

GENERAL SERVICES ADMINISTRATION
WASHINGTON, D. C. 20405

November 9, 1966

GSA BULLETIN FPMR NO. B-6
ARCHIVES AND RECORDS

TO : Heads of Federal Agencies

SUBJECT: Records cleanout campaign

1. Purpose. This bulletin is in furtherance of the President's memorandum of September 22, 1966, to the heads of departments and agencies on the subject of records cleanout campaign actions which can help reduce expenditures for office equipment and space used for records.
2. Background. The President's memorandum directs heads of Federal agencies to conduct a records cleanout campaign to dispose of unneeded records, publications, and reference material as well as furniture, equipment, and supplies used in recordkeeping; to destroy records authorized for disposal; to send records not needed for current use to Federal Records Centers; to redistribute recordkeeping equipment and supplies to points of need; and to report results achieved through the Budget Director to the President. The memorandum also directs the General Services Administration to work out schedules for individual department and agency programs in order to assure thorough preparation, orderly disposition of unneeded records and materials, and minimum interference with public business.
3. Applicability. The provisions of this bulletin are applicable to departments and agencies of the executive branch in the 50 States and in the District of Columbia.
4. Records cleanout campaign. Departments and agencies are requested to schedule and conduct a records cleanout campaign during a specified period prior to September 1967. In such a campaign, records are to be destroyed immediately in accordance with records control schedules or general records schedules as adapted by the agency. Other records not needed in current operation are to be transferred to Federal Records Centers or to agency holding areas.
5. Agency responsibility. Each Federal department and agency, except those which have conducted cleanout campaigns since January 1, 1965, are requested to schedule and conduct a records cleanout campaign prior to September 1967. Schedules for individual departments and agency programs should be worked out with the Office of Federal Records Centers, National Archives and Records Service, GSA (code 13, extension 35183), as soon as

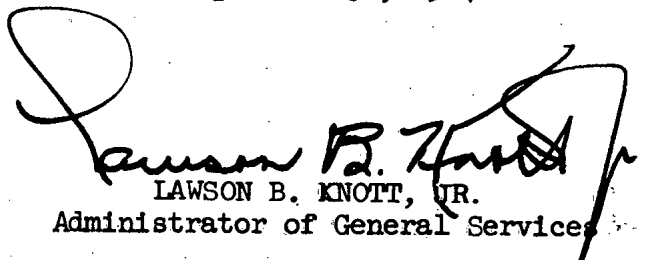
Attachment

practicable. Agencies which have completed similar campaigns since January 1, 1965, should plan to conduct additional campaigns during or after September 1967.

6. Procedures. Suggestions for conducting a records cleanout campaign are attached. Assistance in planning and conducting such campaigns is available from the General Services Administration, National Archives and Records Service, or from GSA regional offices. Federal Records Centers will cooperate with agencies in accessioning records sent to them during the campaign.

7. Reports. Accomplishments under this project will be reported to the President through the Budget Director within 30 days of the close of the agency campaign. Agencies which have completed such campaigns since January 1, 1965, should report this fact to the Budget Director together with their plans for campaigns during or after September 1967.

8. Expiration date. This bulletin expires September 30, 1967.


LAWSON B. KNOTT, JR.
Administrator of General Services

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GSA BULLETIN FPMR NO. B-6
ARCHIVES AND RECORDS
ATTACHMENT A

SUGGESTIONS FOR CONDUCTING A
RECORDS CLEANOUT CAMPAIGN

General Services Administration
National Archives and Records Service

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Introduction

On September 22, 1966, the President asked all departments and agencies in the executive branch to conduct a records cleanout campaign by September 1967 in the interests of economy and efficiency. The following pages contain suggestions relating to the content, objectives, and operation of such a cleanout campaign, based on the experience of GSA and other agencies.

Exhibits 1 thru 6 summarize information on records cleanout campaigns conducted by six agencies, including two at the bureau level, during 1965-1966. Kits containing more detailed information on these campaigns may be examined by agency records liaison officers. To do so, they should call the Operations Division, Office of Federal Records Centers, National Archives and Records Service, GSA (Code 13, extension 35185).

What is a Records Cleanout Campaign?

A records cleanout campaign is a concentrated effort over a fixed period of time to transfer from office space and equipment, or to destroy, records not needed in daily agency business. In such a campaign records are:

- Destroyed immediately in accordance with authorized records control schedules, or general records schedules as adapted by the agency, or
- Transferred to Federal Records Centers or to agency holding areas.

Files normally identified by a department or agency as non-record materials should also be included in the campaign.

Generally, such a campaign has the following elements:

1. Planning
2. Issuing Directives
3. Training
4. Publicizing
5. Destroying and Transferring Records
6. Reporting

1. Planning

Planning for a records cleanout campaign should be based on the assumption that the entire agency will be involved, including all headquarters and field offices. Unless there are compelling reasons to the contrary, no office should be exempt. Records officers, or others responsible for the campaign, should therefore be certain that liaison personnel are designated to cover the agency.

These liaison personnel are the direct representatives of the records officers for the cleanout operation. If they do not already function as liaison personnel in the agency records disposal program, they may be:

- a. Files supervisors, or
- b. Administrative officers, or their assistants.

Designated personnel should have at least a rudimentary knowledge of records disposition policies and procedures. If they do not have that knowledge, they must acquire it in the training programs devised in connection with the records cleanout.

During the planning stage of the cleanout, at least several meetings should be held with the liaison group to discuss proposed plans and procedures.

These meetings should accomplish the following:

- a. A goal should be set.

This goal, which should be expressed as a percentage of agency records to be transferred or destroyed, should be determined with the following in mind:

The percentage of agency records in center-type space or storage areas.

The Hoover Commission of 1955 recommended that at least 50% of agency records should be in records centers or agency holding areas.

The ratio of cubic feet of records to the number of employees.

This is one of several yardsticks for measuring the effectiveness of any records disposal program. The present Government average of records in office space is just

under five cubic feet of records for each civilian employee. For most agencies this figure should be lower.

Exhibit 7 provides Government-wide records holding statistics for fiscal years 1962, 1964, and 1966.

b. The length of the cleanout should be determined.

This will vary with the size of the department or agency. The experience of some agencies indicates that the cleanout probably should not last more than six weeks nor less than two weeks. Larger agencies, or departments, may find that additional time will be required for an effective cleanout campaign. The exact schedule, of course, should be worked out with GSA.

c. The dates of the cleanout should be determined.

The cleanout should be scheduled during a period when it does not conflict with other major agency activities involving large numbers of administrative personnel. It obviously should not be scheduled during periods when many employees are likely to be absent.

d. Plan the steps for the cleanout, including those discussed below.

2. Issuing the Directives

The department or agency directive announcing the cleanup campaign should be signed by the head of the agency or his immediate subordinate, and should be distributed to all concerned. The wording of the directive may vary, but it should contain at least the following elements:

a. Purpose of the records cleanout campaign

- . President's directive of September 22, 1966
- . The cleanout as an aid to good office management and economy
- . Relationship to the continuing records disposition program

b. Background

- . Volume of records in the agency
- . Volume of records in center-type space
- . The moratorium on filing cabinets
- . Results of previous cleanout campaigns, if any

c. Authority

- . The Federal Records Act of 1950
- . The Records Disposal Act of 1943
- . The President's directive
- . Federal Property Management Regulation 101-11.4

d. Procedures

- . Assignment of overall responsibility for the cleanout, covering:
 - . Instructions
 - . Training
 - . Reporting

e. Conclusion

- . Expression of personal interest and support for the cleanout

The records officer, or the official responsible for the cleanout campaign, should insure that his liaison personnel in turn issue supplementary directives to their own organizations, if needed.

3. Training

The training program developed in connection with the records cleanout campaign should have two aims:

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- . Have agency personnel who will be most heavily involved in the cleanout be familiar with the basic policies and procedures of records disposition and transfer.
- . Discuss and clarify the techniques to be used in the cleanout.

The training program, which should not take more than one day, can be presented as a records disposal workshop or as a series of question and answer sessions. In either case, GSA records disposal specialists may be able to participate, if needed.

Trainees can come from one of two levels:

- . The liaison personnel, who will in turn train the file clerks and secretaries having immediate charge of agency files.
- . The custodians of the files themselves, who will then be expected to apply the cleanout techniques without further instruction.

The training program should be introduced by a discussion of what the agency has done in the past in destroying and transferring records, and how the records cleanout relates to the disposal program.

Here is a list of suggested topics to be covered:

- a. Disposal
 - . Agency schedules
 - . General records schedules
 - . GSA Handbook Applying Records Schedules
- b. Transfer
 - . File breaks
 - . Eligibility for transfer
 - . GSA Handbook Federal Records Centers
- c. Permanent records
- d. Non-record material
- e. File cabinet moratorium
- f. Computing records volume
- g. Computing accomplishments
- h. Reporting

4. Publicizing the Campaign

The records cleanout campaign should be brought to the attention of all personnel in the agency by a variety of devices:

Cartoons: These can graphically illustrate the value of and need for the records cleanout campaign. With imagination and ingenuity, they can be the most influential single medium for publicizing the campaign. Numerous examples are available in the kits on recent campaigns referred to above.

Bulletins: Periodic bulletins and lobby displays, summarizing in a few words the objectives of the campaign can be valuable. These can emphasize that:

- a. Fewer unneeded files mean better administration.
- b. Fewer files result in a more attractive office, which is a matter of personal pride.
- c. A good cleanout job can reflect credit on the entire agency.

Agency newspapers: If the agency has a newspaper, or "house organ," the drive should be prominently featured in it. The text can be accompanied by pictures showing file cabinets being emptied, or showing office conditions "before" and "after."

Press releases: Some larger agencies and departments have announced their campaigns by press releases issued to the commercial news services and to newspapers. In many cases these releases actually appeared in newspapers with both local and national distribution.

5. Destroying and Transferring Records

Here are questions and answers pertaining to the major aspects of techniques used in the records cleanout.

a. What records may be destroyed?

Files are destroyed during a cleanout under one of the following authorizations:

- . Agency records schedules
- . General records schedules prepared and issued by GSA, and adapted by the agency
- . Agency standards for the destruction of non-record materials

It should be emphasized that records are to be destroyed only if they are eligible under authorized schedules, and that if there is any doubt the records in question should be transferred rather than risk illegal disposal.

b. What records should be retained?

Although the cleanout campaign emphasizes disposal, recognition and attention should be given to records of permanent value. Agencies for which a records retention plan exists should insure that no archival records described in it are destroyed. They can, of course, be transferred as part of the cleanout campaign. If a records retention plan does not exist, records earmarked as "permanent" or "retain" in agency records control schedules should be transferred.

c. What records should be transferred?

In general, records are eligible for transfer if they are referred to not more than once a month per file drawer. This should not be an inflexible standard. File custodians themselves are the best judges of what should be sent to the records center. They should, however, be asked to justify continued retention in office space and equipment of records which are over two years old.

d. How should non-record material be managed?

The records cleanout drive should include both record and non-record material. Little effort should be expended in attempting to distinguish between record and non-record material. Both normally carry retention periods, both occupy file equipment, and both should be counted as part of campaign results. Furthermore, the cleanout should include reference materials in office bookcases and on shelves maintained for local use. Material in agency libraries, or stocks of publications or similar materials in supply rooms, may be included in the campaign but should not be reported in the campaign results.

e. How can file breaks be used in the cleanout?

File breaks, i.e. file cut-offs, can facilitate the transfer of a portion of a large file which cannot be transferred in its entirety. This technique is used mainly for correspondence or subject files, but it can also be applied to closed case or transaction files.

6. Reporting

Reports of accomplishment should contain at least four items of information:

- . Volume of records destroyed.
- . Volume of records transferred.
- . Number of file cabinets released for re-use.
- . Square footage of space recovered, if any.

Reports made in connection with the records cleanout are the following:

- a. "Feeder" reports from liaison personnel to the official responsible for the cleanout campaign. These reports should be uniform in format. An agency-wide form or form letter should be devised and distributed for the purpose.

The frequency of this report depends on the length of the cleanout campaign. If the campaign is to cover less than one month, only a final report should be needed. However, a campaign lasting more than one month should require at least one progress report and, of course, a final report.

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- b. Summary report from the records officer to senior agency management officials at the end of the cleanout campaign.
- c. A summary report to the Budget Director, required by the President's memorandum of September 22, 1966, within 30 days after the cleanout campaign.

Exhibit 8 shows the minimum statistics which an agency should assemble and report to demonstrate the effectiveness of its campaign.

Other Benefits

Beyond the immediate objectives, a records cleanout may disclose related areas for paperwork improvements. Potential areas may include:

- a. Better controls over records creation, primarily in correspondence, forms, and reports.
- b. Improved records maintenance and files classification systems.
- c. Improved records schedules, because present schedules are outdated, are too difficult to apply, or do not cover all the records.
- d. Improved utilization of filing equipment.
- e. Release of filing equipment for re-use or for declaration as excess.

SUMMARY OF RECORDS CLEANOUT CAMPAIGN

Conducted by

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

July 1-October 30, 1965

Scope. The NASA records cleanout, called "Operation Cleanup," covered the entire agency. NASA is a major independent agency employing about 36,000 people. Its headquarters are in Washington, and it operates 13 field installations throughout the country. The NASA records cleanout was part of a program developed in 1965 to establish an adequate paperwork management program in NASA.

Preliminary Steps. The project was preceded by NASA Records Management Seminars in Washington for representatives of Eastern installations, and in San Francisco for those on the West Coast. While these seminars, conducted mainly by NARS personnel, covered the whole area of records disposition and archival management, they were presented as a prelude to the cleanout campaign. In addition, orientation meetings were held with division representatives in headquarters.

Planning. Planning for "Operation Cleanup" began in May 1965. Liaison people were selected, and publicity materials and instructions were drafted. Dates for the project were set at July 1 to September 30, 1965, although the drive was later extended through October 1965.

Formal and Informal Directives. "Operation Cleanup" was announced by a NASA-wide circular. The campaign at each installation was organized, and records management officers held orientation meetings with designated division representatives. Detailed instruction sheets were prepared and issued to provide guidance. The project was coordinated by the Office of Administration in headquarters and by Directors of Administration in the field. "Pep talk" bulletins and reports of progress in the form of bar charts were issued periodically during "Operation Cleanup" to those involved.

Publicity. "Operation Cleanup" was extensively publicized by a series of bulletins, posters, and cartoons throughout headquarters and the field installations. The field supplemented these with materials of their own.

Reports. Cumulative reports were required monthly, showing the volume of records transferred and destroyed, and the filing equipment cleared for reuse.

Accomplishments. A final report was issued to all participants, showing the following:

Volume Records Destroyed: 38,589 cubic feet

Volume Records Transferred: 5,657 cubic feet

Reduction in Holdings: 19.3%

File Cabinets Released: 898

Further details can be obtained by calling Mr. Sidney Musselman of NASA (Code 13, extension 24930), or the Operations Division, Office of Federal Records Centers, National Archives and Records Service, GSA (Code 13, extension 35185).

EXHIBIT 2.

SUMMARY OF RECORDS CLEANOUT CAMPAIGN

Conducted by

TREASURY DEPARTMENT

April 15 - May 30, 1966

Scope. The Treasury's records cleanout campaign, called "Spring 1966 Cleanout Campaign," covered all organizational elements. The campaign was conceived and launched as part of a cost reduction program. It was also a special effort in the disposition of records prior to the submission of the biennial report of records holdings to GSA. Emphasis was placed not only on the destruction or transfer of records, but also on better utilization of filing equipment. The Treasury Department employs about 95,000 people.

Preliminary Steps. The project was preceded by a meeting of all bureau records officers. The group was addressed by Mr. A.E. Weatherbee, Assistant Secretary of the Treasury for Administration, and Mr. Paul McDonald, Director, Office of Administrative Services. Various members of the GSA staff also participated. The discussions concerned the reasons for the cleanout and the factors involved in operating a successful one, archival factors, and related matters. Other meetings were held in the Department on the subject from time to time.

Planning. Planning for the Treasury cleanout campaign began early in January 1966. The records officers of the divisions and bureaus were alerted and were asked to organize internally for the project. Dates for the project were set at April 15 through May 30, 1966.

Formal and Informal Directives. The "Spring 1966 Cleanout Campaign" was launched by an Administrative Bulletin to heads of Treasury Bureaus on February 16, 1966, which was supplemented by instructions internally in the Bureaus and Offices of the Department. The project was coordinated by the Office of the Director of Administrative Services in the Office of the Secretary. During the course of the campaign several progress bulletins were issued.

Publicity. The cleanout campaign was very extensively publicized throughout the Department. A variety of bulletins, posters, and other materials were distributed to employees with pay checks, and by posting on bulletin boards. The final poster, in fact, was a "well done" to all employees.

Reports. A single report was required from each Bureau and Office, showing the volume of records destroyed and transferred.

Accomplishments. The final report of accomplishments, issued to all records officers, showed:

Volume Destroyed: 51,727 cubic feet
Volume Transferred: 41,553 cubic feet
Reduction in Holdings: 8.5%
Savings through Destruction and Transfer: \$333,405

Further details can be obtained by calling Mrs. Dorothy Sparks of Treasury (Code 184, extension 2792), or the Operations Division, Office of Federal Records Centers, National Archives and Records Service, GSA (Code 13, extension 35185). 001070109

SUMMARY OF RECORDS CLEANOUT CAMPAIGN

Conducted by

NATIONAL BUREAU OF STANDARDS, DEPARTMENT OF COMMERCE

March - May, 1965

Scope. The records cleanout of the Bureau of Standards, a major component of the Department of Commerce, was known as "Operation Cleanout." It covered elements of the Bureau in the Washington area, and was spurred by two factors: the file cabinet moratorium imposed by the White House, and the move of the Bureau from numerous buildings in Northwest Washington to new quarters in Gaithersburg, Maryland. The drive covered record as well as non-record material. The Bureau of Standards employs about 4,000 people.

Preliminary Steps. The drive was part of the overall planning which preceded the Bureau's move to new quarters. Space assignments were made on the assumption that centralization of organizational units would result in a reduction of space needed for files, and that inactive or semi-active files would be transferred or destroyed prior to the move.

Planning. Planning for "Operation Cleanout" began early in February. Liaison personnel for the drive were selected, and publicity materials and suitable instructions were drafted. The month of March 1965 was designated for the project, although it actually extended well into May because of the enthusiastic response.

Formal and Informal Directives. "Operation Cleanout" was announced by an Administrative Bulletin from the Director to all employees, supplemented by a more detailed instruction to project leaders from the Associate Director for Administration. The campaign was coordinated by his office.

Publicity. The campaign was publicized extensively by posters, leaflets, and other media placed on bulletin boards throughout the agency.

Reports. A progress report and a final report were required, showing the volume of records destroyed, transferred, and the number of file cabinets released for reuse.

Accomplishments. The final results showed the following:

Volume Destroyed: 8,000 cubic feet

Volume Transferred: 1,800 cubic feet

Reduction in Holdings: 25%

File Cabinets Released: 825

Linear Feet of Shelving Released: 2,550

Further details can be obtained by calling Mr. Walter Weinstein of the Bureau of Standards (Code 154, extension 7609), or the Operations Division, Office of Federal Records Centers, National Archives and Records Service, GSA (Code 13, extension 35185).

EXHIBIT 4

SUMMARY OF RECORDS CLEANOUT CAMPAIGN

Conducted by :

BUREAU OF THE CENSUS, DEPARTMENT OF COMMERCE

April 4 - 15, 1966

Scope. The "Cleanout Campaign" of the Bureau of the Census was part of a Department-wide effort " . . . designed to reduce office management costs and increase operating efficiency by disposing of unnecessary records . . . " The campaign covered all elements of the Bureau, including both operation and field offices. Its operation offices are in Pittsburgh, Kansas, and Jeffersonville, Indiana. The Bureau employs about 4,500 people.

Preliminary Steps. The campaign was preceded by a records disposition course conducted by the National Archives and Records Service during the week of March 21, 1966. The course, attended by a files or secretarial representative from every organization, covered records scheduling, transfer policies and procedures, non-record material, and application of disposal authorities. Also, meetings were held of supervisory personnel to discuss the cleanout campaign.

Planning. Planning for the campaign began early in February 1966. Liaison people were selected, and publicity materials and instructions were prepared. Dates for the project were set as April 4 to April 15, 1966, although the period was extended to April 22 for some of the larger divisions.

Formal and Informal Directives. The cleanout campaign was announced in the Bureau by a circular letter to all divisions and offices. It was coordinated by the Administrative and Publications Services Division, and by designated liaison officers in the field. A report of progress was issued before the end of the campaign.

Publicity. The cleanup campaign was publicized throughout the Bureau by posters and articles in the Census Bulletin, the Bureau's "house organ."

Reports. A progress report as of April 8 and a final report were required, showing the volume of records transferred to the Centers, the volume destroyed, and the number of file cabinets cleared.

Accomplishments. The final summary report showed the following:

Volume Destroyed: 14,292 cubic feet

Volume Transferred: 2,791 cubic feet

Reduction in Holdings: 16%

File Cabinets Released: 125

Further details can be obtained by calling Mr. Mel Haskell of the Bureau of the Census (Code 157, extension 246), or the Operations Division, Office of Federal Records Centers, National Archives and Records Service, GSA (Code 13, extension 35185).

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SUMMARY OF RECORDS CLEANOUT CAMPAIGN

Conducted by

DEPARTMENT OF AGRICULTURE

February 1966

Scope. The Agriculture Department records cleanout drive, known as the "Cleansweep Campaign," covered all organizational units in the Department, consisting of headquarters in Washington, and the more than 13,000 field offices throughout the country. The campaign was aimed at four targets: records, publications, equipment, and supplies. The Department employs about 130,000 people, including part-time and intermittent employees.

Preliminary Steps. The campaign was preceded by meetings held with records liaison officers. Among the matters discussed were the reasons for the campaign, the proposed methods of organizing it, the length of the project, and its timing.

Planning. Planning for the "Cleansweep Campaign" began in December 1965. The liaison officers in each agency and office were alerted, and extensive publicity and instructional materials were drafted. The project was set to cover the entire month of February, 1966.

Formal and Informal Directives. The "Cleansweep Campaign" was announced by a directive from the Secretary to all employees. The Secretary also sent a directive to the heads of agencies and addressed them at a meeting. The campaign was coordinated by the Office of Plans and Operations, through the records management offices in each major subdivision of the Department. Major offices published supplementing directives of their own.

Publicity. A widespread publicity program advertised the project. A press release announced it to newspapers and other informational media. Eight different posters, prepared by the Director of Personnel, were used. A kit was prepared for the use of each Washington and field location, containing copies of the eight posters, the Secretary's directive, and a reporting form.

Reports. A report was required by March 23, showing the volume of record and non-record material transferred and disposed of, and the value of equipment cleared or declared excess.

Accomplishments. A final report, published as a memorandum from the Secretary, showed the following results of the campaign:

Volume Destroyed: 79,395 cubic feet

Volume Transferred: 25,072 cubic feet

Reduction in Holdings: 11%

File Cabinets Released: 13,928

Publications salvaged or returned for re-use: 44,860 cubic feet

Supplies returned for re-use: \$24,986

Further details can be obtained by calling Mr. Peter Doyle of Agriculture (Code 111, extension 7231), or the Operations Division, Office of Federal Records Centers, National Archives and Records Service, GSA (Code 13, extension 25185).

Conducted by

GENERAL SERVICES ADMINISTRATION

June 1965

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ALL DEPARTMENTS AND AGENCIES

RECORDS HOLDINGS STATISTICS
(In Cubic Feet)

<u>Department</u>	<u>F.Y. Ending 1962</u>	<u>F.Y. Ending 1964</u>	<u>F.Y. Ending 1966</u>
Office Space	2,840,923	2,850,295	2,861,811
Storage Space	<u>276,673</u>	<u>335,167</u>	<u>382,908</u>
Total	3,117,596	3,185,462	3,244,719
<u>Field</u>			
Office Space	10,277,619	10,513,217	10,503,472
Storage Space	1,869,959	1,825,448	1,884,645
Agency Records Centers	<u>1,190,042</u>	<u>950,226</u>	<u>756,620</u>
Total	13,337,620	13,288,891	13,144,737
Federal Records Centers	7,163,542	7,689,108	8,388,143
National Archives	<u>914,102</u>	<u>899,105</u>	<u>898,895</u>
Total	8,077,644	8,588,213	9,287,038
GRAND TOTAL	24,532,860	25,062,566	25,676,494

EXHIBIT 8

RECORDS CLEANOUT CAMPAIGN ACCOMPLISHMENTS

(Department or Agency) _____

(Date Campaign Began) _____

(Date Campaign Ended) _____

Record Reductions (in cubic feet)

	<u>Estimated</u> <u>Holdings At</u> <u>Beginning of</u> <u>Campaign</u>	<u>Volume</u> <u>Transferred</u> <u>During</u> <u>Campaign</u>	<u>Volume</u> <u>Destroyed</u> <u>During</u> <u>Campaign</u>	<u>Estimated</u> <u>Holdings At</u> <u>End of</u> <u>Campaign</u>
<u>Records in</u> <u>Office Space</u>				
Department	_____	_____	_____	_____
Field	_____	_____	_____	_____
Total	_____	_____	_____	_____
<u>Records in</u> <u>Storage & Holding</u> <u>Area Space</u>				
Department	_____	_____	_____	_____
Field	_____	_____	_____	_____
Total	_____	_____	_____	_____
<u>Records in</u> <u>Federal Records</u> <u>Centers</u>				
_____	_____	_____	_____	_____
GRAND TOTAL	_____	_____	_____	_____

Space Reductions (in square feet)

Office Space

Department _____
Field _____

Storage & Holding Areas

Department _____
Field _____

GRAND TOTAL _____

Equipment Reductions

File Cabinets (Number) _____

Shelving (Linear Feet) _____

Signature _____

Title _____

Date: _____

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