

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-121-04-001

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 All authorities on this schedule were superseded by this body of disposition authorities.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

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<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>121-04-0</i> <del><i>21-269-04-2</i></del>		
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9-16-2004</i>		
1. FROM (Agency or establishment) Public Buildings Service		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.		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 Central Office				
3. MINOR SUBDIVISION				
4. NAME OF PERSON WITH WHOM TO CONFER Marc A. Wolfe <i>Marc A. Wolfe</i>		5. TELEPHONE NUMBER 202-501-2514	DATE <i>1-3-05</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 <u>  0  </u> page(s) are not needed now for the business for 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,  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.				
DATE	SIGNATURE OF AGENCY REPRESENTATIVE		TITLE	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)	
1	PBS Capital Project Case Files Description: Case files documenting the approval, execution and closeout of PBS appropriated capital projects. Includes memorandums, reports, forms and NEAR printouts.  Disposition: 1. Paper Copy: Destroy after scanning  2. Imaged Copy: <del>Destroy when no longer needed for reference</del> <i>Destroy 6 years after close of project.</i>			
2	Electronic Mail and Word Processing System Copies:  Electronic copies of record that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records covered by other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision or dissemination.	<i>approved by R.O. 9/29/04</i>		

*SA 1/5/05 copies sent to Agency, NWML, NR*

- a. Copies that have no further administrative value after the record keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition: Destroy/delete when dissemination, revision, or updating is completed.