

Chapter 10. Storage and Disposal of Printed Matter

10-1 Storage Policy

The Department will limit storage to the most economical levels, considering printing as well as storage costs. No more than a 1 year supply of any item will be stocked.

A. Headquarters maintains bulk storage of printed matter in the Headquarters Warehouse, located in the subbasement of the HUD Building. A six month supply is maintained for most stock items. A storage room for walk-in service is maintained in Room B-258, Monday, Wednesday and Friday from 9 a.m. to 12 (noon).

B. Regional Offices maintain shelf storage adequate to stock 3-4 month supply of most items for distribution to local end users, and Field Offices. Small volume items that are photocopied will not be stored in bulk. Regional Offices will limit the rental of storage space to the maximum extent possible.

C. Field Offices will maintain shelf storage adequate to stock 3-4 month supply for distribution to local end users. Field Offices will not maintain bulk storage areas for printed matter, and will limit the rental of storage space to the maximum extent possible.

10-2 Responsibilities

A. The Office of Administrative and Management Services is responsible for maintaining and operating the Headquarters Warehouse.

B. The Regional Administrative Services Division Directors/Administrative and Management Services Division Directors are responsible for maintaining and operating Regional Office stock rooms. Approval of space assignments for storage and stock rooms must be obtained from the Director, Office of Administrative and Management Services.

C. Field Office Managers are responsible for maintaining and operating Field Office stock rooms. Approval of space assignments for storage and stock rooms must be obtained from the Director, Office of Administrative and Management Services.

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D. Departmental Forms Management Officer (DFMO). The DFMO is responsible for periodically updating the Departmental Forms Index, to include a listing of recently cancelled forms. The Index identifies current and obsolete stock.

E. Management Services Division (MSD). The Management Services Division periodically updates the Directives Index, to include a listing of recently expired directives. The Index identifies current and obsolete stock.

10-3 Disposal of Obsolete and Inactive Stock

Obsolete and inactive items should not be stocked. Obsolete and inactive stock will be identified and disposed of as required, but no less than annually. Proper disposal procedures must be established to ensure compliance with GSA guidelines, and to avoid abuse of sensitive stock such as controlled forms or stationery. References such as the Departmental Forms Index and Directives Index are available to assist in identifying current and obsolete stock.

A. Headquarters. Program Offices are responsible for notifying the Property and Supply Branch when stocked items are determined to be obsolete, and for providing disposition instructions. To assist in this effort, the Property and Supply Branch will issue a semi-annual Inactive Stock Report. This Report identifies all stocked items that have not been issued for 12/18/24 months. Responsible Program Offices shall review inactive stock and justify retention, or authorize disposal. This Report is issued in April and October to Forms and Directives Management Officers.

Destruction of obsolete stock will be carefully monitored and performed in accordance with the terms and conditions of the GSA contract for recyclable paper.

B. Regional Offices. Regional Administrative Services Division Directors/Administrative and Management Services Division Directors are responsible for establishing policies and procedures for the identification and disposal of obsolete and inactive stock. ASD/AMSD's are encouraged to use FIPS reports in support of this activity. Destruction of obsolete stock must be carefully

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monitored and controlled. Paper should be recycled to the maximum extent possible.

C. Field Offices. Field Offices must also monitor stock to ensure proper disposal of obsolete and inactive stock.

Destruction of obsolete stock must be carefully monitored and controlled. Paper should be recycled to maximum extent possible.