RECORDS MAINTENANCE AND DISPOSITION REPORT (Instructions on back)		FISCAL YEAR	RECORD GROUP	CORRESPO	NDENCE	CE REPORTS CONTROL NUM OAD-36		
	SECTION I. REG	CORDS HOLDING	(Round off to the n	earest cubic fo	ot)			
TRANSFERRE	ED TO LOW-COST STORAGE		(TRA	NSFERRED THIS	FISCAL YEAR	?)		
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 CU	RECORDS IN CURRENT OFFICE SPACE			RECORDS IN LOW-COST STORAGE		
	SECTION II. EQUIVA	LENTS (Calculate	volume according	to the followin	g table)			
		CONVER	SION TABLE					
EQUIVALENTS CONVERSION TABLE		CUBIC FEET	FEET					
VERTICAL CABINETS:	One letter-size drawer	1.50	TABULATING CARDS:	10,000 cards			1.00	
	One legal-size drawer	2.00	CARDS.					
LATERAL CABINETS:	One 30" drawer	2.50	FLOPPY 00		Taraka and ana			
	One 4 x 6" drawer	3.00	DISKETTES:	32 cases (10 floppies each case)		e)	1.00	
	One 4 x 6" drawer	3.50	MAGNETIC	Seven reels			1.00	
FILING CABINETS:	One 3 x 5" case	.10	TAPES:					
	One 4 x 6" case	.17	MICDOEU M.	100 16mm reels (100 feet)			1.00	
	One 5 x 8" case	.25	MICROFILM:	50 35mm reels (100 feet)			1.00	
SHELF FILES:	Letter-size, 1 linear foot	.80	MICROFICHE:	15,000 microfiches			1.00	
	Legal-size, 1 linear foot	1.00	WICKOFICHE.					
SENERAL	SERVICES ADMINISTRATION					GSA FORM 215 ′	(REV. 6-	

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 microfisches).
- 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, stationary, blank magnetic tapes or publications (including directives and other documents stocked for distribution).
- d. Reference materials.