INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 All authorities on this schedule were superseded by this body of disposition authorities.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
REQUEST FOR RECORDS DISPOSITION AUTHORITY

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
   8601 ADELPHE ROAD COLLEGE PARK, MD 20740-6001

Date received 9-16-2004

1. FROM (Agency or establishment)
   Public Buildings Service

2. MAJOR SUBDIVISION
   Central Office

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONF
   Marc A. Wolfe

5. TELEPHONE NUMBER
   202-501-2514

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 _0_ 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,

   ☑ is not required    ☐ is attached, or    ☐ has been requested.

7. ITEM NO. 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

   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: Destroy when no longer needed for reference

   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.

   9. GRS OR SUPERSEDED JOB CITATION

   10. ACTION TAKEN (NARA USE ONLY)

   Date

   SIGNATURE OF AGENCY REPRESENTATIVE

   TITLE

STANDARD FORM 115 (REV. 3-91)

PREVIOUS EDITION NOT USABLE
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| 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. |