

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-137-97-005

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

During a comprehensive rescheduling effort beginning in 2016 and culminating in 2019. All authorities on this schedule were superseded by this body of disposition authorities.

Office of General Counsel Records (269.2) DAA 0269 2016 0001
Budget, Finance, and Contractor Management Program Records (269.3) DAA 0269 2016 0004
Office of the Inspector General (269.4) DAA 0269 2015 0002
Civilian Board of Contract Appeals Program Records (269.5) DAA 0269 2016 0002
Professional Services To and With Other Agencies (269.6) DAA 0269 2016 0012
Internal Information Technology Services to GSA (269.7) DAA 0269 2016 0011
Program Management Records (269.11) DAA 0269 2016 0006
Communications Records (269.12) DAA 0269 2016 0007
Legislative and Congressional Affairs Records (269.13) DAA 0269 2016 0008
Audit Resolution Program Records (269.14) DAA 0269 2016 0003
Customer Service / Business Development Records (269.15) DAA 0269 2016 0013
Human Resources Program Records (269.16) DAA 0269 2016 0009
Security Records (269.17) DAA 0269 2016 0010
Public Building Service Records DAA 0121 2015 0001

Date Reported: 04/02/2019

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
(See Instructions on reverse)		JOB NUMBER <i>NI-137-97-5</i>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>10-11-96</i>	
1 FROM (Agency or establishment) General Services Administration		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Office of Management Services			
3 MINOR SUBDIVISION Information Management Division			
4 NAME OF PERSON WITH WHOM TO CONFER Sharon Lighton	5 TELEPHONE (202) 501-2262	DATE <i>3-5-97</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. </div>			
DATE <i>10/10/96</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Sharon Lighton</i>	TITLE <i>GSA Records Officer</i>	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Requisitioning, Ordering and Documentation System (ROADS) See Attached.		

MAR 11 1997 MAR

copy to: Agency
NWREA

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
04D027	<p>Requisitioning, Ordering and Documentation systems (ROADS). Roads is a multifunction support system which provides management information and operational support and control of procurement activities of the Automotive Center. ROADS is composed of six main modules.</p> <p>1 Requisitioning, Ordering and Documentation Modules:</p> <p>a) Requisition module. This module accepts vehicle requisitions from government agencies, assigning Requisition and Purchase Numbers (RPN) sequentially.</p> <p>b) Solicitation module. This module groups requisitions by standard item numbers generating a solicitation for offers on the vehicle requirements</p> <p>c) Offers module. Tracts vendor offers against solicitations.</p> <p>d) Contract module. This module tracks vendor offers against solicitations.</p> <p>e) Engineering module. Tracks the special vehicles assigned to Engineering for additional specifications</p> <p>2) Management Reports module (GRS 20/6). Daily, weekly and monthly reports</p>	<p>Temporary. Cutoff at the end of the fiscal year and copy to on-line archive. Delete information 2 years after cutoff.</p> <p>Temporary. Delete when no longer needed</p>