Schedule Number: N1-121-90-002

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 All authorities on this schedule were superseded by this body of disposition authorities.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

(See Instructions on reverse)

1. NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA)
   WASHINGTON, DC 20408
2. FROM (Agency or establishment)
   General Services Administration
3. MAJOR SUBDIVISION
   Office of Administrative Service
4. MINOR SUBDIVISION
   Information Collection Management Branch
5. NAME OF PERSON WITH WHOM TO CONFER
   Mae Simms
6. TELEPHONE
   501-2938

DATE RECEIVED
4/8/92

ARCHIVIST OF THE UNITED STATES

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,

[ ] is not required; [ ] is attached; or [ ] has been requested.

DATE
4/2/92

SIGNATURE OF AGENCY REPRESENTATIVE
Mary Cunningham

TITLE
Chief, Information Collection Management Branch (CAIR)

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
<th>GRS OR SUPERSEDED JOB CITATION</th>
<th>ACTION TAKEN (NARA USE ONLY)</th>
</tr>
</thead>
</table>
| 1.      | Original building drawings and project specifica-
|         | tions (---). Record set of architectural and en-
|         | gineering drawings including master trac-
|         | tings and acceptable reproducibles relating to
design and construction of Federal Buildings;
and specifications prepared for specific
construction, extensions, conversion, remodeling,
repair, and improvement projects. Specifications
describe material requirements for the project
and prescribe the materials and manufactured
items depicted on the related drawings. Including
bound sets of blueprints for construction of and
changes to buildings.

a. Drawings and specifications of all buildings
EXCEPT: warehouses, parking garages, machine
shops, outbuildings used for storage and main-
tenance equipment, and guard sheds constructed
after 1950.

(1) Drawings and specifications that have
not been microfilmed or otherwise duplicated.
Disposition: PERMANENT. Place in inactive
file on completion of building sale, donations or
demolition. Cut off inactive file at end of
fiscal year and retire to FRC. Transfer to
NARA 10 years after cutoff.
<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>ITEM DESCRIPTION AND PROPOSED DISPOSITION</th>
<th>JOB CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>(2) Drawings and specifications that have been microfilmed or otherwise duplicated.</td>
<td>HB OAD P. 1820.2</td>
</tr>
</tbody>
</table>

**Disposition:** PERMANENT. Offer original drawings to NARA after microfilmed or duplicate copy has been verified.

**NOTE:** These original drawings and specifications are permanent records and may not be transferred to new, nongovernment owners of buildings. Provide copies to new owners on request.

b. Drawings and specifications of warehouses, parking garages, machine shops, outbuildings used for storage and maintenance equipment, and guard sheds constructed after 1950.

**Disposition:** Place in inactive file on completion of building sale, trade, donation or demolition. Cut off and destroy at end of fiscal year.

**NOTE:** These drawings and specifications may be transferred to new, nongovernmental owners of buildings on request.