

GENERAL SERVICES ADMINISTRATION
Washington 25, D. C.

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April 27, 1955

GENERAL SERVICES ADMINISTRATION CIRCULAR NO. 28, Revision No. 2

TO: Heads of Federal Agencies

SUBJECT: General Services Administration External Issuances

1. General. This Circular describes the types of issuances utilized by the Administrator of General Services to prescribe regulations relating to property management and records management in the agencies of the Government, pursuant to the provisions of Public Law 152, 81st Congress, as amended, and to issue instructions and informational material on property and records management activities.

It is the policy of the General Services Administration to develop and distribute regulatory and instructional matter in such manner as to permit any agency to install the applicable provisions economically and effectively, and with a minimum of disruption to the current operations. It is also the policy to obtain the advice and counsel of other agencies during the development of regulatory material whenever time and circumstances permit, to insure the maximum practicability and workability of the provisions prior to their promulgation. In some instances comments and recommendations will be solicited through the submission of proposed issuances to all of the other agencies prior to formal issuance of the material. In other instances representatives of agencies principally concerned with the subject matter will be requested informally to submit their views on the proposal.

2. Types of General Services Administration External Issuances. Three types of issuances will be utilized by the Administrator of General Services for the promulgation of regulations and the release of procedural material:
 - a. GSA Regulations. This type will be limited to policy directives, regulatory procedures, general delegations of authority, promulgation of General Services Administration and Standard forms, and similar regulatory material having continuing application to Government agencies and to the public.

Delegations of authority by the Administrator of General Services to specific Government agencies will be issued in individual delegation form and will be transmitted to the agency involved under cover of an explanatory letter.

Except as indicated below GSA Regulations are issued in codified form and divided into four Titles denoting the major areas of functions assigned to the Administrator of General Services under Public Law 152, 81st Congress, as amended, and other law, as follows:

Title 1 - Personal Property Management. This Title will incorporate all regulatory material pertaining to personal property programs and activities.

Title 2 - Real Property Management. This Title will incorporate all regulatory material pertaining to real property programs and activities.

Title 3 - Federal Records. This Title will incorporate all regulatory material pertaining to archival and records programs and activities.

Title 4 - Emergency Procurement. This Title will incorporate all regulatory material pertaining to strategic and critical materials and other special purchase programs and activities.

Whenever regulations must be issued quickly and time does not permit development in full or codified final form, and it is apparent that changes will be necessary before finalization of the GSA Regulation is accomplished, regulatory material may be issued in the following interim format:

Personal Property Management Regulations

Real Property Management Regulations

Federal Records Regulations

Emergency Procurement Regulations

General Regulations.

It will be noted that except for General Regulations the interim series parallels the Titles outlined above. General Regulations will contain regulatory material applying to more than one functional area referred to above.

- b. GSA Circulars. This type will be utilized for the issuance of all of the above when they are not of continuing nature and, therefore, are of one time application or applicable for specific short periods of time only. Also included will be announcements of nonregulatory nature, suggested simplified procedures and methods and other material of short duration, informational or nonmandatory nature. This includes the promulgation of operational handbooks, bulletins or guides prepared by GSA as management devices for improvement of agency practices but not mandatory in application.
- c. Federal Specification Announcements. This type will be used only for the announcement of the revision of the Index of Federal Specifications and Standards, and to establish the authenticity of specifications listed therein and monthly accumulative supplements thereto.

All regulations, circulars, and announcements will be issued over the signature of the Administrator of General Services.

3. Distribution and Implementation of General Services Administration External Issuances. General Services Administration external issuances will be distributed to other departments and agencies in bulk for internal redistribution. The number of copies transmitted to each department and agency will be based upon their latest advice as to their requirements.

Each department and agency is requested continuously to review their needs for General Services Administration issuances and keep the General Services Administration informed as to any changes in the number of copies required. Each agency should designate one officer whom the General Services Administration may contact on matters pertaining to distribution of General Services Administration issuances and so notify the General Services Administration Publication and Distribution Control Branch, Administrative Facilities Division, Room 2082, 7th and D Streets, S. W., Washington 25, D. C., telephone (Government Dial Code 151) Extension 3105. The General Services Administration will ordinarily maintain a small stock of copies of regulations and circulars. Requests for additional copies of individual issuances will be honored whenever the number requested appears reasonable. Departments and agencies can expedite the receipt

of additional copies if they advise the General Services Administration of their requirements at the same time their comments on a proposed issuance are submitted.

4. Current List of General Services Administration External Issuances. Attached for the information and guidance of Federal agencies is a list of all current GSA external issuances (including those issued prior to July 1, 1949, by the constituent units of the General Services Administration) which are in effect as of April 1, 1955.



EDMUND F. MANSURE
Administrator

Attachment

GSA EXTERNAL ISSUANCES
CURRENTLY IN EFFECT AS OF APRIL 1, 1955

REGULATIONS OF THE GENERAL SERVICES ADMINISTRATION

Title 1 - Personal Property Management
Title 2 - Real Property Management
Title 3 - Federal Records

Regulations to be codified into Title 1:

PERSONAL PROPERTY MANAGEMENT REGULATIONS

<u>Number</u>	<u>Subject</u>	<u>Date</u>
*6 Rev.	Exchange or Sale of Personal Property and Application of Proceeds to Purchases of Similar Items	9-7-51
31	Purchase of Furniture - Section 1316, Supplemental Appropriation Act, 1954	11-17-53
32	Program for Collection and Disposal of Used Stamps	6-1-54

CIRCULAR LETTERS

B-58	Maryland Retail Sales Tax - Exemption	8-1-47
Sup. 1	Maryland Retail Sales Tax - Exemption	8-26-47
Sup. 2	Maryland Retail Sales Tax - Exemption	11-6-47
B-69	Standard Contract Forms (in part)	10-1-47
B-85	Placing of Orders for Engraved Matter	6-29-48
B-91	Conservation of Automotive Engine Oils	12-30-48

Regulations to be codified into Title 2:

REAL PROPERTY MANAGEMENT REGULATIONS

3	Space Assignment and Utilization (section 6b only)	6-21-51
4	Use of Decorative Materials in Government Bldgs	12-11-51

Regulations to be codified into appropriate Titles:

GENERAL REGULATIONS

2	Delegation of Authority and Continuation of Regulations - Public Law 754	9-27-50
Amdt. 1	Delegation of Authority and Continuation of Regulations - Public Law 754	11-3-50
4	Mandatory Use of Supply Contract Standard Forms	11-20-50
Sup. 1	Mandatory Use of Supply Contract Standard Forms	2-19-51
5	Revised Standard Forms of Bonds for Government Contracts	12-19-50
7	Procurement and Utilization of Public Utility Services	1-30-51
Sup. 1	Procurement and Utilization of Public Utility Services	5-8-52
Sup. 2	Procurement and Utilization of Public Utility Services	1-16-53
Sup. 3	Procurement and Utilization of Public Utility Services	3-27-53
Sup. 4	Procurement and Utilization of Public Utility Services	1-19-55

<u>Number</u>	<u>Subject</u>	<u>Date</u>
<u>GENERAL REGULATIONS - Cont'd</u>		
10	Contract Clause Required by Public Law 245, 82d Congress	12-21-51
11	Standard Telegraphic Message Form	5-16-52
12	Procedures and Form Concerning Contingent or Other Fees for Soliciting or Securing Contracts	12-29-52
13	Standard Forms for Construction Contracts	3-19-53
Sup. 1	Standard Forms for Construction Contracts	6-19-53
14	Standard Telephone Order Form and Standard Form for Indicating Changes in Telephone Listings	4-24-53
Sup. 1	Standard Telephone Order Form and Standard Form for Indicating Changes in Telephone Listings	10-18-54
15	Debarment of Bidders	6-17-54
Sup. 1	Debarment of Bidders	8-19-54
16	Revised Form of Nondiscrimination in Employment Clause	10-13-54
Sup. 1	Revised Form of Nondiscrimination in Employment Clause	2-3-55
<u>GENERAL CIRCULARS</u>		
3	Equal Bids, Making of Awards	8-10-50
<u>EMERGENCY PROCUREMENT REGULATIONS</u>		
1	Transfer of Excess Strategic and Critical Materials to the Stock Pile	8-14-51
Sup. 3	Transfer of Excess Strategic and Critical Materials to the Stock Pile	12-28-54
<u>REGULATIONS APPLYING TO PUBLIC ONLY</u>		
Regulation No. 11, Revised (Office of Contract Settlement) (3-4-53, 18 F. R. 1318)		
Amdt. 1, Part 2011.4a Exemptions - Preservation of Records (4-23-54, 19 F. R. 2451)		
Asbestos Regulation; Purchase Program for Non-Ferrous Chrysotile Asbestos Produced in Arizona (12-17-52, 17 F. R. 11695)		
Amdt. 2	(9-25-53, 18 F. R. 6267)	
Amdt. 3	(8-16-54, 19 F. R. 5266)	
Amdt. 4	(1-12-55, 20 F. R. 399)	
Beryl Regulation; Purchase Program for Domestically Produced Beryl Ore (10-7-52, 17 F. R. 9073)		
Amdt. 2	(9-24-53, 18 F. R. 6213)	
Amdt. 3	(8-16-54, 19 F. R. 5266)	
Amdt. 4	(1-12-55, 20 F. R. 399)	
Chrome Regulation; Stock Piling of Strategic and Critical Materials, Purchase Program for Domestic Chrome Ore and Concentrates at Grants Pass, Oregon (8-23-51, 16 F. R. 8680)		
Amdt. 2	(5-11-53, 18 F. R. 2846)	
Amdt. 3	(9-17-53, 18 F. R. 5678)	
Amdt. 4	(1-31-55, 20 F. R. 740)	

<u>Number</u>	<u>Subject</u>	<u>Date</u>
<u>REGULATIONS APPLYING TO PUBLIC ONLY - Cont'd</u>		
	Columbium-Tantalum Regulation, Revision No. 1; Columbium-Tantalum Purchase Program (7-28-52, 17 F. R. 7053)	
Amdt. 1	(10-24-52, 17 F. R. 9775)	
Amdt. 2	(3-30-53, 18 F. R. 1887)	
Amdt. 3	(10-9-53, 18 F. R. 6565)	
Amdt. 4	(2-4-54, 19 F. R. 789)	
Amdt. 5	(1-12-55, 20 F. R. 399)	
	Manganese Regulation, Revision No. 1; Domestic Manganese Purchase Program	
	(2-19-53, 18 F. R. 1112)	
Amdt. 2	(9-25-53, 18 F. R. 6266)	
Amdt. 3	(7-7-54, 19 F. R. 4280)	
Amdt. 4	(1-20-55, 19 F. R. 562)	
	Manganese Regulation, Revision No. 2; Domestic Manganese Ore at Deming, New Mexico	
	(4-8-54, 19 F. R. 2179)	
Amdt. 1	(8-16-54, 19 F. R. 5266)	
Amdt. 2	(1-20-55, 20 F. R. 562)	
	Manganese Regulation, Revision No. 2; Purchase Program for Domestic Manganese Ore at Butte and Philipsburg, Montana (4-8-54, 19 F. R. 2180)	
Amdt. 1	(7-13-54, 19 F. R. 4406)	
Amdt. 2	(8-16-54, 19 F. R. 5266)	
Amdt. 3	(1-20-55, 20 F. R. 562)	
	Manganese Regulation, Revision No. 1; Purchase Program for Domestic Manganese Ore at Wenden, Arizona (4-8-54, 19 F. R. 2182)	
Amdt. 1	(8-16-54, 19 F. R. 5266)	
Amdt. 2	(1-20-55, 20 F. R. 562)	
	Mercury Regulation; Purchase Program for Mercury Mined in the Continental United States (Including Territory of Alaska) (7-9-54, 19 F. R. 4318)	
Amdt. 1	(1-12-55, 20 F. R. 399)	
	Mercury Regulation; Purchase Program for Mercury Mined in Mexico (7-9-54, 19 F. R. 4318)	
	Mica Regulation, Revision No. 3; Purchase Program for Domestic Mica (5-26-54, 19 F. R. 3194)	
Amdt. 1	(1-20-55, 20 F. R. 562)	
Amdt. 2	(2-10-55, 20 F. R. 946)	
	Tungsten Regulation, Revision No. 1; Domestic Tungsten Program (7-28-52, 17 F. R. 7051)	
Amdt. 2	(9-25-53, 18 F. R. 6266)	
Amdt. 3	(8-16-54, 19 F. R. 5266)	
Amdt. 4	(1-13-55, 20 F. R. 399)	
<u>GENERAL SERVICES ADMINISTRATION CIRCULARS</u>		
2	Property Pass, Optional Form	11-7-50
9 Rev.	Records Management Service in General Services Administration Regions	8-13-53

<u>Number</u>	<u>Subject</u>	<u>Date</u>
<u>GENERAL SERVICES ADMINISTRATION CIRCULARS - Cont'd</u>		
15	Discontinuance of Service Charges on Supplies and Services Procured Through the General Supply Fund	7-5-51
Sup. 1	Discontinuance of Service Charges on Supplies and Services Procured Through the General Supply Fund	9-19-52
20 Rev. 2	Increase in Parcel Post and Express Rates and Charges	9-11-53
24	Glossary of Supply Terms for General Usage in Government Agencies	9-7-51
26	Telephone Service Tariff Revision	10-4-51
28 Rev. 2	General Services Administration External Issuances	4-27-55
29	Register and Index of Tenders by Common Carriers of Special Transportation Rates and Services	10-19-51
32	Distribution of Federal Supply Schedules and Contractors' Catalogs (Including Price Lists)	11-27-51
33 Rev.	Pick-up and Delivery Service Charges on Less than Carload Shipments	10-29-53
34	Shipping Faults	12-7-51
35	Revised Procedure for Administration of the Assignment of Claims Act of 1940, as Amended	12-18-51
38	Distribution of Qualified Products Lists	2-20-52
39	Conversion, Improvement, and Alteration of Government-Owned and Leased Space	2-25-52
40	Federal Catalog System Item Identification Pamphlets	2-25-52
41	Available Specifications Covering Additional Types and Classes of Passenger Automobiles	3-5-52
42 Rev.	Use of Rapid Written Communications System	3-4-54
43	Billing for Supplies of Federal Specifications	4-21-52
44	Federal Supply Board	4-22-52
46	Service Areas of the General Services Administration	6-2-52
47	Inventory Guide - Office Furniture and Fixtures	6-5-52
48	Available Military Specifications Governing Containers and Related Packaging Materials	6-18-52
49	Reduction in Services in the Management of Buildings	7-14-52
50	Assignment and Utilization of Space	8-4-52
52	Index and Guide to Government Sources of Supply	9-16-52

<u>Number</u>	<u>Subject</u>	<u>Date</u>
<u>GENERAL SERVICES ADMINISTRATION CIRCULARS - Cont'd</u>		
56 Rev.	Good Housekeeping	10-27-54
60 Rev.	Billing Procedure for Buildings Management Functions	12-9-53
61	General Services Administration Public Utility Schedules	1-16-53
65	Space Planning	5-29-53
66	Freight Forwarders Equalization Agreements	6-16-53
67	Warehouse Operations Handbook	7-6-53
68	Survey of Government Microfilming Operations	7-9-53
69	Standards for Publication of Federal Telephone Directories	8-5-53
70	Simplified Methods for Making Small Purchases	8-21-53
72	Survey of Telephone Switchboards	8-24-53
76	Reprints of Federal Register Documents	10-30-53
77	Leasing and Related Functions of General Services Administration	11-10-53
78	Federal Supply Catalog, Group 89, Subsistence - Civil Agency Section	11-25-53
79	Basic Facts About Inventory Control Systems and Determination of Requirements	12-9-53
80	Inventory of Federal Real Property Holdings	12-18-53
Sup. 1	Inventory of Federal Real Property Holdings	3-3-54
81	Summary of Reports Relating to Government Microfilming Operations	3-1-54
82	Utilization of Excess IBM Accounting Machine Control Panels	3-4-54
83	Schedule of Blind-Made Products	3-22-54
84	Procurement of Arms and Ammunition	4-5-54
85	Transfer of Contracting Responsibility for Plain and Printed Envelopes from the Post Office Department to the General Services Administration	5-7-54
86	Service Charges for Redemption of Pullman Tickets	5-7-54
87	Uniform Time Basis for Prompt Payment Discounts	5-26-54
88	Inadequate Descriptions in Sales of Surplus Personal Property	6-24-54
89	Health Hazards Arising from the Use of Liquid Typewriter Type Cleaner Containing Carbon Tetrachloride	7-19-54
90 Rev.	Service Charge for Checking of Trunks and Hand Baggage	2-21-55

<u>Number</u>	<u>Subject</u>	<u>Date</u>
<u>GENERAL SERVICES ADMINISTRATION CIRCULARS - Cont'd</u>		
91	Conversion to the Use of New Federal Stock Numbers, Federal Supply Classification Group 89, Subsistence	8-31-54
92	Auction Sales	9-1-54
93	Joint-use Telephone Services	9-21-54
94	Local Free Deliveries of Sales from General Services Administration Stores Stock	9-22-54
96	Records Management Handbook: Form Letters	10-27-54
Sup. 1	Records Management Handbook: Form Letters	3-9-55
97	Submission of Requirements for Coal - Fiscal Year 1956	11-4-54
98	Distribution of Nondiscrimination Posters	11-15-54
99	Purchases of New Filing Cabinets	2-3-55
100	Applicability of Nondiscrimination in Employment Clause	2-3-55
101	Records Management Handbook: Federal Records Centers	3-9-55