

**INVENTORY OF EMERGENCY OPERATING RECORDS**

ORIGINATING OFFICE (Service or Staff Office)

PREPARED BY (Name of Program Official)	DATE	APPROVED BY (Signature of S/SO or Regional Emergency Coordinator)	DATE	CERTIFIED BY (Signature of GSA or Regional Records Officer)	DATE
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ITEM NO (1)	ITEM IDENTIFICATION (Name, description, subject, form no., reports control symbol, etc.) (2)	SITE LOCATION (3)				NAME OR TITLE AND CORRES. SYM. OF PERSON SENDING COPIES TO SITE (4)	DISPATCH CODE (5)	SITE MAINTENANCE AND DISPOSITION INSTRUCTION (6)
		MAIN	CO	RO	KIT			

## INSTRUCTIONS FOR PREPARING GSA FORM 1656

**ORIGINATING OFFICE.** Show first the S/SO office symbol followed by a hyphen and the office symbol of the office concerned, e.g. FSS-FP

**PREPARED BY.** Enter name of responsible program official, his office symbol, and the date prepared.

**APPROVED BY.** Each inventory shall be reviewed, signed and dated by the appropriate S/SO or regional emergency coordinator.

**CERTIFIED BY.** Each inventory shall be reviewed, signed, and dated by the GSA or Regional Records Officer.

**COLUMN 1.** Number each new item consecutively, preceded by the symbol for the office concerned as shown in the caption 'Originating Office! The item number is used at the site for identification and filing purposes. Item numbers will be assigned by service or staff office emergency coordinators.

**COLUMN 2.** Self-explanatory.

**COLUMN 3.** Indicate (X) site location for each item. A record prepositioned at more than one site will be identified once as a single item, but may require a separate line entry in column 3 for each site in order that appropriate entries may be made in column 4. Designate specific regional site locations by showing 1, 2, etc. or each, as appropriate. Check the 'Kit' column if records must be retained in a fly away kit rather than an alternate site.

**COLUMN 4.** Self-explanatory.

**COLUMN 5.** Select the appropriate code to show when records will be forwarded:

- A: Automatic Dispatch
- F: Fiscal Year (Oct. 1)
- C: Calendar Year (Jan. 1)
- S: Semiannually (Jan. 1 and July 1)
- Q: Quarterly (Jan. 1, April 1, July 1, Oct. 1)
- M: Monthly
- W: Weekly
- R: As received or issued (routine distribution)
- O: Other (describe)

**COLUMN 6.** Provide specific instructions for the maintenance, updating, retention, and disposal of each item at the site, such as:

Replacement. Withdraw and destroy replaced item.

Updating. Insert new material. Withdraw and destroy changed or obsolete material.

Add to. Retain previous item. Destroy (return) after \_\_\_\_\_ years.

Other. as may be appropriate)

Write out complete instructions for each item. Do not use ditto marks or other device.