INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-121-96-001

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 All authorities on this schedule were superseded by this body of disposition authorities.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

5. TELEPHONE
   (202) 501-2262

6. AGENCY CERTIFICATION
   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   not approved" or "withdrawn" in column 10.

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
   See Attached.

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

   Modifications approved by GSA.

   [Signature]

   [Date]

JOB NUMBER
NI-121-96-1

DATE RECEIVED
8-2-96

ARCHIVIST OF THE UNITED STATES
7-20-49

STANDARD FORM 115 (REV. 3-91)
PREVIOUS EDITION NOT USABLE

115-109

NSN 7540-00-634-4064

JUL 28 1997

COPY TO: Agency, NWDC
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 contract and contract administration documents are filed under 05C025.

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

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

Control Center alarm records ( - - ).

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


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

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).

Appendix 7-D. Physical Security Program Records
<table>
<thead>
<tr>
<th>RECORD SYMBOL</th>
<th>DESCRIPTION OF RECORD</th>
<th>AUTHORIZED DISPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>07D180</td>
<td>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 Enforcement Telecommunications Systems (NLETS), documents such as the Operating Manual, Update, Newsletter, and control terminal officer assignments.</td>
<td>TEMPORARY Disposable. Destroy when superseded or obsolete.</td>
</tr>
<tr>
<td>07D181-07D184</td>
<td>Reserved.</td>
<td></td>
</tr>
<tr>
<td>07D185</td>
<td>Assignment records ( - - ). 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.</td>
<td>TEMPORARY Disposable. Cut off at end of fiscal year; destroy 2 years after cutoff.</td>
</tr>
</tbody>
</table>
Chlorofluor Carbon (CFC)/Hydrochlorofluorocarbon program records (---).

a. Refrigerant usage inventory used to determine an agency's compliance with environmental regulations.


c. Refrigerant Recovery Certification. Temporary. Cut off at end of fiscal year after equipment is sold, transferred, or is reassigned. Destroy 3 years after cutoff.