------------------------------------------|-----------|-------------------------------------------------------------|----------------------------------------------------------|----------|
| <b>OFFICE OF THRIFT SUPERVISION</b>         |           |                                                             |                                                          |          |
| T 71.17:                                    | 0597-A-01 | Savings and Home Financing Source Book                      | Keep latest edition                                      |          |
| <b>DEPARTMENT OF TRANSPORTATION</b>         |           |                                                             |                                                          |          |
| • TD 1.2:                                   | 0982-C-01 | General Publications (various titles)                       | Discard if revised                                       |          |
| • TD 1.6:                                   | 0982-C-30 | Regulations, Rules, Instructions                            | Discard if revised                                       | R        |
| • TD 1.8:                                   | 0982-C-05 | Handbooks, Manuals, Guides (various titles)                 | Discard if revised                                       |          |
| TD 1.9:                                     | 0982-C-07 | Telephone Directory                                         | Keep latest issue                                        |          |
| • TD 1.9/4:                                 | 0982-C-07 | Directories                                                 | Keep latest edition                                      |          |
| TD 1.52:                                    | 0982-C-27 | Microcomputers in Transportation - Software and Source Book | Keep latest edition                                      |          |
| <b>NATIONAL TRANSPORTATION SAFETY BOARD</b> |           |                                                             |                                                          |          |
| • TD 1.102:                                 | 0982-I-27 | General Publications (various titles)                       | Discard if revised                                       |          |
| TD 1.115:                                   | 0982-I-01 | Publications of National Transportation Safety Board (list) | Keep latest edition                                      |          |
| <b>FEDERAL HIGHWAY ADMINISTRATION</b>       |           |                                                             |                                                          |          |
| • TD 2.2:                                   | 0982-G-05 | General Publications (various titles)                       | Discard if revised                                       |          |
| • TD 2.8:                                   | 0982-G-02 | Handbooks, Manuals, Guides (various titles)                 | Discard if revised                                       |          |
| TD 2.36/3:                                  | 0982-G-24 | FHWA Research and Development Implementation Catalog        | Keep latest edition                                      | R        |
| • TD 2.59/2:                                | 0982-G-38 | Posters                                                     | If dated, discard when expired or keep latest edition    |          |
| TD 2.61:                                    | 0982-G-37 | Driver License Administration Requirements and Fees         | Keep latest edition                                      | R        |
| • TD 2.64/2:                                | 0982-G-42 | Graduate Fellowship Announcement                            | Dated. Discard when expired                              |          |
| <b>FEDERAL RAILROAD ADMINISTRATION</b>      |           |                                                             |                                                          |          |
| • TD 3.2:                                   | 0701-B    | General Publications (various titles)                       | Discard if revised                                       |          |
| • TD 3.6:                                   | 0701-A    | Regulation, Rules, Instructions                             | Discard if revised                                       | R        |
| • TD 3.8:                                   | 0701-F    | Handbooks, Manuals, Guides (various titles)                 | Discard if revised                                       |          |
| • TD 3.16:                                  | 0701-G    | Maps and Charts                                             | Discard if revised                                       | R        |
| <b>FEDERAL AVIATION ADMINISTRATION</b>      |           |                                                             |                                                          |          |
| • TD 4.2:                                   | 0431-C-08 | General Publications (various titles)                       | Discard if revised                                       |          |
| TD 4.6:                                     | 0431-C-13 | Federal Aviation Regulations (parts)                        | Looseleaf. Discard pages if revised. Keep latest edition |          |
| TD 4.6/3:                                   | 0431-C-13 | Federal Aviation Regulations (volumes)                      | Looseleaf. Discard pages if revised. Keep latest edition |          |
| • TD 4.8:                                   | 0431-C-04 | Handbooks, Manuals, Guides (various titles)                 | Discard if revised                                       |          |
| TD 4.8/2:                                   | 0431-C-04 | Handbooks (numbered)                                        | Discard if revised                                       |          |

| SuDocs       | Item      | Title                                                                              | Retention                                                                                                  | Regional |
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| TD 4.8/5:    | 0431-A-27 | Advisory Circulars                                                                 | Discard if revised or canceled. Note: Use Advisory Circular Checklist (TD 4.8/5: 00-2) to determine status |          |
| TD 4.10/2:   | 0431-A-15 | Summary of Airworthiness Directives: Small Aircraft                                | Keep latest edition                                                                                        |          |
| TD 4.10/3:   | 0431-A-15 | - Large Aircraft                                                                   | Keep latest edition                                                                                        |          |
| TD 4.10/5:   | 0431-A-15 | Index and User Guide, Vol. 1, Airworthiness Directives, Small Aircraft             | Discard when annual (TD 4.10/2:) is received                                                               |          |
| TD 4.10/5-2: | 0431-A-15 | Index and User Guide, Vol. 2, Airworthiness Directives, Large Aircraft             | Discard when annual (TD 4.10/3:) is received                                                               |          |
| • TD 4.12/2: | 0431-C-05 | Notices to Airmen (Domestic/International)                                         | Keep latest issue                                                                                          | R        |
| TD 4.12/3:   | 0431-C-05 | Aeronautical Information Manual, Basic Flight Information and ATC Procedures       | Keep latest edition                                                                                        |          |
| TD 4.15/3:   | 0431-C-02 | Type Certificate Data Sheets and Specifications:<br>-v. 1, Single Engine Airplanes | Keep latest edition and its supplements                                                                    |          |
| TD 4.15/4:   | 0431-C-02 | -v. 2, Small Multiengine Airplanes                                                 | Keep latest edition and its supplements                                                                    |          |
| TD 4.15/5:   | 0431-C-02 | -v. 3, Large, Multiengine Airplanes                                                | Keep latest edition and its supplements                                                                    |          |
| TD 4.15/6:   | 0431-C-02 | -v. 4, Rotocraft, Gliders and Balloons                                             | Keep latest edition and its supplements                                                                    |          |
| TD 4.15/7:   | 0431-C-02 | -v. 5, Aircraft Engines and Propellers                                             | Keep latest edition and its supplements                                                                    |          |
| TD 4.15/8:   | 0431-C-02 | -v. 6, Aircraft Listing and Aircraft Engine and Propeller                          | Keep latest edition and its supplements                                                                    |          |
| TD 4.15/9:   | 0431-C-02 | Index and User Guide For Type Certificate Data Sheets and Specifications           | Keep latest issue                                                                                          |          |
| TD 4.15/10:  | 0431-C-02 | Amended Type Certificate Data Sheets and Specifications                            | Keep latest issue                                                                                          |          |
| TD 4.17/6:   | 0431-A-30 | Guide to FAA Publications, FAA-APA-PG (series)                                     | Keep latest edition                                                                                        | R        |
| TD 4.24:     | 0431-C-15 | Standard Specifications for Construction of Airports                               | Looseleaf. Discard pages if revised. Keep latest edition                                                   |          |
| TD 4.28:     | 0431-F-06 | Acceptable Methods, Techniques and Practices: Aircraft Alterations                 | Looseleaf. Discard pages if revised. Keep latest edition                                                   |          |
| TD 4.28/2:   | 0431-F-07 | Acceptable Methods, Techniques and Practices: Aircraft Inspection Repair           | Keep latest edition                                                                                        |          |
| TD 4.32/21:  | 0431-A-48 | FAA-T (series)                                                                     | Keep latest issue                                                                                          | R        |
| TD 4.36:     | 0431-A-05 | Summary of Supplemental Type Certificates                                          | Looseleaf. Discard pages if revised. Keep latest edition                                                   |          |

| SuDocs                                | Item      | Title                                                                             | Retention                                                | Regional |
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| TD 4.51:                              | 0431-A-32 | FAA Catalog of Training Courses                                                   | Dated. Discard when expired                              |          |
| TD 4.52:                              | 0431-A-37 | FAA Directory                                                                     | Keep latest issue                                        |          |
| TD 4.52/2:                            | 0431-A-37 | Telephone Directory                                                               | Keep latest issue                                        |          |
| TD 4.60:                              | 0431-C-28 | Standard Instrument Approach Procedures<br>Takeoff Minimums/ Departure Procedures | Looseleaf. Discard pages if revised. Keep latest edition |          |
| <b>AVIATION MEDICINE OFFICE</b>       |           |                                                                                   |                                                          |          |
| TD 4.211:                             | 0431-E-01 | Directory, Aviation Medical Examiners                                             | Keep latest edition                                      |          |
| • TD 4.213:                           | 0982-L-07 | Office of Aviation Medicine Encyclopedia of<br>Medical Program Data (CD-ROM)      | Keep latest edition                                      | R        |
| <b>AIR TRAFFIC OPERATIONS SERVICE</b> |           |                                                                                   |                                                          |          |
| • TD 4.302:                           | 0431-D-05 | General Publications (various titles)                                             | Discard if revised                                       |          |
| • TD 4.308:                           | 0431-D-01 | Handbooks, Manuals, Guides (various titles)                                       | Discard if revised                                       |          |
| TD 4.308/2:                           | 0431-D-01 | Unites States of America AIP, Aeronautical<br>Information Publication             | Keep latest edition and its<br>amendments                |          |
| TD 4.309:                             | 0431-C-18 | International Flight Information Manual                                           | Keep latest edition                                      |          |
| TD 4.310:                             | 0431-D-03 | Location Identifiers                                                              | Keep latest edition                                      |          |
| TD 4.316:                             | 0431-D-07 | Minimum Enroute IFR Altitudes Over<br>Particular Routes & Intersections           | Keep latest edition                                      |          |
| <b>FLIGHTS STANDARD SERVICE</b>       |           |                                                                                   |                                                          |          |
| • TD 4.402:                           | 0431-F-04 | General Publications (various titles)                                             | Discard if revised                                       |          |
| TD 4.409:                             | 0431-C-06 | General Aviation Inspection Aids Summary and<br>Supplements                       | Keep latest edition and its<br>supplements               | R        |
| TD 4.414:                             | 0431-G-08 | General Aviation Airworthiness Alerts                                             | Keep current year plus<br>previous year                  | R        |
| <b>COAST GUARD</b>                    |           |                                                                                   |                                                          |          |
| TD 5.2:                               | 0934      | General Publications (various titles)                                             | Discard if revised                                       |          |
| TD 5.4/2:                             | 0941-B    | Navigation and Vessel Inspection Circulars<br>(numbered)                          | Discard if revised                                       |          |
| TD 5.4/3:                             | 0941-B    | Boating Safety Circulars                                                          | Keep current year plus<br>previous year                  |          |
| • TD 5.6:                             | 0943      | Regulations, Rules, Instructions                                                  | Discard if revised                                       | R        |
| • TD 5.8:                             | 0934-A    | Handbooks, Manuals, Guides (various titles)                                       | Discard if revised                                       |          |
| • TD 5.9:V.1/                         | 0936-A-01 | Light List: v. 1, Atlantic Coast, St. Croix<br>River, ME to Toms River, NJ        | Keep latest edition                                      |          |
| • TD 5.9:V.2/                         | 0936-A-02 | Light List: v. 2, Atlantic Coast, Toms River,<br>NJ to Little River, SC           | Keep latest edition                                      |          |
| • TD 5.9:V.3/                         | 0936-A-03 | Light List: Pacific Coast                                                         | Keep latest edition                                      |          |
| • TD 5.9:V.4/                         | 0936-A-04 | Light List: Gulf of Mexico                                                        | Keep latest edition                                      |          |

| SuDocs            | Item                   | Title                                                                                              | Retention                               | Regional |
|-------------------|------------------------|----------------------------------------------------------------------------------------------------|-----------------------------------------|----------|
| • TD 5.9:V.5/     | 0936-A-05              | Light List: Mississippi River                                                                      | Keep latest edition                     |          |
| • TD 5.9:V.6/     | 0936-A-06              | Light List: Pacific Coast & Pacific Islands                                                        | Keep latest edition                     |          |
| • TD 5.9:V.7/     | 0936-A-07              | Light List: Great Lakes, US and Canada                                                             | Keep latest edition                     |          |
| TD 5.12/2:        | 0931-A-04              | Merchant Vessels of the United States                                                              | Keep latest edition and its supplements | R        |
| TD 5.16:          | 0930-B                 | Coast Guard Academy Catalog                                                                        | Keep latest edition                     |          |
| TD 5.16/2:        | 0930-B                 | Coast Guard Academy Bulletin of Information                                                        | Keep latest edition                     |          |
| • TD 5.19:        | 0942                   | Register of Officers                                                                               | Keep latest issue                       |          |
| • TD 5.19/2:      | 0942                   | Register of Reserve Officers                                                                       | Keep latest issue                       |          |
| • TD 5.19/3:      | 0942                   | Register of Military Personnel in Washington, DC Area                                              | Keep latest issue                       |          |
| TD 5.20:          | 0933-A                 | Equipment Lists                                                                                    | Keep latest edition                     |          |
| • TD 5.21/4:      | 0931-A-15              | Bibliographies and Lists of Publications                                                           | Keep latest edition                     | R        |
| TD 5.21/6:        | 0931-A-12              | Directives, Publications and Reports Index                                                         | Keep latest edition                     |          |
| TD 5.44:          | 0931-E                 | National Contingency Plan Emergency... National                                                    | Keep latest edition                     |          |
| TD 5.44:1/ to 10/ | 0931-E-01 to 0931-E-10 | National Contingency Plan Emergency ... Regions                                                    | Keep latest edition of each region      |          |
| TD 5.55:          | 0934-G                 | Coast Guard Telephone Directory                                                                    | Keep latest edition                     |          |
| TD 5.56:          | 0934-B                 | Special Notice to Mariners                                                                         | Keep latest edition                     |          |
| • TD 5.57:1/      | 0934                   | Merchant Marine Exam. Questions (series) Rules of the Road                                         | Keep latest edition                     |          |
| • TD 5.57:2/      | 0934                   | Merchant Marine Exam. Questions (series) Deck General                                              | Keep latest edition                     |          |
| • TD 5.57:3/      | 0934                   | Merchant Marine Exam. Questions (series) Navigation General                                        | Keep latest edition                     |          |
| • TD 5.57:4/      | 0934                   | Merchant Marine Exam. Questions (series) Deck Safety                                               | Keep latest edition                     |          |
| • TD 5.57:5/      | 0934                   | Merchant Marine Exam. Questions (series) Navigation Problems                                       | Keep latest edition                     |          |
| • TD 5.57:6/      | 0934                   | Merchant Marine Exam. Questions (series) Limited Licenses, Able Seaman, Lifeboatman, and Tankerman | Keep latest edition                     |          |
| • TD 5.57:7/      | 0934                   | Merchant Marine Exam. Questions (series) Limited Licenses, Able Seaman, Lifeboatman, and Tankerman | Keep latest edition                     |          |
| • TD 5.57:11/     | 0934                   | Merchant Marine Exam. Questions (series) Engineering General Subjects                              | Keep latest edition                     |          |

| SuDocs                                                | Item      | Title                                                                          | Retention                                                   | Regional |
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| • TD 5.57:12/                                         | 0934      | Merchant Marine Exam. Questions (series)<br>Electricity                        | Keep latest edition                                         |          |
| • TD 5.57:13/                                         | 0934      | Merchant Marine Exam. Questions (series)<br>Steam Plants                       | Keep latest edition                                         |          |
| • TD 5.57:14/                                         | 0934      | Merchant Marine Exam. Questions (series)<br>Motor Plants and Auxiliary Boilers | Keep latest edition                                         |          |
| • TD 5.57:15/                                         | 0934      | Merchant Marine Exam. Questions (series)<br>Engineering Safety                 | Keep latest edition                                         |          |
| • TD 5.61:                                            | 0931-A-15 | Standard Distribution List                                                     | Keep latest edition                                         |          |
| <b>FEDERAL TRANSIT ADMINISTRATION</b>                 |           |                                                                                |                                                             |          |
| • TD 7.2:                                             | 0982-H-02 | General Publications (various titles)                                          | Discard if revised                                          |          |
| • TD 7.8:                                             | 0982-H-03 | Handbooks, Manuals, Guides (various titles)                                    | Discard if revised                                          |          |
| • TD 7.10:                                            | 0982-H-05 | Bibliographies and Lists of Publications                                       | Keep latest edition                                         | R        |
| <b>NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION</b> |           |                                                                                |                                                             |          |
| • TD 8.2:                                             | 0982-D-01 | General Publications (various titles)                                          | Discard if revised                                          |          |
| • TD 8.6/2:                                           | 0982-D-03 | Federal Motor Vehicle Safety Standards and<br>Regulations                      | Looseleaf. Discard pages if<br>revised. Keep latest edition |          |
| • TD 8.8:                                             | 0982-D-03 | Handbooks, Manuals, Guides (various titles)                                    | Discard if revised                                          |          |
| <b>MATERIALS TRANSPORTATION BUREAU</b>                |           |                                                                                |                                                             |          |
| • TD 9.2:                                             | 0982-J-01 | General Publications (various titles)                                          | Discard if revised                                          |          |
| • TD 9.8:                                             | 0982-J-02 | Handbooks, Manuals, Guides (various titles)                                    | Discard if revised                                          |          |
| <b>RESEARCH AND SPECIAL PROGRAMS ADMINISTRATION</b>   |           |                                                                                |                                                             |          |
| • TD 10.2:                                            | 0982-K-02 | General Publications (various titles)                                          | Discard if revised                                          |          |
| • TD 10.6:                                            | 0982-K-02 | Pipelines Safety Regulations...                                                | Keep latest edition                                         | R        |
| • TD 10.8:                                            | 0982-K-03 | Handbooks, Manuals, Guides (various titles)                                    | Discard if revised                                          |          |
| <b>MARITIME ADMINISTRATION</b>                        |           |                                                                                |                                                             |          |
| • TD 11.2:                                            | 0235      | General Publications (various titles)                                          | Discard if revised                                          |          |
| • TD 11.8:                                            | 0235-B    | Handbooks, Manuals, Guides (various titles)                                    | Discard if revised                                          |          |
| <b>VETERANS AFFAIRS DEPARTMENT</b>                    |           |                                                                                |                                                             |          |
| • VA 1.2:                                             | 0985      | General Publications (various titles)                                          | Discard if revised                                          |          |
| • VA 1.3/3:                                           | 0983-C    | Recruitment Bulletin                                                           | Keep latest issue                                           |          |
| • VA 1.10:                                            | 0987      | Handbooks, Manuals, Guides (various titles)                                    | Discard if revised                                          |          |
| • VA 1.10/3:                                          | 0987      | Program Guide, PG (series)                                                     | Discard if revised                                          | R        |
| • VA 1.10/4:                                          | 0987      | Guides, G (series)                                                             | Discard if revised                                          | R        |
| • VA 1.10/5:                                          | 0987      | Handbooks (numbered)                                                           | Discard if revised                                          | R        |

| <b>SuDocs</b> | <b>Item</b> | <b>Title</b>                                                                | <b>Retention</b>                                      | <b>Regional</b> |
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| • VA 1.16:    | 0985-N      | Posters                                                                     | If dated, discard when expired or keep latest edition |                 |
| VA 1.18:      | 0987        | Manuals                                                                     | Discard if revised                                    |                 |
| VA 1.19:      | 0988        | VA Pamphlets                                                                | Discard if revised                                    |                 |
| VA 1.20:      | 0986        | Department of Veterans Affairs Publications Index                           | Keep latest edition                                   |                 |
| VA 1.20/3:    | 0983-A      | Bibliographies                                                              | Keep latest edition                                   | R               |
| VA 1.20/4:    | 0983-A-01   | VA Catalogs (numbered)                                                      | Keep latest edition                                   |                 |
| VA 1.22:      | 0986-A      | Information Bulletins                                                       | Discard if revised                                    | R               |
| VA 1.22/3:    | 0986-A      | Handbook of Hearing Aid Measurement                                         | Keep latest issue                                     |                 |
| VA 1.34:      | 0989-B      | VA Fact Sheets, IS-(Series)                                                 | Discard if revised                                    | R               |
| VA 1.38:      | 0989-A      | Training Guides                                                             | Discard if revised                                    |                 |
| VA 1.43/5:    | 0987-C      | Summary of Medical Programs                                                 | Keep current year plus previous year                  |                 |
| VA 1.46:      | 0985-A      | Government Life Insurance Programs for Veterans and Members of the Services | Keep latest edition                                   |                 |
| VA 1.46/2:    | 0983        | Servicemen's and Veterans Group Life Insurance Programs                     | Keep latest edition                                   |                 |
| VA 1.53:      | 0989-B      | Department of Memorial Affairs, VA-DMA-IS (series)                          | Discard if revised                                    | R               |
| VA 1.55/2:    | 0983-A-03   | Digest, Inspector General Report to the Congress                            | Discard if complete report (VA 1.55) is received      |                 |
| VA 1.58:      | 0985-B      | Legislative Status Reports                                                  | Irregular - cumulates at the end of Congress          |                 |
| VA 1.60:      | 0983-A-04   | Telephone Directory                                                         | Keep latest issue                                     |                 |
| VA 1.62:      | 0983-A-07   | Directory of Veterans Service Organizations                                 | Keep latest edition                                   | R               |
| VA 1.62/2:    | 0983-A-10   | Directories                                                                 | Keep latest edition                                   |                 |
| VA 1.63:      | 0983-A-08   | VA Health Professional Scholarship Program, Publications                    | Dated. Discard when expired                           |                 |
| VA 1.69:      | 0983-A-04   | Consolidated Address and Territorial Bulletin                               | Keep latest edition                                   |                 |
| VA 1.70:      | 0987-F      | Maps and Atlases                                                            | Discard if revised                                    |                 |
| VA 1.73:      | 0985-F      | Drug Formulary                                                              | Keep latest issue                                     |                 |
| VA 1.73/2:    | 0985-F      | Drug Index "Formulary"                                                      | Keep latest issue                                     |                 |
| VA 1.73/3:    | 0985-F-01   | VA Lakeside Medical Center Formulary                                        | Keep latest issue                                     |                 |
| VA 1.73/5:    | 0985-F-03   | VA Medical Center, Tucson, AZ, Formulary                                    | Keep latest issue                                     |                 |
| VA 1.73/6:    | 0985-F-03   | Formulary, VA Medical Center Sepulveda, CA                                  | Keep latest issue                                     |                 |
| VA 1.77:      | 0985-J      | VA ADP and Telecommunications Plan                                          | Keep latest only                                      |                 |
| VA 1.77/2:    | 0985-J      | DM&S ADP Plans                                                              | Keep latest only                                      |                 |

| SuDocs                                            | Item       | Title                                                                    | Retention                                                                                                                                                         | Regional |
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| VA 1.78:                                          | 0985-F     | West Side VA Medical Center Formulary                                    | Keep latest issue                                                                                                                                                 |          |
| VA 1.79:                                          | 0985-L     | Important Information About You and Your Medication...                   | Discard if issue on specific medication is revised                                                                                                                |          |
| VA 1.81:                                          | 0985-R     | Networked Audiovisuals                                                   | Keep latest edition                                                                                                                                               |          |
| VA 1.85:                                          | 0987-J     | Forms                                                                    | Discard if revised                                                                                                                                                |          |
| • VA 1.86:                                        | 0983-D     | Information Systems Strategic Plan                                       | Dated. Discard when expired                                                                                                                                       |          |
| • VA 1.91:                                        | 0983-A-02  | Medical Research Service Advisory Groups                                 | Keep latest edition                                                                                                                                               |          |
| <b>CONGRESS</b>                                   |            |                                                                          |                                                                                                                                                                   |          |
| X 1.1/A:                                          | 0994-B & C | Congressional Record                                                     | Daily issues superseded by bound (X 1.1:); Do not discard daily issues until receipt of all parts and index of bound set for that volume                          |          |
| <b>HOUSE OF REPRESENTATIVES</b>                   |            |                                                                          |                                                                                                                                                                   |          |
| • Y 1.2:                                          | 0998       | General Publications (various titles)                                    | Discard if revised                                                                                                                                                |          |
| Y 1.2/2:                                          | 0998-A     | Calendar of the U.S. House of Representatives and History of Legislation | Each issue supersedes previous day. Keep latest Monday issue for index. All daily issues superseded by final edition for session, then final edition for Congress | R        |
| Y 1.2/5:                                          | 0991       | U.S. Code and Supplements                                                | Keep latest edition and latest complete supplement                                                                                                                | R        |
| • Y 1.2/5:                                        | 0991-B     | U.S. Code (CD-ROM)                                                       | Keep latest disc                                                                                                                                                  |          |
| • Y 1.2/6:                                        | 0998       | List of Standing Committees                                              | Keep latest edition                                                                                                                                               | R        |
| Y 1.2/7:                                          | 0998       | Telephone Directory                                                      | Keep latest edition                                                                                                                                               |          |
| <b>SENATE</b>                                     |            |                                                                          |                                                                                                                                                                   |          |
| Y 1.3/3:                                          | 0998-B     | Calendar of Business, Senate                                             | Keep issues for current Congress and one year past the adjournment of the Congress                                                                                | R        |
| Y 1.3/9:                                          | 0998-A-01  | List of Standing Committees                                              | Keep latest edition                                                                                                                                               | R        |
| Y 1.3/10:                                         | 0998-A-01  | Telephone Directory                                                      | Keep latest edition                                                                                                                                               |          |
| <b>CONGRESS</b>                                   |            |                                                                          |                                                                                                                                                                   |          |
| Y 1.4/1: to /9:                                   | 1006-A     | Senate and House Bills and Resolutions                                   | Keep for one year after the adjournment of the originating Congress                                                                                               | R        |
| <b>ADMINISTRATIVE CONFERENCE OF UNITED STATES</b> |            |                                                                          |                                                                                                                                                                   |          |
| • Y 3.AD 6:2 R 86/                                | 1049-G-01  | Negotiated Rulemaking Sourcebook                                         | Discard if revised                                                                                                                                                |          |
| Y 3.AD 6:8 R                                      | 1049-H-01  | A Guide to Federal Agency Rulemaking                                     | Discard if revised                                                                                                                                                |          |

| SuDocs                                                            | Item      | Title                                               | Retention                            | Regional |
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| <b>ADVISORY COMMISSION ON INTERGOVERNMENTAL RELATIONS</b>         |           |                                                     |                                      |          |
| • Y 3.AD 9/8:2                                                    | 1049-D    | General Publications (various titles)               | Discard if revised                   |          |
| • Y 3.AD 9/8:10                                                   | 1049-D    | Bibliographies and Lists of Publications            | Keep latest edition                  |          |
| Y 3.AD 9/8:20/                                                    | 1049-D    | Characteristics of Federal Grant-In-Aid Programs    | Discard if revised                   |          |
| <b>AMERICAN BATTLE MONUMENTS COMMISSION</b>                       |           |                                                     |                                      |          |
| Y 3.AM 3:C 33/                                                    | 1050      | American Memorials and Overseas Military Cemeteries | Keep latest edition                  |          |
| <b>ARCHITECTURAL AND TRANSPORTATION BARRIERS COMPLIANCE BOARD</b> |           |                                                     |                                      |          |
| • Y 3.B 27:2                                                      | 1062-D-01 | General Publications (various titles)               | Discard if revised                   |          |
| • Y 3.B 27:8                                                      | 1062-D-01 | Handbooks, Manuals, Guides (various titles)         | Discard if revised                   |          |
| Y 3.B 27:15                                                       | 1062-D-01 | Access America                                      | Keep latest edition                  |          |
| <b>CONSUMER PRODUCT SAFETY COMMISSION</b>                         |           |                                                     |                                      |          |
| • Y 3.C 76/3:2                                                    | 1062-C    | General Publications (various titles)               | Discard if revised                   |          |
| Y 3.C 76/3:5                                                      | 1062-C-04 | Laws                                                | Discard if revised                   | R        |
| • Y 3.C 76/3:8                                                    | 1062-C-06 | Handbooks, Manuals, Guides (various titles)         | Discard if revised                   |          |
| Y 3.C 76/3:11                                                     | 1062-C-07 | Fact Sheets                                         | Discard if revised                   |          |
| Y 3.C 76/3:11-3                                                   | 1062-C-15 | Alert Sheets                                        | Discard if revised                   |          |
| Y 3.C 76/3:23                                                     | 1062-C-19 | CPSC Telephone Directory                            | Keep latest issue                    |          |
| • Y 3.C 76/3:27                                                   | 1064-B    | MECAP News                                          | Keep current year plus previous year | R        |
| <b>FEDERAL ELECTION COMMISSION</b>                                |           |                                                     |                                      |          |
| • Y 3.EL 2/3:2                                                    | 1091-A    | General Publications (various titles)               | Discard if revised                   |          |
| Y 3.EL 2/3:5                                                      | 1091-A    | Federal Election Campaign Laws                      | Keep latest edition                  | R        |
| Y 3.EL 2/3:6                                                      | 1091-A    | Regulations, Rules, Instructions                    | Keep latest edition                  | R        |
| • Y 3.EL 2/3:8                                                    | 1091-A    | Handbooks, Manuals, Guides (various titles)         | Discard if revised                   |          |
| Y 3.EL 2/3:11/                                                    | 1091-A    | Federal Election Commission Record                  | Keep current year plus previous year |          |
| Y 3.EL 2/3:12/                                                    | 1091-A    | Election Case Law                                   | Keep latest edition                  |          |
| Y 3.EL 2/3:13                                                     | 1091-A    | Campaign Guides...                                  | Keep latest edition                  |          |
| Y 3.EL 2/3:14/                                                    | 1091-A    | Election Directory                                  | Keep latest edition                  |          |
| Y 3.EL 2/3:14-2/                                                  | 1091-A    | Combined Federal State Disclosure Directory         | Keep latest edition                  |          |
| • Y 3.EL 2/3:19                                                   | 1091-A-01 | Selected Court Case Abstracts                       | Keep latest cumulation               |          |

| SuDocs                                         | Item      | Title                                                                        | Retention                                                | Regional |
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| <b>EQUAL EMPLOYMENT OPPORTUNITY COMMISSION</b> |           |                                                                              |                                                          |          |
| Y 3.EQ 2:2                                     | 1059-A-01 | General Publications (various titles)                                        | Discard if revised                                       |          |
| Y 3.EQ 2:8                                     | 1059-A-01 | Handbooks, Manuals, Guides (various titles)                                  | Looseleaf. Discard pages if revised. Keep latest edition |          |
| • Y 3.EQ 2:13                                  | 1059-A-01 | Posters                                                                      | If dated, discard when expired or keep latest issue      |          |
| • Y 3.EQ 2:18-2/yr-no./APPEL                   | 1059-A-02 | Indexes ... EEOC Decisions. Appellant Index                                  | Keep latest issue                                        |          |
| • Y 3.EQ 2:18-2/yr-no./CASE                    | 1059-A-02 | Indexes ... EEOC Decisions. Case Index                                       | Keep latest issue                                        |          |
| <b>OFFICE OF GOVERNMENT ETHICS</b>             |           |                                                                              |                                                          |          |
| • Y 3.ET 3:2                                   | 1089-T    | General Publications (various titles)                                        | Discard if revised                                       |          |
| • Y 3.ET 3:16                                  | 1089-T-02 | Ethics (CD-ROM)                                                              | Keep latest edition                                      | R        |
| <b>EXPORT-IMPORT BANK OF UNITED STATES</b>     |           |                                                                              |                                                          |          |
| Y 3.EX 7/3:5                                   | 1060      | Laws                                                                         | Keep latest edition                                      |          |
| <b>FEDERAL DEPOSIT INSURANCE CORPORATION</b>   |           |                                                                              |                                                          |          |
| • Y 3.F 31/8:31                                | 1061-K-10 | Real Estate Asset Inventory                                                  | Keep latest edition                                      |          |
| <b>FEDERAL EXECUTIVE BOARD</b>                 |           |                                                                              |                                                          |          |
| • Y 3.F 31/20:2                                | 1061-E    | General Publications (various titles)                                        | Discard if revised                                       |          |
| Y 3.F 31/20:8-2/                               | 1061-E-01 | Fiscal Year Directory Baltimore Federal Executive Board                      | Keep latest edition                                      |          |
| <b>FEDERAL LABOR RELATIONS AUTHORITY</b>       |           |                                                                              |                                                          |          |
| • Y 3.F 31/21-3:8                              | 1061-G-05 | Handbooks, Manuals, Guides (various titles)                                  | Discard if revised                                       |          |
| Y 3.F 31/21-3:9/CAS                            | 1061-G-01 | FLRA Report of Case Decisions                                                | Preprints superseded by cumulations                      |          |
| Y 3.F 31/21-3:9-4/                             | 1061-G-01 | Citator: Decisions of the Federal Labor Relations Authority                  | Discard supplements as revised                           |          |
| Y 3.F 31/21-3:10-3/                            | 0762-D-12 | Subject Matter Indexes to Decisions of the Federal Labor Relations Authority | Discard supplements as revised                           |          |
| <b>U.S. HOLOCAUST MEMORIAL COUNCIL</b>         |           |                                                                              |                                                          |          |
| • Y 3.H 74:2                                   | 1070-K-01 | General Publications (various titles)                                        | Discard if revised                                       |          |
| • Y 3.H 74:8                                   | 1070-K-01 | Handbooks, Manuals, Guides (various titles)                                  | Discard if revised                                       |          |
| • Y 3.H 74:9                                   | 1070-K-01 | Posters                                                                      | If dated, discard when expired or keep latest edition    |          |
| • Y 3.H 74:13                                  | 1070-K-01 | Bibliographies and Lists of Publications                                     | Keep latest edition                                      |          |

| SuDocs                                                         | Item            | Title                                                         | Retention                                                | Regional |
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| <b>NATIONAL INSTITUTE FOR LITERACY</b>                         |                 |                                                               |                                                          |          |
| • Y 3.L 71:15/                                                 | 1089-V          | Literacy News                                                 | Keep current year plus previous year                     | R        |
| <b>CORPORATION FOR NATIONAL AND COMMUNITY SERVICE</b>          |                 |                                                               |                                                          |          |
| • Y 3.N 21/29:2                                                | 1089-U-03       | General Publications (various titles)                         | Discard if revised                                       |          |
| • Y 3.N 21/29:8                                                | 1089-U-02       | Handbooks, Manuals, Guides (various titles)                   | Discard if revised                                       |          |
| • Y 3.N 21/29:10                                               | 1089-U-10       | Directories                                                   | Discard if revised                                       |          |
| • Y 3.N 21/29:16-2                                             | 1089-U-05       | Americorps: General Publications (various titles)             | Discard if revised                                       |          |
| • Y 3.N 21/29:16-3                                             | 1089-U-06       | Americorps: Handbooks, Manuals, Guides (various titles)       | Discard if revised                                       |          |
| • Y 3.N 21/29:17-2                                             | 1089-U-09       | VISTA: General Publications (various titles)                  | Discard if revised                                       |          |
| • Y 3.N 21/29:17-3                                             | 1089-U-07       | VISTA: News Flash                                             | Keep current year                                        |          |
| • Y 3.N 21/29:17-4                                             | 1089-U-08       | VISTA Forms                                                   | Discard if expired                                       |          |
| • Y 3.N 21/29:17-16                                            | 1089-U-15       | VISTA Directories                                             | Keep latest edition                                      |          |
| <b>NUCLEAR REGULATORY COMMISSION</b>                           |                 |                                                               |                                                          |          |
| Y 3.N 88:6                                                     | 1052            | NRC Rules & Regulations, Title 10, CFR                        | Discard revised pages                                    |          |
| Y 3.N 88:6-2                                                   | 1051-R-01 to 10 | Regulatory Guides, nos. 1-10                                  | Discard when revised                                     |          |
| Y 3.N 88:7/                                                    | 1051-H-26       | News Releases                                                 | Keep current year plus previous year                     |          |
| • Y 3.N 88:8                                                   | 1051-H-18       | Handbooks, Manuals, Guides (various titles)                   | Discard if revised                                       |          |
| Y 3.N 88:11-2/                                                 | 1051-J-01       | Nuclear Regulatory Commission Issuances                       | Superseded by cumulation (Y 3.N 88:11)                   |          |
| Y 3.N 88:14                                                    | 1051-H-19       | Telephone Directory                                           | Keep latest edition                                      |          |
| • Y 3.N 88:15                                                  | 1051-T          | Licensed Operating Reactors, Status Summary Report (diskette) | Keep December cumulation on diskette                     |          |
| Y 3.N 88:21-3/                                                 | 1051-H-14       | Regulatory & Technical Reports                                | Quarterly superseded by annual                           |          |
| Y 3.N 88:23/                                                   | 1051-H-9        | USNRC Staff Practice and Procedure Digest                     | Looseleaf. Discard pages if revised. Keep latest edition |          |
| Y 3.N 88:31/                                                   | 1051-H-20       | NRC Brochure Reports (NUREG BR series)                        | Discard if revised                                       |          |
| Y 3.N 88:52                                                    | 1051-H-39       | Directories                                                   | Discard if revised                                       |          |
| <b>OCCUPATIONAL SAFETY AND HEALTH REVIEW COMMISSION CENTER</b> |                 |                                                               |                                                          |          |
| • Y 3.OC 1:6                                                   | 1070-L-01       | Regulations, Rules, Instructions (various titles)             | Discard if revised                                       |          |

| SuDocs                                      | Item      | Title                                       | Retention                                 | Regional |
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| Y 3.OC 1.8:<br>P 94                         | 1070-L    | Guide to Procedures of the OSHRCC           | Keep latest edition                       |          |
| <b>PANAMA CANAL COMMISSION</b>              |           |                                             |                                           |          |
| • Y 3. P 19/2:9/                            | 1089-K    | Panama Canal Spillway                       | Keep current year plus<br>previous year   | R        |
| <b>U.S. INSTITUTE OF PEACE</b>              |           |                                             |                                           |          |
| • Y 3.P 31:2                                | 1063-K-02 | General Publications (various titles)       | Discard if revised                        |          |
| • Y 3.P 31:8                                | 1063-K-05 | Handbooks, Manuals, Guides (various titles) | Discard if revised                        |          |
| • Y 3.P 31:13                               | 1063-K-06 | Forms                                       | Discard if expired                        |          |
| <b>PENSION BENEFIT GUARANTY CORPORATION</b> |           |                                             |                                           |          |
| Y 3.P 38/2:2                                | 1070-N    | General Publications (various titles)       | Discard if revised                        |          |
| Y 3.P 38/2:9                                | 1070-N    | Telephone Directory                         | Keep latest edition                       |          |
| Y 3.P 38/2:11                               | 1070-N    | Forms                                       | Discard if expired                        |          |
| <b>POSTAL RATE COMMISSION</b>               |           |                                             |                                           |          |
| Y 3.P 84/4:2                                | 1092      | General Publications (various titles)       | Discard if revised                        |          |
| <b>SELECTIVE SERVICE SYSTEM</b>             |           |                                             |                                           |          |
| Y 3.SE 4:26                                 | 1075-A    | Telephone Directory                         | Keep latest issue                         |          |
| <b>U.S. SENTENCING COMMISSION</b>           |           |                                             |                                           |          |
| • Y 3.SE 5:2                                | 1094      | General Publications (various titles)       | Discard if revised                        |          |
| Y 3.SE 5:8                                  | 1094      | Handbooks, Manuals, Guides (various titles) | Discard if revised                        |          |
| • Y 3.SE 5:15/                              | 1094      | Reprint Series                              | Discard if full piece is in<br>collection |          |
| <b>TENNESSEE VALLEY AUTHORITY</b>           |           |                                             |                                           |          |
| • Y 3.T 25:2                                | 1082      | General Publications (various titles)       | Discard if revised                        |          |
| Y 3.T 25:64                                 | 1082-L    | Directories                                 | Discard if revised                        |          |

| SuDocs                                                  | Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Title                 | Retention                                                                                                                                                                                                                                                                                                                                                                              | Regional |
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| STANDING, SELECT, AND SPECIAL COMMITTEES (AS APPOINTED) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                       |                                                                                                                                                                                                                                                                                                                                                                                        |          |
| Y 4.various<br>Cutters                                  | 1000-B & C<br>1002-A & B<br>1003-A & B<br>1004-C & D<br>1009-B & C<br>1009-B-01 & C-01<br>1009-B-04 & C-04<br>1009-B-05 & C-05<br>1009-B-06 & C-06<br>1009-B-07 & C-07<br>1009-B-12 & C-12<br>1010-A & B<br>1011 & A<br>1012-A & B<br>1012-A-01 & B-01<br>1013-A & B<br>1014-A & B<br>1015-A & B<br>1016-A & B<br>1017-A & B<br>1017-A-05 & B-05<br>1018-A & B<br>1019-A & B<br>1019-A-01 & B-01<br>1020-A & B<br>1021-B & C<br>1022-B & C<br>1023-A & B<br>1024-A & B<br>1024-A-02 & B-02<br>1025-A-01 & A-02<br>1025-B-01 & B-02<br>1025-C & D<br>1027-A & B<br>1028-A & B<br>1031-A & B<br>1032-C & D<br>1033 & A<br>1034-A & B<br>1035-A-01 & A-02<br>1035-B-01 & B-02<br>1035-C & D<br>1037-B & C<br>1038-A & B<br>1039-A & B<br>1040-A & B<br>1042-A & B<br>1043-A & B<br>1045-A & B<br>1046-A-01 & A-02<br>1046-B & C<br>1049-J & K<br>1089-C & D | Legislative Calendars | Keep final edition from each Congress for each committee one year from end of Congress.<br><br>House committees generally have a separate class stem for calendars.<br><br>As Senate committees have the "catch all" Hearings, Prints, and Miscellaneous Publications, it will be more time-consuming to identify this material.<br><br>Some committees may not have issued calendars. |          |

| SuDocs                                                        | Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Title | Retention                                                                                                                                                                                                                                                                                                                      | Regional |
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| <b>STANDING, SELECT AND SPECIAL COMMITTEES (AS APPOINTED)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |       |                                                                                                                                                                                                                                                                                                                                |          |
| Y 4.various<br>Cutters                                        | 1000-B & C<br>1002-A & B<br>1003-A & B<br>1004-C & D<br>1009-B & C<br>1009-B-01 & C-01<br>1009-B-04 & C-04<br>1009-B-05 & C-05<br>1009-B-06 & C-06<br>1009-B-07 & C-07<br>1009-B-12 & C-12<br>1010-A & B<br>1011 & A<br>1012-A & B<br>1012-A-01 & B-01<br>1013-A & B<br>1014-A & B<br>1015-A & B<br>1016-A & B<br>1017-A & B<br>1017-A-02 & B-02<br>1018-A & B<br>1019-A & B<br>1019-A-01 & B-01<br>1020-A & B<br>1021-B & C<br>1022-B & C<br>1023-A & B<br>1024-A & B<br>1024-A-02 & B-02<br>1025-A-01 & A-02<br>1025-B-01 & B-02<br>1025-C & D<br>1027-A & B<br>1028-A & B<br>1031-A & B<br>1032-C & D<br>1033 & A<br>1034-A & B<br>1035-A-01 & A-02<br>1035-B-01 & B-02<br>1035-C & D<br>1037-B & C<br>1038-A & B<br>1039-A & B<br>1040-A & B<br>1042-A & B<br>1043-A & B<br>1045-A & B<br>1046-A-01 & A-02<br>1046-B & C<br>1049-J & K<br>1089-C & D | Rules | Keep latest edition for each committee.<br><br>House committees generally have a separate class stem for rules.<br><br>As Senate committees have the "catch all" Hearings, Prints, and Miscellaneous Publications, it will be more time-consuming to identify this material.<br><br>Some committees may not have issued rules. |          |

| SuDocs                                                               | Item                     | Title                                                                          | Retention               | Regional |
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| <b>COMMITTEE ON ARMED SERVICES (HOUSE)</b>                           |                          |                                                                                |                         |          |
| Y 4.AR 5/2:<br>L 44                                                  | 1012-A & B               | Laws                                                                           | Keep latest edition     |          |
| Y 4.AR 5/2:<br>T 53/3                                                | 1012-A & B               | Title 10, United States Code ...                                               | Keep latest edition     |          |
| <b>COMMITTEE ON BANKING, FINANCE SERVICES (HOUSE)</b>                |                          |                                                                                |                         |          |
| Y 4.B 22/1:<br>H 81                                                  | 1013-A & B               | Basic Laws on Housing and Community Development                                | Keep latest edition     |          |
| <b>COMMITTEE ON ECONOMIC &amp; EDUCATIONAL OPPORTUNITIES (HOUSE)</b> |                          |                                                                                |                         |          |
| Y 4.ED 8/1:                                                          | 1015-A & B               | Compilation of the Juvenile Justice and Delinquency Prevention Act of 1974 ... | Keep latest compilation |          |
| Y 4.ED 8/1:                                                          | 1015-A & B               | Compilation of the Low-Income Home Energy Assistance Act of 1981 ...           | Keep latest compilation |          |
| Y 4.ED 8/1:                                                          | 1015-A & B               | Compilation of the Older Americans Act of 1965 ...                             | Keep latest compilation |          |
| Y 4.ED 8/1-<br>12:                                                   | 1015-A & B               | Compilation of Federal Education Laws                                          | Keep latest compilation |          |
| <b>SELECT COMMITTEE ON ETHICS (SENATE)</b>                           |                          |                                                                                |                         |          |
| Y 4.ET 3/4:                                                          | 1009-B-04 &<br>1009-C-04 | Interpretative Rulings of the Select Committee on Ethics                       | Keep latest edition     |          |
| <b>COMMITTEE ON FOREIGN RELATIONS (SENATE)</b>                       |                          |                                                                                |                         |          |
| Y 4.F 76/2:<br>L 52/                                                 | 1039-A & B               | Legislation on Foreign Relations Through (yr)                                  | Keep latest compilation | R        |
| <b>COMMITTEE ON JUDICIARY (HOUSE)</b>                                |                          |                                                                                |                         |          |
| Y 4.J 89/1-10:                                                       | 1020-A & B               | Federal Rules of Appellate Procedure With Forms                                | Keep latest edition     |          |
| Y 4.J 89/1-11:                                                       | 1020-A & B               | Rules of Civil Procedure for the U.S. District Court                           | Keep latest edition     | R        |
| Y 4.J 89/1-12:                                                       | 1020-A & B               | Rules of Criminal Procedure for the United States District Courts              | Keep latest edition     | R        |
| Y 4.J 89/1:<br>R 86/                                                 | 1020-A & B               | Federal Rules of Evidence                                                      | Keep latest edition     | R        |
| <b>JOINT COMMITTEE ON PRINTING</b>                                   |                          |                                                                                |                         |          |
| Y 4.P 93/<br>1-10:D 44/                                              | 1004-E                   | A Directory of U.S. Government Depository Libraries                            | Keep latest edition     |          |
| • Y 4.P 93/1:6                                                       | 0992-A                   | Government Printing and Binding Regulations                                    | Keep latest edition     |          |
| • Y 4.P 93/1:7                                                       | 1004-B                   | Government Paper Specifications Standards                                      | Keep latest edition     |          |

| SuDocs                                     | Item       | Title                                   | Retention               | Regional |
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| <b>COMMITTEE ON WAYS AND MEANS (HOUSE)</b> |            |                                         |                         |          |
| Y 4.W 36:10-3/                             | 1028-A & B | Compilation of the Social Security Laws | Keep latest compilation |          |



| SuDocs                                            | Item                     | Title                                                                  | Retention                                                                      | Regional |
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| <b>DISCONTINUED OR INACTIVE TITLES SINCE 1992</b> |                          |                                                                        |                                                                                |          |
| A 1.10/A:                                         | 0017                     | Yearbook                                                               | Discard if select A 1.10:                                                      |          |
| A 1.76:                                           | 0003                     | Agricultural Handbooks                                                 | Discard if revised                                                             |          |
| A 62.15:                                          | 0071-E                   | Handbooks, Manuals, Guides (various titles)                            | Discard if revised                                                             |          |
| A 82.98:                                          | 0024-G-03                | Warehouses Licensed Under U.S. Warehouse Act                           | Keep latest edition                                                            |          |
| A 82.311:                                         | 0034-A                   | Charts Providing Graphic Summary of Operations                         | Keep latest edition                                                            | R        |
| A 110.14:                                         | 0031-C-02                | Foreign Plants Certified to Export Meat to the United States           | Discard if revised                                                             |          |
| A 111.8:                                          | 0125-B-02                | Handbooks, Manuals, Guides (various titles)                            | Discard if revised                                                             |          |
| AA 1.2:V 88/                                      | 0074-C-03                | Volunteers in Service to America                                       | Keep latest edition                                                            | R        |
| AA 1.8:                                           | 0074-C-11                | Handbooks, Manuals, Guides (various titles)                            | Looseleaf. Discard pages if revised. Keep latest edition                       |          |
| AA 1.8/2:                                         | 0074-C-05                | ACTION Handbooks                                                       | Looseleaf. Discard pages if revised. Keep latest edition                       |          |
| AA 1.11:                                          | 0030-A-02                | ACTION Pamphlets                                                       | Discard if revised                                                             |          |
| AA 1.19:                                          | 0074-C-12                | Forms                                                                  | Discard if revised                                                             |          |
| AA 1.20:                                          | 0074-C-13                | Directories                                                            | Keep latest edition                                                            |          |
| AA 3.8:                                           | 0074-D-02                | Handbooks, Manuals, Guides (various titles)                            | Discard if revised                                                             |          |
| AE 1.110/2:                                       | 0569-C-02                | List of Audiovisual Materials Produced by the United States Government | Discard if revised                                                             |          |
| AE 2.113:                                         | 0574-A-01                | Codification of Presidential Proclamations & Executive Orders          | Keep latest edition. Watch inclusive dates (previously classed as GS 4.113/3:) |          |
| C 1.24/3:                                         | 0127                     | Commerce Publications Update                                           | Keep current year plus previous year                                           |          |
| C 1.37/2:                                         | 0126-C-04                | Megamarketplace East, Directory of Women Business Owners               | Keep latest edition                                                            |          |
| C 1.37/3:                                         | 0126-C-04                | Directory of Women Business Owners, Megamarketplace East/West          | Keep latest edition                                                            |          |
| C 1.61:                                           | 0126-D-02                | Interagency Auditor Training Center Bulletin                           | Keep latest edition                                                            |          |
| C 1.88/2:                                         | 0128-N                   | National Economic, Social & Environmental Data Bank                    | Keep latest edition                                                            |          |
| C 3.31/7:                                         | 0152-B-01 thru 0152-B-53 | Census of Agriculture: Preliminary or Advance Reports                  | Not published for the 1992 Economic Census                                     |          |

| SuDocs        | Item                        | Title                                                              | Retention                                                                                  | Regional |
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| C 3.223/18:   | 0159-B-01<br>thru 0159-B-53 | Census of Population and Housing: Summary Reports                  | Summary reports were issued, but are not superseded by any other report in the 1990 Census |          |
| C 3.223/19:   | 0159-B-01<br>thru 0159-B-53 | Census of Population and Housing: Advance Reports                  | Not published for the 1990 decennial census                                                |          |
| C 3.238/4:    | 0142-D                      | Address List, National Clearinghouse for Census Data               | Apparently no longer being published                                                       |          |
| C 3.240/3:    | 0142-D                      | Data Access Descriptions: Computer Tape Series                     | Apparently no longer being published                                                       |          |
| C 3.240/5:    | 0142-D                      | Access Descriptions: Collection, Evaluation and Processing         | Apparently no longer being published                                                       |          |
| C 3.255/3-2:  | 0133                        | Census of Retail Trade: Industry Series, Preliminary Reports       | Not published for 1987 or 1992 Economic Census                                             |          |
| C 3.256/3-2   | 0133-B-01                   | Census of Wholesale Trade: Industry Series                         | Not published for 1987 or 1992 Economic Census                                             |          |
| C 3.257/3-2:  | 0133-C-01                   | Census of Service Industries: Advance Reports                      | Not published for 1987 or 1992 Economic Census                                             |          |
| C 3.257/3-3:  | 0133-C-01                   | Census of Service Industries: Industry Series, Preliminary Reports | Not published for 1987 or 1992 Economic Census                                             |          |
| C 3.262:      | 0148-F                      | Directory of Data Files                                            | Published in 1979. Apparently no longer being published                                    |          |
| C 51.11/2:    | 0188-A-03                   | Directory of Computer Software                                     | Keep latest edition                                                                        |          |
| C 51.11/2-2:  | 0188-A-03                   | Directory of Computerized Data Files                               | Keep latest edition                                                                        | R        |
| C 51.12:      | 0188-A-08                   | Special Foreign Currency Science Information Program               | Keep latest edition                                                                        |          |
| C 51.15:      | 0188-A-09                   | Directory of Federal Statistical Data Files                        | Keep latest edition                                                                        |          |
| C 55.416/7-3: | 0192-A-08                   | VFR/IFR Wall Planning Chart (West)                                 | Discontinued                                                                               |          |
| C 55.416/7-4: | 0192-A-08                   | VFR/IFR Wall Planning Chart (East)                                 | Discontinued                                                                               |          |
| C 55.421:     | 0199                        | Tide Tables--West Coast                                            | Keep latest edition                                                                        | R        |
| C 55.421/2:   | 0197                        | Tide Tables--East Coast                                            | Keep latest edition                                                                        | R        |
| C 55.421/3:   | 0198                        | Tide Tables: Europe and West Coast of Africa                       | Keep latest edition                                                                        | R        |
| C 55.421/4:   | 0196                        | Tide Tables: Central and Western Pacific                           | Keep latest edition                                                                        | R        |
| C 55.425:     | 0190                        | Tidal Current Tables: Atlantic Coast                               | Keep latest edition                                                                        |          |
| C 55.425/2:   | 0191                        | Tidal Current Tables: Pacific Coast                                | Keep latest edition                                                                        |          |
| C 55.427:     | 0192-A-22                   | Pacific Chart Supplement                                           | Discontinued                                                                               |          |
| C 55.502:     | 0207-B-01                   | General Publications (various titles)                              | Discard if revised                                                                         |          |
| C 55.508:     | 0207-B-02                   | Handbooks, Manuals, Guides (various titles)                        | Discard if revised                                                                         |          |

| SuDocs       | Item                   | Title                                                                   | Retention                                                                        | Regional |
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| C 61.11:     | 0231-I                 | Foreign Economic Trends (series)                                        | Superseded notes are on individual issues. Discontinued with issue 93-12         |          |
| C 61.12:     | 0231-B                 | Overseas Business Reports (series)                                      | Superseded notes appear on issues. Now available on NTDB CD-ROM, C 1.88:         |          |
| C 61.23/2:   | 0212                   | Export Administration Bulletin                                          | Keep issues until replaced by C 61.23:                                           |          |
| C 61.30:     | 0231-M-01 to 0231-M-50 | State Export Series                                                     | Keep latest issues for each state. (Class change, see C 61.30/1: to C 61.30/50:) |          |
| D 1.7:       | 0304-H                 | Telephone Directory                                                     | Keep latest issue                                                                |          |
| D 1.76/2:    | 0314-G                 | Federal Supply Classification Listings of DOD Standardization Documents | Keep latest edition                                                              |          |
| D 5.12:      | 0315-C                 | Joint Publications                                                      | Keep latest edition                                                              | R        |
| D 5.111:     | 0315-D-02              | Global AUTOVON Telephone Directory                                      | Keep latest edition                                                              |          |
| D 5.351/2:1/ | 0378-E-11              | Catalog of Maps, Charts, and Related Products Vol. 1                    | See C 55.440:1/                                                                  |          |
| D 5.351/2-2: | 0378-E-11              | Quarterly Bulletin                                                      | Keep latest edition                                                              |          |
| D 5.352:     | 0378-D-01              | Catalog ... Defense Mapping School                                      | Keep latest edition                                                              |          |
| D 5.352/2:   | 0378-D-02              | Student Text Series                                                     | Keep latest issues                                                               |          |
| D 5.355:1144 | 0378-E-35              | Series 1144 The World                                                   | Keep latest revision                                                             |          |
| D 5.355:1145 | 0378-E-35              | Series 1145 The World                                                   | Keep latest revision                                                             |          |
| D 5.355:1150 | 0378-E-35              | Series 1150 The World                                                   | Keep latest revision                                                             |          |
| D 5.355:1209 | 0378-E-07              | Series 1209 Europe                                                      | Keep latest revisions                                                            |          |
| D 5.355:5104 | 0378-E-06              | Series 5104 USSR and Adjacent Areas                                     | Keep latest revisions                                                            |          |
| D 7.6/2:     | 0314-A                 | Handbooks (H series)                                                    | Discard if revised                                                               |          |
| D 7.6/9:     | 0314-A                 | HQM (Series)                                                            | Keep latest edition                                                              |          |
| D 7.6/15:    | 0314-A                 | MILSTRIP: Foreign Military Sales Customer Procedures                    | Keep latest editions                                                             |          |
| D 7.6/16     | 0314-A                 | ---Routing Identifier Codes                                             | Keep latest editions                                                             |          |
| D 7.6/17:    | 0314-A                 | ---Procedures                                                           | Keep latest editions                                                             |          |
| D 7.8/9:     | 0314-A                 | HQM (Series)                                                            | Keep latest edition                                                              |          |
| D 7.28:      | 0314-L-07              | Freight Classification Data File, Basic                                 | Keep latest edition                                                              |          |
| D 14.8/2:    | 0320-B-01              | Student Manual (SM series)                                              | Keep latest edition                                                              |          |
| D 14.8/4:    | 0857-D-12              | Instructors Guide (IG series)                                           | Keep latest editions                                                             |          |

| <b>SuDocs</b>          | <b>Item</b> | <b>Title</b>                                                          | <b>Retention</b>                                                                         | <b>Regional</b> |
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| D 14.9:                | 0320-B-02   | Technical Report Series                                               | Discard if revised                                                                       |                 |
| D 14.10:               | 0857-D-11   | Miscellaneous Publications (MP series)                                | Discard if revised                                                                       |                 |
| D 14.17:               | 0320-B-11   | Research Study (RS series)                                            | Discard if revised                                                                       |                 |
| D 101.9/2:             | 0323        | (Command and Installation Regulations)                                | Keep latest edition                                                                      |                 |
| D 101.9/2-2:           | 0323        | DARCOM Supplement 1 to Army Regulations (AR series)                   | Discard if revised                                                                       |                 |
| D 101.9/3:             | 0323        | Supply and Maintenance Command Regulations                            | Keep latest edition                                                                      |                 |
| D 101.93:              | 0322-L      | Educational Services Brochure and Schedule of Courses                 | Dated. Discard when expired                                                              |                 |
| D 205.9:               | 0380-C      | Armed Forces Federal Income Tax                                       | Keep latest edition                                                                      |                 |
| D 209.17:              | 0418-D      | Directory, US Navy Civil Engineer Corps                               | Keep latest edition                                                                      |                 |
| D 301.80:              | 0424        | Community College of the Air Force: General Catalog                   | Keep latest issue                                                                        |                 |
| D 301.104/9:           | 0424-B-16   | Air Force Address Directory                                           | Keep latest edition                                                                      |                 |
| D 301.116:             | 0307-A-07   | Library of Departmental Publications & Forms                          | Keep latest issue                                                                        |                 |
| E 1.86/2:              | 0429-A-08   | Argonne News                                                          | Keep current year plus previous year                                                     | R               |
| EP 4.14/2:             | 0483-E-08   | Chronological Schedule of Air Pollution Training Courses              | Keep latest edition                                                                      |                 |
| GA 1.16/3:             | 0546-E      | Reports and Testimony                                                 | Superseded by GA 1.16/3-2: 0546-E (annual) Index of Reports issued in... (annual) 0546-E |                 |
| GP 3.8:                | 0557-A or B | Monthly Catalog Semiannual Index                                      | Discard when annual cumulative index arrives                                             |                 |
| GP 3.22/6:             | 0552-C      | SIGCAT CD-ROM Compendium                                              | Discontinued. No longer a government publication                                         |                 |
| GS 1.6/5-3:            | 0558-A      | GSA Bulletin FPR, Federal Procurement                                 | Keep latest edition                                                                      |                 |
| GS 1.29:               | 0580-A-03   | Federal Travel Directory                                              | Dated. Discard when expired                                                              |                 |
| GS 2.21/2:             | 0580-A-04   | Federal Hotel/Motel Discount Directory                                | Dated. Discard when expired                                                              |                 |
| HE 1.18/3:             | 0444-B      | Publications Catalog                                                  | Note: Entries extracted from Monthly Catalog (GP 3.8:)                                   |                 |
| HE 20.3170:<br>C 61/3/ | 0507-G-10   | International Cancer Research Data Bank Program                       | Keep latest issue                                                                        | R               |
| HE 20.3173:            | 0507-G-16   | International Cancer Research Data Bank: Special Listing NCI/ICRDB/SL | Keep current year plus previous year                                                     | R               |

| SuDocs          | Item                    | Title                                                                            | Retention                                                                          | Regional |
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| HE 20.3173/2:   | 0507-G-28,<br>0507-G-26 | ICRDB Cancergrams: Series CB, Series CT                                          | Most entries also contained in Index Medicus. Keep current year plus previous year | R        |
| HE 20.3173/2-2: | 0507-G-28               | Recent Reviews, Carcinogenesis, Supplement to the Cancergrams                    | Keep current year plus previous year                                               |          |
| HE 20.3173/3:   | 0507-G-16               | International Cancer Research Data Bank: Oncology Overview NCI/ICRDB Series      | Keep current year plus previous year                                               |          |
| HE 20.3464:     | 0497-C-09               | Catalog of Cell Lines                                                            | Discard if revised                                                                 | R        |
| HE 20.3465/2:   | 0497-C-13               | NIGMS Research Reports                                                           | Discontinued                                                                       |          |
| HE 20.3609/2:   | 0508-J                  | National Library of Medicine Current Catalog                                     | Discontinued with last 1993 issue. Data available on NLM's CATLINE                 |          |
| HE 20.3609/3:   | 0508-J                  | National Library of Medicine Current Catalog: Annual Cumulation                  | Discontinued with 1993 issue. Data available on NLM's CATLINE                      |          |
| HE 20.3609/4:   | 0508-H-05               | National Library of Medical Audiovisuals Catalog                                 | Discontinued with last 1993 issue. Data available on NLM's AVLINE                  |          |
| HE 20.3612/2-2: | 0508-E-01               | Cumulated Abridged Index Medicus                                                 | Discontinued with v. 25. Information available on MEDLINE database                 |          |
| HE 20.3618:     | 0508-J                  | Index of NLM Serial Titles                                                       | Keep latest issue                                                                  |          |
| HE 20.4003/2-2: | 0480-B                  | Directory of United States Poison Control Centers and Services                   | Keep latest edition                                                                | R        |
| HE 20.4043:     | 0480-B-01               | HHS News, Food and Drug Administration                                           | Discontinued                                                                       |          |
| HE 20.4102:     | 0498-B-02               | General Publications (various titles)                                            | Discard if revised                                                                 |          |
| HE 20.4108:     | 0498-B-01               | Handbooks, Manuals, Guides (various titles)                                      | Discard if revised                                                                 |          |
| HE 20.4122:     | 0498-B-12               | Directory of Personnel Responsible for Radiological Health Programs              | Keep latest issue                                                                  |          |
| HE 20.4202:     | 0499-K-01               | General Publications (various titles)                                            | Discard if revised                                                                 |          |
| HE 20.4208/2:   | 0499-K                  | Guidelines for the Clinical Evaluation of Various Drugs                          | Discard if revised                                                                 |          |
| HE 20.4309:     | 0494-B-04               | Medical Devices and Diagnostic Products Standards Survey - International edition | Keep latest edition                                                                |          |
| HE 20.4309/2:   | 0494-B-04               | Medical Devices and Diagnostic Products Standards Survey - National edition      | Keep latest edition                                                                |          |
| HE 20.4310/2:   | 0499-L-02               | FDA Medical Device Standards Publications, Technical Report (FDA-T series)       | Discard if revised                                                                 |          |
| HE 20.6610:     | 05077-J-04              | Directory of Programs Preparing Registered Nurses for Expanded Roles             | Discard when expires or keep latest issue                                          |          |

| SuDocs          | Item      | Title                                                                               | Retention                                                                                               | Regional |
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| HE 20.7009/A:   | 0508-A-05 | MMWR, Morbidity and Mortality Weekly Report (separates)                             | Discontinued                                                                                            |          |
| HE 20.7009/2 A: | 0508-A-05 | MMWR Surveillance Summaries (separates)                                             | Discontinued                                                                                            |          |
| HE 20.7021/6:   | 0504-C    | Homestudy Course: Foodborne Disease Control (series)                                | Discontinued                                                                                            |          |
| HE 20.7112:     | 0494-D-01 | Registry of Toxic Effects of Chemical Substances                                    | Discontinued with the July 1993 issue. CD-ROM version now available through NTIS                        |          |
| HE 20.7112/3:   | 0494-D-01 | Registry of Toxic Effects of Chemical Substances (quarterly microfiche edition)     | Discontinued with the July 1993 issue. CD-ROM version now available through NTIS                        |          |
| HE 20.7413:     | 0494-L-04 | Position Classification and Pay in State and Territorial Public Health Laboratories | Discontinued                                                                                            |          |
| HE 20.7613/2:   | 0504-A    | Smoking and Health Bulletin                                                         | Discontinued with Nov/Dec. 1988 issue. In part contained in Surgeon General's Annual Report to Congress |          |
| HE 20.8013:     | 0497-D-06 | ADAMHA News                                                                         | Keep current year                                                                                       |          |
| HE 20.8019:     | 0497-D-10 | Memorandum on Women's Alcohol, Drug Abuse, and Mental Health Issues                 | Keep current year plus previous year                                                                    |          |
| HE 20.8134:     | 0507-B-34 | National Clearinghouse for Mental Health Information: Literature Survey Series      | Discard if revised                                                                                      |          |
| HE 20.9110/4:   | 0532-E-16 | NHSC (National Health Service Corps) Notes                                          | Keep current year plus previous year edition                                                            |          |
| HE 20.9309/2:   | 0507-J-02 | Current Publications, Division of Medicine                                          | Keep current year                                                                                       |          |
| HE 22.2:IN 8    | 0512-A-01 | International Classification of Diseases                                            | Discard if revised                                                                                      |          |
| HE 22.8/2:      | 0512-A-21 | Medicare Hospital Manual                                                            | Looseleaf. Discard pages if revised. Keep latest edition                                                |          |
| HE 22.8/3:      | 0512-A-23 | Medicare Skilled Nursing Facility Manual                                            | Looseleaf. Discard pages if revised. Keep latest edition                                                |          |
| HE 22.8/4:      | 0512-A-22 | Medicare Provider Reimbursement Manual                                              | Looseleaf. Discard pages if revised. Keep latest edition                                                |          |
| HE 22.8/5:      | 0512-A-25 | Home Health Agency Manual                                                           | Looseleaf. Discard pages if revised. Keep latest edition                                                |          |
| HE 22.8/6:      | 0512-A-25 | Medicare Intermediary Manual, Pt. 3, Claims Process                                 | Looseleaf. Discard pages if revised. Keep latest edition                                                |          |

| SuDocs       | Item      | Title                                                                                                    | Retention                                                | Regional |
|--------------|-----------|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------|----------|
| HE 22.8/6-2: | 0512-A-25 | Medicare Part A Intermediary Manual, Pt. 2 Audits, Reimbursement, Program Administration, HCFA Pub. 13-2 | Looseleaf. Discard pages if revised. Keep latest edition |          |
| HE 22.8/6-3: | 0512-A-25 | Medicare Part A Intermediary Manual, Pt. 1, Fiscal Administration, HCFA Pub. 13-1 (8-80)                 | Looseleaf. Discard pages if revised. Keep latest edition |          |
| HE 22.8/6-4: | 0512-A-25 | Medicare Part A Intermediary Manual, Pt. 4 Audit Procedures, HCFA Pub. 13-4 (7-82)                       | Looseleaf. Discard pages if revised. Keep latest edition |          |
| HE 22.8/7:   | 0512-A-25 | Medicare Carriers Manual, Pt. 3, Claims Process, HCFA Pub. 14-3, Reprint Date (6-82)                     | Looseleaf. Discard pages if revised. Keep latest edition |          |
| HE 22.8/7-2: | 0512-A-25 | Medicare Carriers Manual, Pt. 1, Fiscal Administration, HIM 14-1 (11-77)                                 | Looseleaf. Discard pages if revised. Keep latest edition |          |
| HE 22.8/7-3: | 0512-A-25 | Medicare Carriers Manual, Pt. 2, Program Administration, HCFA Pub. 14 2 (7-80)                           | Looseleaf. Discard pages if revised. Keep latest edition |          |
| HE 22.8/8:   | 0512-A-25 | HCFA Regional Office Manual, Pt. 2, Medicare, HCFA Pub. 23-2                                             | Looseleaf. Discard pages if revised. Keep latest edition |          |
| HE 22.8/8-2: | 0512-A-25 | HCFA Regional Office Manual, Pt. 3, Program Integrity, HCFA Pub. 23-3                                    | Looseleaf. Discard pages if revised. Keep latest edition |          |
| HE 22.8/8-3: | 0512-A-25 | HCFA Regional Office Manual, Pt. 4, Standards and Certification Guidelines, HCFA Pub. 23-4               | Looseleaf. Discard pages if revised. Keep latest edition |          |
| HE 22.8/8-4: | 0512-A-25 | HCFA Regional Office Manual, Pt. 6, Medicaid, HCFA Pub. 23-6                                             | Looseleaf. Discard pages if revised. Keep latest edition |          |
| HE 22.8/8-5: | 0512-A-25 | HCFA Regional Office Manual, Pt. 1, General HCFA Pub. 23-1                                               | Looseleaf. Discard pages if revised. Keep latest edition |          |
| HE 22.8/9:   | 0512-A-22 | Medicare Outpatient, Physical Therapy Provider Manual, HCFA Pub. 9                                       | Looseleaf. Discard pages if revised. Keep latest edition |          |
| HE 22.8/10:  | 0512-A-22 | State Medicaid Manual                                                                                    | Looseleaf. Discard pages if revised. Keep latest edition |          |
| HE 22.8/11:  | 0512-A-22 | State Buy-In Manual on Supplementary Medical Insurance Enrollment, HCFA Pub. 24                          | Looseleaf. Discard pages if revised. Keep latest edition |          |
| HE 22.8/12:  | 0512-A-22 | Medicare-Medicaid State Operations Manual, Provider Certification, HCFA Pub. 7                           | Discard pages if revised. Keep latest edition            |          |
| HE 22.8/13:  | 0512-A-21 | Medicare Renal Dialysis Facility Manual                                                                  | Discard pages if revised. Keep latest edition            |          |

| SuDocs       | Item      | Title                                                                                                               | Retention                                                | Regional |
|--------------|-----------|---------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|----------|
| HE 22.25:    | 0512-A-27 | National Listing of Providers Furnishing Kidney Dialysis and Transplant Services                                    | Keep latest edition. (Class change to HE 22.510:)        |          |
| HE 22.28:    | 0512-A-22 | Program Memorandum Medicaid State Agencies HCFA Pub. 17                                                             | Looseleaf. Discard pages if revised. Keep latest edition |          |
| I 53.32:     | 0633-A-02 | Oregon and Washington Planned Land Sales                                                                            | Dated. Keep latest issue                                 | R        |
| I 66.2:      | 0657-B-01 | General Publications (various titles)                                                                               | Discard if revised                                       |          |
| I 66.8:      | 0657-B-07 | Handbooks, Manuals, Guides (various titles)                                                                         | Discard if revised                                       |          |
| I 70.13:     | 0624-E-03 | Maps                                                                                                                | Discard if revised                                       | R        |
| I 70.17:     | 0648-D    | National Register of Historic Places                                                                                | Keep latest edition                                      |          |
| IC 1.2:      | 0674      | General Publications (various titles)                                                                               | Discard if revised                                       |          |
| IC 1.12/3:   | 0678      | Handbooks, Manuals, Guides (various titles)                                                                         | Discard if revised                                       |          |
| IC 1.31:     | 0674-A    | Public Advisories                                                                                                   | Discard if revised                                       |          |
| IC 1.40:     | 0674-F    | Forms                                                                                                               | Discard if revised or expired                            |          |
| IC 1 ACT.5:  | 0675      | Interstate Commerce Act                                                                                             | Keep latest edition                                      |          |
| J 1.5/A:     | 0718      | Opinions of Attorney General (separate opinions)                                                                    | Separate preprints superseded by bound (J 1.5:)          |          |
| JU 10.11:    | 0728-A    | Federal Offenders in the United States District Courts                                                              | Discontinued                                             |          |
| JU 10.13:    | 0717-Y    | Grand and Petit Juror Service in United States District Courts                                                      | Discontinued                                             |          |
| L 2.64/2:    | 0768-H    | Directory of Wage Chronologies                                                                                      | Discard if revised                                       | R        |
| L 2.99:      | 0768-K    | Digest of Selected Pension Plans                                                                                    | Keep latest edition                                      | R        |
| L 37.8/4:    | 0756-A    | Interviewing Guides for Specific Disabilities                                                                       | Discard if revised                                       |          |
| L 37.20:     | 0780-A-10 | Unemployment Insurance Occasional Papers (series)                                                                   | Discard if revised                                       | R        |
| LC 1.6/4-2:  | 0786-A-01 | CONSER Editing Guide                                                                                                | Keep latest edition                                      | R        |
| LC 24.11:    | 0806-F-02 | Directories                                                                                                         | Discard if revised                                       |          |
| LC 26.7/2-2: | 0823      | Library of Congress Subject Headings Weekly Lists                                                                   | Superseded by annual cumulation (LC 26.7:)               |          |
| LR 1.8/6-2:  | 0826      | Classified Index of Decisions of Regional Directors of National Labor Relations Board in Representation Proceedings | Keep until superseded by cumulative edition              |          |
| LR 1.8/8:    | 0826-B    | Classified Index of Dispositions of ULP Charges by the General Council of the National Labor Relations Board        | Keep until superseded by cumulative edition              |          |
| NF 2.8/2-2:  | 0831-B-02 | Literature Application Guidelines                                                                                   | Dated. Discard when expired                              |          |

| <b>SuDocs</b> | <b>Item</b> | <b>Title</b>                                                                                          | <b>Retention</b>            | <b>Regional</b> |
|---------------|-------------|-------------------------------------------------------------------------------------------------------|-----------------------------|-----------------|
| NF 2.8/2-3:   | 0831-B-02   | Challenge Application Guidelines                                                                      | Dated. Discard when expired |                 |
| NF 2.8/2-4:   | 0831-B-02   | Dance Application Guidelines                                                                          | Dated. Discard when expired |                 |
| NF 2.8/2-5:   | 0831-B-02   | Music: Music Professional Training Career, Development Organizations Music, Special Projects          | Dated. Discard when expired |                 |
| NF 2.8/2-6:   | 0831-B-02   | Theater Support to Organizations Application Guidelines                                               | Dated. Discard when expired |                 |
| NF 2.8/2-7:   | 0831-B-02   | Museum Application Guidelines                                                                         | Dated. Discard when expired |                 |
| NF 2.8/2-8:   | 0831-B-02   | Music Fellowships: Composers, Jazz                                                                    | Dated. Discard when expired |                 |
| NF 2.8/2-9:   | 0831-B-02   | Music: Music Presenters and Festivals, Jazz Management and Special Projects/Jazz Service to the Field | Dated. Discard when expired |                 |
| NF 2.8/2-10:  | 0831-B-02   | Media Arts: Film/Radio/Television                                                                     | Dated. Discard when expired |                 |
| NF 2.8/2-11:  | 0831-B-02   | Design Arts, Application Guidelines                                                                   | Dated. Discard when expired |                 |
| NF 2.8/2-12:  | 0831-B-02   | Opera-Musical Theater, Application Guidelines                                                         | Dated. Discard when expired |                 |
| NF 2.8/2-13:  | 0831-B-04   | Visual Arts Fellowships                                                                               | Dated. Discard when expired |                 |
| NF 2.8/2-14:  | 0831-B-02   | Music: Chamber/Jazz Ensembles, Jazz Special Projects/Services, Choruses, Orchestras, Music Festives   | Dated. Discard when expired |                 |
| NF 2.8/2-15:  | 0831-B-02   | Visual Arts, Visual Artists Organizations, Visual Artists Public Project, Special Projects            | Dated. Discard when expired |                 |
| NF 2.8/2-16:  | 0831-B-02   | Folk Arts Application Guidelines                                                                      | Dated. Discard when expired |                 |
| NF 2.8/2-17:  | 0831-B-04   | State & Regional Programs Application Guidelines Fiscal Years                                         | Dated. Discard when expired |                 |
| NF 2.8/2-18:  | 0831-B-02   | Expansion Arts, Application Guidelines                                                                | Dated. Discard when expired |                 |
| NF 2.8/2-19:  | 0831-B-04   | Advancement, Application Guidelines                                                                   | Dated. Discard when expired |                 |
| NF 2.8/2-20:  | 0831-B-02   | Challenge III Grants, Application Guidelines                                                          | Dated. Discard when expired |                 |
| NF 2.8/2-21:  | 0831-B-02   | Local Programs, Application Guidelines                                                                | Dated. Discard when expired |                 |
| NF 2.8/2-22:  | 0831-B-02   | Inter-Arts Initiative for Interdisciplinary Artists                                                   | Dated. Discard when expired |                 |

| <b>SuDocs</b>  | <b>Item</b> | <b>Title</b>                                                                                                                 | <b>Retention</b>            | <b>Regional</b> |
|----------------|-------------|------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------|
| NF 2.8/2-23:   | 0831-B-02   | Presenting: Presenting Organizations, Presenting Networks                                                                    | Dated. Discard when expired |                 |
| NF 2.8/2-24:   | 0831-B-10   | Arts Administration Fellows Program, Application Guidelines                                                                  | Dated. Discard when expired |                 |
| NF 2.8/2-25:   | 0831-B-02   | Challenge II Grants                                                                                                          | Dated. Discard when expired |                 |
| NF 2.8/2-26:   | 0831-B-02   | Inter-Arts Artists' Projects                                                                                                 | Dated. Discard when expired |                 |
| NF 2.8/2-27:   | 0831-B-02   | Arts in Education, Special Projects                                                                                          | Dated. Discard when expired |                 |
| NF 2.8/2-28:   | 0831-B-04   | Arts in America                                                                                                              | Dated. Discard when expired |                 |
| NF 2.8/2-29:   | 0831-B-04   | Inter-Arts Grants to Presenting Organizations, Services to Presenting Organizations, Special Touring Initiative              | Dated. Discard when expired |                 |
| NF 2.8/2-30:   | 0831-B-04   | Theater Support to Individuals                                                                                               | Dated. Discard when expired |                 |
| NF 2.8/2-31:   | 0831-B-04   | Local Arts Agencies Program, Application and Guidelines                                                                      | Dated. Discard when expired |                 |
| NF 2.8/2-32:   | 0831-B-04   | International: International Projects Initiative for Organizations Partnerships                                              | Dated. Discard when expired |                 |
| NF 2.8/2-33:   | 0831-B-04   | Theater Support to Organizations                                                                                             | Dated. Discard when expired |                 |
| NF 2.8/2-34:   | 0831-B-04   | International Application Guidelines, International Program: Fellowships and Residencies Partnerships                        | Dated. Discard when expired |                 |
| NF 2.8/2-35:   | 0831-B-04   | International Application Guidelines, International Program: International Projects Initiative for Organizations Partnership | Dated. Discard when expired |                 |
| NF 2.8/2-36:   | 0831-B-11   | Folk & Traditional Arts, Application and Guidelines                                                                          | Dated. Discard when expired |                 |
| NF 2.8/2-37:   | 0831-B-12   | Arts in Education, Arts Plus, Application Guidelines for Fiscal Year                                                         | Dated. Discard when expired |                 |
| NF 3.2:D 63/   | 0831-B-01   | Dissertation Grants Support for Doctoral Candidates in the Humanities to Complete the Dissertation                           | Dated. Discard when expired |                 |
| NF 3.2:G 76/2  | 0831-B-01   | NEH Study Grants for College and University Teachers                                                                         | Dated. Discard when expired |                 |
| NF 3.2:R 31/7/ | 0831-B-01   | Interpretive Research Humanities, Sciences and Technology                                                                    | Dated. Discard when expired |                 |
| NF 3.2:R 31/8/ | 0831-B-01   | Interpretive Research Projects, Application Instructions and Forms                                                           | Dated. Discard when expired |                 |

| SuDocs          | Item      | Title                                                                                                 | Retention                    | Regional |
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| NF 3.2:R 31/9   | 0831-B-01 | Interpretive Research Archeology Projects, Application Instructions and Forms                         | Dated. Discard when expired  |          |
| NF 3.2:R 31/10  | 0831-B-01 | Interpretive Research Collaborative Projects, Application Instructions and Forms                      | Dated. Discard when expired  |          |
| NF 3.2:R 31/11/ | 0831-B-01 | Interpretive Research Archeology Projects, Guidelines Application Forms                               | Dated. Discard when expired  |          |
| NF 3.2:R 31/12  | 0831-B-01 | Interpretive Research Collaborative Projects, Archeology Projects, Humanities, Science and Technology | Dated. Discard when expired  |          |
| NF 3.2:R 31/13  | 0831-B-01 | Interpretive Research Conferences, Guidelines and Application Forms                                   | Dated. Discard when expired  |          |
| NF 3.2:ST 2     | 0831-B-01 | Division of State Programs, Application Instruction and Forms                                         | Dated. Discard when expired  |          |
| NF 3.2:T 31/    | 0831-B-01 | Texts Editions, Application Instructions and Forms                                                    | Dated. Discard when expired  |          |
| NF 3.2:T 31/2/  | 0831-B-01 | Text Publications Subventions, Application Instructions and Forms                                     | Dated. Discard when expired  |          |
| NF 3.2:T 31/3/  | 0831-B-01 | Text Translations Application Instructions and Forms                                                  | Dated. Discard when expired  |          |
| NF 3.2:Y 8/5/   | 0831-B-01 | Younger Scholars Awards                                                                               | Dated. Discard when expired  |          |
| NF 3.2:Y 8/6/   | 0831-B-01 | Younger Scholars, High School Student, College Students Guidelines Applications Forms                 | Dated. Discard when expired. |          |
| NF 3.2:Y 8/7/   | 0831-B-01 | College Young Scholars Awards                                                                         | Dated. Discard when expired  |          |
| NF 3.8:T 69/    | 0831-B-01 | Travel to Collections Small Grants for Research in Libraries                                          | Dated. Discard when expired  |          |
| NF 3.8/2-2:     | 0831-B-01 | Humanities Projects in Libraries                                                                      | Dated. Discard when expired  |          |
| NF 3.8/2-6:     | 0831-B-01 | Younger Scholars, Guidelines Application Forms                                                        | Dated. Discard when expired  |          |
| NF 3.13/2:      | 0831-B-05 | Summer Seminars for College Teachers, Guidelines and Application Forms for Directors                  | Dated. Discard when expired  |          |
| NF 3.13/2-2:    | 0831-B-05 | Summer Seminars for College Teachers, Guidelines and Application Forms for Participants               | Dated. Discard when expired  |          |
| NF 3.13/3-2:    | 0831-B-07 | Summer Seminars for School Teachers, Guidelines and Application Form for Participants                 | Dated. Discard when expired  |          |
| NF 3.13/3-3:    | 0831-B-07 | Summer Seminars for School Teachers, Guidelines and Application Forms for Directors                   | Dated. Discard when expired  |          |
| NF 3.19:        | 0831-B-07 | Travel to Collections, Guidelines and Application Instructions                                        | Dated. Discard when expired  |          |

| SuDocs                  | Item             | Title                                                                   | Retention                                                             | Regional |
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| NF 3.22:                | 0831-B-01        | Summer Stipends                                                         | Dated. Discard when expired                                           |          |
| P 1.12/6:               | 0838-E           | Postal Contracting Manual                                               | Looseleaf. Discard pages if revised. Keep latest edition              |          |
| PE 1.10/8:              | 0074-E           | Manuals                                                                 | Keep latest edition                                                   |          |
| PM 1.21:                | 0292             | Current Federal Examination Announcements                               | Keep latest issue                                                     |          |
| S 1.8/2:                | 0868-C           | Employees of Diplomatic Missions                                        | Keep latest issue                                                     |          |
| SBA 1.32:               | 0901-E           | Management Aids                                                         | Discard if revised                                                    |          |
| SI 1.36:                | 0910-B           | RIF Newsletter                                                          | Keep current year                                                     |          |
| TD 4.10/4:              | 0431-A-15        | FAA Airworthiness Directive, Biweekly Listing                           | Keep latest issue                                                     |          |
| TD 4.11:                | 0431-A-09        | International Notices to Airmen                                         | Keep latest issue                                                     |          |
| VA 1.48/2-2:            | 0989-G           | Research News                                                           | Keep current year plus previous year                                  |          |
| VA 1.49:                | 0989-G           | Veterans Educations Newsletters                                         | Keep current year plus previous year                                  |          |
| VA 1.56/2:              | 0989-G-01        | Newsletter, North Central Regional Medical Education Center             | Keep current year plus previous year                                  |          |
| VA 1.56/3:              | 0989-G-02        | Newsletter, VA Medical Center, Phoenix, AZ                              | Keep current year plus previous year                                  |          |
| VA 1.56/5:              | 0989-G-03        | Newsletter, VA Medical Center, Allen Park, MI                           | Keep current year plus previous year                                  |          |
| VA 1.59:                | 0983-A-06        | Environmental Impact Statements                                         | Keep finals                                                           |          |
| Y 3.AD 9/3:             | 1049-I           | Reports and Publications                                                | Only one report (1984) has been distributed within the past ten years |          |
| Y 3.C 76/3:26           | 1062-C-20        | CPSC Public Calendar                                                    | Keep current year                                                     |          |
| Y 3.EL 2/3:9-2          | 1091-A           | Election Law Update                                                     | Keep latest edition                                                   |          |
| Y 3.F 31/21-3:9         | 1061-G-01        | FLRA Report of Case Decisions Information                               | Announcements and News Releases are dated. Discard after 6 months     |          |
| Y 3.R 31/2:15           | 1061-K-01        | Real Estate Asset Inventory                                             | See Y 3.F 31/8:31/                                                    |          |
| Y 4.F 76/1:<br>F 76/55/ | 1017-A & B       | Chronologies of Major Developments in Selected Areas of Foreign Affairs | Quarterly issues superseded by annual                                 |          |
| Y 4.F 76/1-19:          | 1017-A & B       | List of Content of Bound Volumes                                        |                                                                       |          |
| Y 4.P 93/1:C 64         | 1004-C           | U.S. Code, Title 44, Public Printing and Documents                      | Keep latest edition                                                   |          |
| Y 4.SCI 2:L 52/         | 1025-A-01 & A-02 | Legislative Manual                                                      | Keep latest edition                                                   |          |

| SuDocs                | Item   | Title                     | Retention           | Regional |
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| Y 4.V 64/4:<br>M 46/3 | 0998-A | Medal of Honor Recipients | Keep latest edition |          |









