

RECORDS MAINTENANCE AND DISPOSITION REPORT <i>(Instructions on back)</i>	FISCAL YEAR	RECORD GROUP	CORRESPONDENCE	REPORTS CONTROL NUMBER
				OAD-36

SECTION I. RECORDS HOLDING *(Round off to the nearest cubic foot)*

TRANSFERRED TO LOW-COST STORAGE	<i>(TRANSFERRED THIS FISCAL YEAR)</i>		
TRANSFERRED TO FRC	FROM CURRENT OFFICE SPACE	FROM LOW-COST STORAGE	
DESTROYED	FROM CURRENT OFFICE SPACE	FROM LOW-COST STORAGE	
INVENTORY END OF FISCAL YEAR	RECORDS IN CURRENT OFFICE SPACE	RECORDS IN LOW-COST STORAGE	

SECTION II. EQUIVALENTS *(Calculate volume according to the following table)*

CONVERSION TABLE

EQUIVALENTS CONVERSION TABLE		CUBIC FEET				
VERTICAL CABINETS:	One letter-size drawer	1.50	TABULATING CARDS:	10,000 cards	1.00	
	One legal-size drawer	2.00		FLOPPY DISKETTES:	32 cases (10 floppies each case)	1.00
LATERAL CABINETS:	One 30" drawer	2.50	MAGNETIC TAPES:		Seven reels	1.00
	One 4 x 6" drawer	3.00			MICROFILM:	100 16mm reels (100 feet)
	One 42" drawer	3.50	50 35mm reels (100 feet)	1.00		
FILING CABINETS:	One 3 x 5" case	.10	MICROFICHE:	15,000 microfiches	1.00	
	One 4 x 6" case	.17				
	One 5 x 8" case	.25				
SHELF FILES:	Letter-size, 1 linear foot	.80				
	Legal-size, 1 linear foot	1.00				

GENERAL SERVICES ADMINISTRATION

GSA FORM 2151 (REV. 6-92)

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RECORDS MAINTENANCE AND DISPOSITION REPORT INSTRUCTIONS

INSTRUCTIONS: This report is to be completed by all Records Custodians. All Regional Records Officers must submit to the GSA Records officer a consolidated report for each record group. Central Office field activities records are to be reported in the appropriate Central Office report. Include in this report all records destroyed and all records transferred to Federal Record Centers (FRC's) or low-cost storage. Do a fiscal year inventory of all records in current office space and in low-cost storage. (Include in the inventory all records transferred to low-cost storage during this fiscal year).

INCLUDE IN YOUR INVENTORY:

- a. All current records program or nonprogram records (including computer magnetic tapes, floppy diskettes, microfilm, and microfiches).
- b. All records held for GSA site audit.
- c. Official personnel folder (Office of Personnel Management records in GSA custody).

DO NOT INCLUDE IN YOUR INVENTORY:

- a. Records in custody of Federal Records Centers, National Archives, Presidential Libraries.
- b. Formally established library collections.
- c. Supplies of blank forms, stationery, blank magnetic tapes or publications (including directives and other documents stocked for distribution).
- d. Reference materials.