

General Records Schedule

GENERAL RECORDS SCHEDULES

Forms Index

STANDARD FORMS

SF NUMBER	TITLE	Schedule	Item
1		Printing and Binding Requisition	3
	6		
13	2		
1A		Binding Instructions	3 6
13	2		
1B		List of Books to be Bound	3 6
13	2		
1C		Printing and Binding Requisition for	3
	6	Specialty Items	13 2
2		U.S. Government Lease for Real Property	
	3		3
2B		U.S. Government Lease for Real Property Short Form	3 3
7		Service Record	1 2
		(obsolete as of Dec. 31, 1994)	
7A		Service Record - Continuation	1
	2		
		(obsolete as of Dec. 31, 1994)	
7B		Employee Record	
	1		6
		(obsolete as of Dec. 31, 1994)	
7D		Position Identification Strip	1
	11		
		(obsolete as of Dec. 31, 1994)	
14		Telegraphic Message	12 3
15	Application for 10-Point Veteran Preference		1
	1		
18	Request for Quotation	3	3,5
24	Bid Bond	3	3
SF NUMBER	TITLE	Schedule	Item
25	Performance Bond	3	3

25A	Payment Bond	3	3		
25B	Continuation Sheet (For Standard Forms 24, 25, and 25A)			3	3
26	Award/Contract	3	3,5		
28	Affidavit of Individual Surety			3	3
30	Amendment of Solicitation/Modification of 3,5 Contract				3
33	Solicitation, Offer and Award			3	3,5
34	Annual Bid Bond	3	3,5		
35	Annual Performance Bond	3	3,5		
39	Request for Referral of Eligibles			1	5,33
39A	Request and Justification for Selective Factors and Quality Ranking Factors			1	5,33
44	Purchase Order - Invoice - Voucher			3	3
6	1				
44a-d	Purchase Order - Invoice - Voucher			3	3
6	15 50 Notification of Personnel Action				1
	1,14				
50B	Notification of Personnel Action			1	1,14
52	Request for Personnel Action			1	1,33
59	Request for Approval of Non-Competitive Action				1
	1				
61	Appointment Affidavits	1	1		
61B	Declaration of Appointee	1	1		
62	Agency Request to Pass Over a Preference Eligible or Object to an Eligible			1	5
SF NUMBER	TITLE	Schedule	Item		
66	Official Personnel Folder			1	1
71	Application for Leave	2	6		
81	Request for Space	11	2		
83	Request for OMB Review (Replaced by OMB 83, Paperwork Reduction Act Submission)	16	6		

82	Agency Report of Motor Vehicle Data	10	4	
85	Questionnaire for Non-Sensitive Positions		18	22
86	Questionnaire for National Security Positions			18
	22			
91	Motor Vehicle Accident Report	10	5	
94	Statement of Witness	10	5	
97	The United States Government Certificate to			4
	3			
	Obtain Title to a Vehicle	10	6	
98	Notice of Intention to Make a Service Contract			
	and Response to Notice	3	11	
98A	Notice of Intention to Make a Service Contract			
	and Response to Notice (Attachment A)			3
	11			
99	Notice of Award of Contract	3	3	
113A	Monthly Report of Federal Civilian Employment			1
	16			
114	Sale of Government Property - Bid and Award			4
	3			
114A	Sale of Government Property - Item Bid Page -			
	Sealed Bid	4	3	
114B	Sale of Government Property - Item Bid Page			
	- Sealed Bid	4	3	
114C	Sale of Government Property - General Sale Terms			
	and Conditions	4	3	
SF NUMBER	TITLE	Schedule	Item	
114C-1	Sale of Government Property - Special Sealed			
	Bid Conditions	4	3	
114C-2	Sale of Government Property - Special Sealed Bid			
	- Term Conditions	4	3	
114C-3	Sale of Government Property - Special Spot			
	Bid Conditions	4	3	
114C-4	Sale of Government Property - Special Auction			
	Conditions	4	3	
114D	Sale of Government Property - Amendment of			
	Invitation for Bids/Modification of Contract		4	3

114E	Sale of Government Property - Negotiated Sales Contract	4	3		
114F	Sale of Government Property - Item Bid Page - Spot Bid or Auction	4	3		
115	Request for Records Disposition Authority			16	2
115A	Request for Records Disposition Authority - Continuation	16	2		
119	Statement of Contingent or Other Fees 3,5,16			3	
120	Report of Excess Personal Property		4		2
120A	Continuation Sheet (Report of Excess Personal Property)		4		2
121	Annual Report of Utilization and Disposal of Excess and Surplus Personal Property		4		2
122	Transfer Order - Excess Personal Property			4	2
123	Transfer Order - Surplus Personal Property 2			4	
123A	Transfer Order - Surplus Personal Property (Continuation Sheet)		4		2
126	Report of Personal Property for Sale			4	2
	SF NUMBER TITLE	Schedule	Item		
126A	Report of Personal Property for Sale (Continuation Sheet)		4		2
127	Request for Official Personnel Folder (Separated Employee)		1		17
132	Apportionment and Reapportionment Schedule 4				5
133	Report on Budget Execution		5		3
135	Records Transmittal and Receipt			16	2
	SF NUMBER TITLE	Schedule	Item		
135A	Records Transmittal and Receipt (Continuation)		16		2
144	Statement of Prior Federal Service			1	1
145	Telephone Service Request 12		3		3
	2				
150	Deposit Bond - Individual Invitation, Sale of				

Government Personal Property	4	3		
151 Deposit Bond - Annual Sale of Government Personal Property	4	3		
152 Request for Clearance or Cancellation of a Standard or Optional Forms or Exception	16	3		
180 Request Pertaining to Military Records			14	21
182 Request, Authorization, Agreement and Certification of Training	1	1		
203 Annual Audiovisual Report	16	4		
215 Deposit Ticket	6	1		
224 Statement of Transactions (Classified According to Appropriation, Fund and Receipt Account, and Related Control Totals)			6	1
225 Report on Obligations	5	3		
SF NUMBER TITLE	Schedule	Item		
252 Architect-Engineer Fixed-Price Contract			3	3
254 Architect-Engineer and Related Services Questionnaire	3	3		
255 Architect-Engineer and Related Services Questionnaire for Specific Project	3	3		
258 Agreement to Transfer Records to National Archives of the United States			16	2
269 Financial Status Report (Long Form)			3	3
270 Request for Advance or Reimbursement			3	3
271 Outlay Report and Request for Reimbursement for Construction Programs	3	3		
272 Federal Cash Transactions Report			3	3
272A Federal Cash Transactions Report - Continuation				3
	3			
273 Reinsurance Agreement for a Miller Act Performance Bond	3	3		
274 Reinsurance Agreement for a Miller Act Payment Bond	3	3		
275 Reinsurance Agreement in Favor of the United States	3	3		

278	Executive Branch Personnel - Public Financial Disclosure Report	1	24		
278A	Assets and Income Public Financial Disclosure Report	1	24		
279	Federal Procurement Data System FPDS Individual Contract Action Report			3	3
308	Request for Wage Determination and Response to Request	3			3
311	Agency Information Security Program Data			18	1
	SF NUMBER TITLE	Schedule	Item		
312	Classified Information Nondisclosure Agreement				18
	25				
344	Multiuse Standard Requisitioning/Issue System Document	3	8		
360	Request to Approve an Interagency Reporting Requirement	16	3		
361	Transportation Discrepancy Report			9	2
362	U.S. Government Freight Loss/Damage Claim				
	9	2			
364	Report of Discrepancy			9	2
701	Activity Security Checklist		18	7b	
702	Security Container Check Sheet		18	7b	
1012	Travel Voucher	6	1		
1012A	Travel Voucher (Memorandum)		9		1
1013A	Payroll for Personal Services		2		2
1034	Public Voucher for Purchases and Services Other Than Personal	6	1		
1034A	Public Voucher for Purchases and Services Other Than Personal (Memorandum)		6		1
1035	Public Voucher for Purchases and Services Other Than Personal (Continuation Sheet)			6	1
1035A	Public Voucher for Purchases and Services Other Than Personal (Memorandum) (Continuation Sheet)	1			6

1038	Advance of Funds Application and Account		6
1			
9	3		

SF NUMBER	TITLE	Schedule	Item
-----------	-------	----------	------

1047	Public Voucher for Refunds	6	1
------	----------------------------	---	---

1048	Memorandum - Public Voucher for Refunds	6	1
------	-----------------------------------------	---	---

1049	Public Voucher for Refunds	6	1
------	----------------------------	---	---

1050	Public Voucher for Refunds (Memorandum)		6
1			

1069	Voucher for Allowances at Foreign Posts of Duty	6	1
------	-------------------------------------------------	---	---

1080	Voucher for Transfers Between Appropriations and/or Funds	6	1
------	-----------------------------------------------------------	---	---

1081	Voucher and Schedule of Withdrawals and Credits	6	1
------	-------------------------------------------------	---	---

1093	Schedule of Withholdings Under the Davis-Bacon Act (40 U.S.C. 276a) and/or The Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)	3	3,11
------	-------------------------------------------------------------------------------------------------------------------------------------------------	---	------

1094	U.S. Tax Exemption Certificates	3	12
------	---------------------------------	---	----

1094A	U.S. Tax Exemption Certificate Accountability		3
	12		

Record

1096	Schedule of Voucher Deductions	6	1
------	--------------------------------	---	---

1098	Schedule of Canceled or Undelivered Checks		6
	1		

1103A	U.S. Government Bill of Lading - Memorandum		
	9	1	

Copy

1104	U.S. Government Bill of Lading - Shipping		
	9	1	

Order

SF NUMBER	TITLE	Schedule	Item
-----------	-------	----------	------

1109A	U.S. Government Bill of Lading - Continuation		
	9	1	

Sheet - Memorandum

1113	Public Voucher for Transportation Charges		6
	1		

1113A	Public Voucher for Transportation Charges			6
1	(Memorandum)	9	1	
1128	Payroll for Personal Services - Payroll Certification and Summary	6	1	
1128A	Payroll for Personal Services - Payroll Certification and Summary - Memorandum	2	2	
1145	Voucher for Payment Under Federal Tort Claims Act	6	1	
1145A	Voucher for Payment Under Federal Tort Claims Act - Memorandum	6	1	
1150	Record of Leave Data	2	9a	
1151	Nonexpenditure Transfer Authorization	6		1
1152	Designation of Beneficiary - Unpaid Compensation of Deceased Civilian Employee	1		1
1154	Public Voucher for Unpaid Compensation Due a Deceased Civilian Employee	6	1	
1156	Public Voucher for Fees and Mileage of Witnesses	6	1	
1156A	Public Voucher for Fees and Mileage of Witnesses - Memorandum	6	1	
9	3			
SF NUMBER	TITLE	Schedule	Item	
1157	Claims for Witness Attendance Fees, Travel, and Miscellaneous Expenses	3		9
1164	Claim for Reimbursement for Expenditures on Official Business	6	1	
9	3			
1165	Receipt for Cash - Subvoucher	6		1
1166	Voucher and Schedule of Payments	6	1	
1166A	Voucher and Schedule of Payments - Memorandum	6	1	
1167	Voucher and Schedule of Payments (Continuation Sheet)	6	1	
1167A	Voucher and Schedule of Payments (Continuation Sheet) - Memorandum	6		1

1169A	U.S. Government Transportation Request -		9
1	Memorandum Copy		
1170	Redemption of Unused Tickets	9	1
1176	Public Voucher for Unpaid Pay and Allowances Due a Deceased Member of the Armed Forces	6	1
1176A	Public Voucher for Unpaid Pay and Allowances Due a Deceased Member of the Armed Forces - Memorandum	6	1
1177	U.S. Savings Bond Issue File Action Request 14c		2
1182	Subscriber List for Issuance of United States Savings Bonds	2	14b
1183	Subscriber List for Issuance of United States Savings Bonds	2	14b
1186	Transmittal for Transportation Schedules and Related Basic Documents	9	1
SF NUMBER	TITLE	Schedule	Item
1187	Request for Payroll Deductions for Labor Organization Dues	2	15b
1188	Cancellation of Payroll Deductions for Labor Organization Dues		2
1198	Request by Employee for Allotment of Pay for Credit to Savings Accounts with a Financial Organization	2	15b
1199a	Direct Deposit Sign-up Form	2	17
1203A	U.S. Government Bill of Lading, Privately Owned Personal Property - Memorandum Copy	9	1
1204	U.S. Government Bill of Lading, Privately Owned Personal Property - Shipping Order	1	9
1205	U.S. Government Freight Waybill - Privately Owned Personal Property - Original	9	1
1218	Statement of Accountability (Foreign Service Account)	6	1
1219	Statement of Accountability	6	1

1220	Statement of Transactions According to Appropriations, Funds, and Receipt Accounts	6	1
6	5		
1221	Statement of Transactions According to Appropriations, Funds, and Receipt Accounts (Foreign Service Account)	6	1
6	5		
1303	Request for Federal Cataloging/Supply Support Action	3	2
3	4		
2800	Application for Death Benefits - Civil Service Retirement System	1	1
2801	Application for Immediate Retirement under the Civil Service Retirement System	1	1
SF NUMBER	TITLE	Schedule	Item
2801-1	Certified Summary of Federal Service - Civil Service Retirement System	1	1
2802	Application for Refund of Retirement Deductions - Civil Service Retirement System	1	1
2803	Application to Make Deposit or Redeposit - Civil Service Retirement System	1	1
2804	Application to Make Voluntary Contributions - Civil Service Retirement System		1
1			
2805	Request for Recovery of Debt Due the United States	2	18
2808	Designation of Beneficiary - Civil Service Retirement System	1	1
2809	Health Benefits Registration Form - Federal Employees Health Benefits Program	1	1
2810	Notice of Change in Health Benefits Enrollment		1
1			
2811	Transmittal and Summary Report to Carrier - Federal Employees Health Benefits Program	2	22b
2812	Report of Withholdings and Contributions for Health Benefits, Life Insurance, and Retirement	2	
22b			
2812A	Report of Withholdings and Contributions for Health Benefits by Enrollment Code	2	22b
2823	Designation of Beneficiary - Federal Employees' Group Life Insurance Program	6	1

5515 Debit Voucher 1 1

OPTIONAL FORMS

OF NUMBER TITLE Schedule Item

7 Property Pass 11 4

8 Position Description 1 7

16 Sales Slip - Sale of Government Personal Property 4 3

30 Motor Vehicle Service and Inspection Work Orders 10 2

55 U.S. Government Identification (Card) 11 4

68 Record of Travel Expenses 9 3

101 Summary Worksheet for Estimating Reporting Costs 16 6

108 Daily Vehicle Usage Report 10 2

112 Classified Material Receipt 18 5

116 Record of Top Secret Material 18 5

117 Notice of a Security Violation 18 24

118 Record of Violation 18 18,24

119 Record of Material Removed for Overnight Custody 18 4,5

123 Top Secret Document Inventory Record 18 5

131 Stock Control Card 3 9

136 Application for Retirement - Foreign Service Retirement and Disability System 1 1

137 Designation of Beneficiary 1 1

138 Application for Refund of Compulsory Contributions - Foreign Service Retirement System 1 1

OF NUMBER TITLE Schedule Item

140 Election to Receive Extra Service Credit Towards Retirement and Report of Residence of Spouse 1 1

141 Application for Service Credit 1 1

144	Temporary Duty (TDY) Official Travel Authorization			9		1
153	Telegram	12	3			
153A	Telegram (Continuation Sheet)		12	3		
158	General Receipt		6	1		
164	Meritorious Service Increase Certificate				1	12
187	Telegram Repeat Request		12	3		
189	Travel Reimbursement Voucher		6		1	
189A	Travel Reimbursement Voucher - Memorandum				6	
	1					
9	1					
189B	Travel Reimbursement Voucher (Continuation Sheet)				6	
	1					
	Schedule of Expenses and Amounts Claimed					
189C	Travel Reimbursement Voucher (Continuation Sheet) - Memorandum				6	
	1					
	Schedule of Expenses and Amounts Claimed		9	1		
190	Foreign Service Emergency Locator Information					1
	6					
191	Outgoing Telegram	12	3			
191A	Outgoing Telegram - Continuation Sheet			12		3
199	Notice of Shipment of Effects - Residence-to-Residence Method			9	1	
200	Monthly Record of Vehicle Operation Costs				10	2
202	Leave Record	2	7			
202A	Leave Summary	2	7			
205	Statement of Operating Cash Advance and Replenishment Voucher			6	1	
206	Purchase Order, Receiving Report and Voucher					3
	3					
206A	Purchase Order, Receiving Report and Voucher (Continuation Sheet)			3	3	
208	Statement of Collections - Foreign Service of the United States of America			6	1	

612	Optional Application for Federal Employment			1
	1,15,			
32				
1017G	Journal Voucher	7	4	
1121	Bill of Lading Accountability Record		9	1
1130	Time and Attendance Report		2	7
OF NUMBER	TITLE	Schedule	Item	
1135	Time and Attendance Report	2	7	
1136	Time and Attendance Report		2	7
1137	Leave Record	2	9	