

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-121-91-002

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 All authorities on this schedule were superseded by this body of disposition authorities.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

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REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK
		JOB NO. <u>N1-121-91-2</u>
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED <u>6/17/91</u>
1. FROM (Agency or establishment) General Services Administration		NOTIFICATION TO AGENCY
2. MAJOR SUBDIVISION Office of Administration		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.
3. MINOR SUBDIVISION Information Management Division		
4. NAME OF PERSON WITH WHOM TO CONFER <u>Mary Cunningham</u>	5. TELEPHONE EXT. <u>501-2691</u>	DATE <u>10/24/91</u> ARCHIVIST OF THE UNITED STATES <i>Claudia Friedman</i>
6. CERTIFICATE OF AGENCY REPRESENTATIVE		

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 4 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE <u>6/13/91</u>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Mary Cunningham</i> Mary Cunningham	D. TITLE GSA Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p style="text-align: center;"><u>AMENDED (N1-121-91-2)</u></p> <p>Record descriptions and requested disposition instructions are contained in the attached proposed change (ch. 33-F) to the HB, GSA Records Maintenance and Disposition System.</p> <p>ART AND HISTORIE PRESERVATION RECORDS</p>		

Copies sent to agency, NN-W, NNS NHT 11/9/92

This appendix provides maintenance and disposition instructions for records relating to the arts and historic preservation programs and managing the Federal art collection. Art and historic preservation records are created as the result of responsibilities and functions assigned in the GSA Organization Manual (OHR P 5440.1), ch. 23-55.

RECORD SYMBOL	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
33F1.	<u>Fine arts program records.</u>	
	a. Art inventories.	
	(1) Museum files. Information relating to portable, Federally owned, New Deal artworks in museum collections. Includes correspondence and other pertinent information.	Cut off on return of artwork to Federal custody. Create an Art History Case File and file under 33F1c.
	(2) Disputed Federal ownership files. Includes registers, photographs and slides of artworks for which Federal ownership is in question.	Cut off when Federal ownership is established; file information in related art history case file (33F1c).
	(3) Art disposition files. Includes information on artwork that has been deaccessioned, donated or destroyed by either natural or man-made occurrences.	<p>Permanent. Cut off at the end of the fiscal year; transfer immediately to NARA.</p> <p><i>Change in Disposition Instructions Approved by Archivist 7/24/91</i></p> <p>Cut off when artwork deaccessioned; file information in related art history case file (33F1c)</p>
	b. Artists files. Biographical and other information, including correspondence with artists whose artworks are owned by the Federal government.	Permanent. Cut off in 10-year blocks; transfer to NARA 5 years after cutoff.
	c. Art history case files. Documentation relating to acquisition; conservation; exhibitions and loans; and the deaccession of Federally owned works of art, including Art Examination Worksheet (source of acquisition, e.g. donation or transfer), audiovisual documentation, Questionnaire for Loan of GSA Artworks for Exhibition, all completed GSA loan forms including GSA Form 10048, Liability Agreement for Loan of GSA Artworks, conservation and inspection reports, missing artwork information, correspondence and other related information.	Permanent. Cut off at the end of the fiscal year in which artwork is donated, destroyed or otherwise deaccessioned. Transfer immediately to NARA.

RECORD SYMBOL	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
	<p>d. Exhibition and loan requests. Requests by museums to borrow Federally owned portable artworks for exhibition. Includes Questionnaire for Loan of GSA Artworks for Exhibition, correspondence and related information.</p>	
	<p>(1) Requests granted.</p>	<p>File with related art history case file.</p>
	<p>(2) Requests not granted.</p>	<p>Cut off at the end of the fiscal year; destroy 2 years after cutoff.</p>
<p>33F2- 33F4.</p>	<p><u>Reserved.</u></p>	
<p>33F5.</p>	<p><u>Art-in-Architecture (A-I-A) program records.</u></p>	
	<p>a. Art inventories. Registers, photographs and slides relating to inventories of artworks that are located in Federal facilities.</p>	<p>Destroy after related third generation inventory.</p>
	<p>b. Artists files.</p>	
	<p>(1) Artists represented in the A-I-A program. Biographical and other information, including correspondence with commissioned artists whose artworks are incorporated into the architecture of Federal facilities.</p>	<p>Permanent. Cut off in 10-year blocks; transfer to NARA 5 years after cutoff.</p>
	<p>(2) National Registry of Artists. Information submitted by artists who want to be commissioned for the GSA A-I-A Program. Includes correspondence and background information necessary to determine an artist's qualifications and work in a specific art media, such as resumes, catalogs, art reviews, slides of the artist's work and related information.</p>	<p>Return slides to artist when s/he no longer wants to be considered for commission. Destroy remaining information when no longer needed.</p> <p>NOTES: Information about artists may be subject to the Privacy Act of 1974.</p> <p>Information in this category may be donated to the public when no longer needed, provided permission from the artist is secured before such donation and the instructions contained in ch. 3-21a(2) are followed.</p>
	<p>(3) Project case files. Documentation relating to acquisition, commission, placement, conservation and deaccession of artworks in Federal facilities. Information</p>	<p>Permanent. Cut off at the end of the fiscal year in which artwork is donated, destroyed or otherwise deaccessioned. Transfer immediately to NARA.</p>

RECORD

SYMBOL DESCRIPTION OF RECORDAUTHORIZED DISPOSITION

includes backgrounds about proposed and selected artists, photographs and slides, minutes from the Artist Selection Panel meetings, copies of artist's contracts, building plans related to the placement of artworks, conservation information and art inspection forms.

33F6-
33F9.

Reserved.

33F10.

Art maintenance records.

a. Proposed conservator files. Information about conservators who desire to be considered for GSA contracts. Included are GSA Conservator Qualifications Questionnaire, correspondence and related records.

Destroy when conservator no longer wants to be considered for GSA contracts or when no longer needed.

NOTE: Information about conservators may be subject to the Privacy Act of 1974.

b. Miscellaneous art management files. Correspondence, slides, photographs, drawings and nontextual information relating to the management of artworks that cannot be filed within specific categories elsewhere in this appendix.

Cut off at the end of the fiscal year; destroy 2 years after cutoff.

33F11-
33F14.

Reserved.

33F15.

Historic buildings preservation program records.

a. Historic structures reports/historic building preservation plans. Reports and program plans to identify and maintain historically and architecturally significant buildings under GSA ownership.

Permanent. Cut off at the end of the fiscal year in which the building is sold or demolished. Transfer immediately to NARA.

b. Historic properties files. Information relating to specific historic buildings under GSA ownership. Includes correspondence between Central Office and the regions, between GSA and state historic preservation officers and related information.

Permanent. Cut off at the end of the fiscal year in which building is sold or demolished. Transfer immediately to NARA.

OAD P 1820.2 CHGE

RECORD

SYMBOL DESCRIPTION OF RECORD

c. Miscellaneous preservation management files. Correspondence and other documents, slides, photographs, drawings and nontextual information relating to the preservation of historic structures that cannot be field within specific categories elsewhere in this appendix.

AUTHORIZED DISPOSITION

Cut off at the end of the fiscal year; destroy 2 years after cutoff.