

REQUEST FOR RECORDS DISPOSITION AUTHORITY	
(See Instructions on reverse)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) General Services Administration	
2. MAJOR SUBDIVISION Office of Management Services	
3. MINOR SUBDIVISION Information Management Division	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE
Sharon Lighton	(202) 501-2262

LEAVE BLANK (NARA use only)	
JOB NUMBER N1-121-96-1	
DATE RECEIVED 8-2-96	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE	ARCHIVIST OF THE UNITED STATES
7-20-97	<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,		
<input type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		
DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
7-31-96	<i>Sharon Lighton</i>	GSA Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See Attached. <i>modifications approved by GSA.</i> <i>[Signature]</i>		

07D165. **Security alarm system records (- -).** Project files established for each Government-owned or - operated building in GSA regions requiring the survey, installation, maintenance, and/or repair of security systems. Records include, but are not limited to, layout, photographs, floor plans, estimates, comments on plans, requests, specifications, inspections and reimbursable/direct funding information.

NOTE: Security system contracts and contract administration documents are filed under 05C025. ^{PROCUREMENT RECORDS}

a. Documents relating to design, ~~procurement~~, installation, and maintenance of security systems and drawings associated with security systems design, installation, repairs, and/or maintenance.

Temporary. Cut off when ^{SYSTEM} project is ~~superseded~~ completed; hold 2 years and retire to FRC. Destroy 5 years after cutoff.

b. Security systems program status reports reflecting the monthly and year-end financial status of the security systems project/contract program.

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

07D166-
07D169. **Reserved.**

07D170. **Control Center alarm records (- -).**

a. ~~Log of telephone and radio transmissions recorded in Control Center.~~

~~TEMPORARY~~ Disposable. Cut off after 30 days, extract and re-record information needed for further reference, and destroy superseded information. } WITHDRAWN

b. Computerized log book of alarm system codes for buildings.

~~TEMPORARY~~ Disposable. Cut off at end of fiscal year or when superseded. Destroy 2 years after cutoff. Earlier disposition is authorized.

c. SESCOA tapes maintained to record alarms and authorize entrance into Federal buildings after duty hours.

~~TEMPORARY~~ Disposable. Cut off at end of fiscal year. Destroy 2 years after cutoff.

07D171-
07D174. **Reserved.**

07D175. **Radio frequency records (- -).** Documents relating to policies, rules, and restrictions governing the allocation of frequencies. Includes application for frequency assignments, modifications, 5-year review, authorizations, and Interdepartment Radio Advisory Committee (IRAC).

~~TEMPORARY~~ Disposable. Destroy when superseded or obsolete.

07D176-
07D179. **Reserved.**

RECORD
SYMBOLDESCRIPTION OF RECORDAUTHORIZED DISPOSITION

07D180.	Control Center communications records (- -) . Records relating to design, installation, and maintenance of telecommunications equipment used in zone, districts, and regional control centers, including National Crime Information Center (NCIC), National Law Inforcement Telecommunications Systems (NLETS), documents such as the Operating Manual, Update, Newsletter, and control terminal officer assignments.	Disposable TEMPORARY Destroy when superseded or obsolete.
07D181- 07D184.	Reserved.	
07D185.	Assignment records (- -) ^{GRS-18, ITEM 138} Documents reflecting tour of duty schedule, days off, and post assignments for officers and contract guards. Records include GSA Form 1847, Hours of Duty Schedule, and related records.	Disposable TEMPORARY Cut off at end of fiscal year; destroy 2 years after cutoff.

07E094.

Chloro-fluor Carbon (CFC)/Hydro chloro carbon program records (- -).

- a. Refrigerant usage inventory *USED TO DETERMINE AN AGENCY'S COMPLIANCE WITH ENVIRONMENTAL REGULATIONS.* Temporary. Cut off at end of fiscal year. Destroy 3 years after cutoff.
- b. Employee Refrigerant Certification Record. *THAT SHOWS COMPLIANCE WITH ENVIRONMENTAL REGULATIONS.* Temporary. Cut off at end of fiscal year after employee retires, transfers, or is reassigned. Destroy 3 years after cutoff.
- c. Refrigerant Recovery Certification. *THE CERTIFICATE THAT SHOWS COMPLIANCE AND DATE OF LAST INSPECTION.* Temporary. Cut off at end of fiscal year after equipment is sold, transferred, or excessed. Destroy 3 years after cutoff.