

Request for Records Disposition Authority

Records Schedule Number DAA-0137-2015-0001
Schedule Status Approved

Agency or Establishment General Services Administration
Record Group / Scheduling Group Records of the Federal Supply Service
Records Schedule applies to Major Subdivision
Major Subdivision Federal Acquisition Service
Schedule Subject Federal Acquisition Service Program Records
Internal agency concurrences will be provided No

Background Information In 2005, GSA reorganized to merge the Federal Supply Service (FSS) and Federal Technology Service (FTS) business lines into the Federal Acquisition Service (FAS). This record schedule consolidates previously approved records control schedules into a single comprehensive schedule with consistent disposition instructions, and updated records series that align with the current business practices of each line of business of the Federal Acquisition Service.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
17	0	17	0

GAO Approval

Outline of Records Schedule Items for DAA-0137-2015-0001

Sequence Number	
1	137.1 Specifications, Schedules, and Publication Development Records
1.1	011 - Multiple Award Schedule (MAS) Records Disposition Authority Number: DAA-0137-2015-0001-0001
1.2	021 - Specification and Contractor Development Records Disposition Authority Number: DAA-0137-2015-0001-0002
1.3	031 - Federal Supply Schedule Management Records Disposition Authority Number: DAA-0137-2015-0001-0003
1.4	041 - Print Service Planning and Operations Records Disposition Authority Number: DAA-0137-2015-0001-0004
1.5	051 - Print Service Transaction Records Disposition Authority Number: DAA-0137-2015-0001-0005
2	137.2 Procurement Support, Supply, and Stores Records
2.1	011 - Procurement Support and Supply Program Administration Records Disposition Authority Number: DAA-0137-2015-0001-0006
2.2	021 - Supply Order and Inventory Management Records Disposition Authority Number: DAA-0137-2015-0001-0007
2.3	031 - Stores and Storage Management Records Disposition Authority Number: DAA-0137-2015-0001-0008
3	137.3 Personal Property Services Records
3.1	011 - Personal Property Program Administration and Operations Records Disposition Authority Number: DAA-0137-2015-0001-0009
3.2	021 - Personal Property Case Files and Summary Report Records Disposition Authority Number: DAA-0137-2015-0001-0010
4	137.4 Travel, Transportation, and Motor Vehicle Services Records
4.1	011 - Travel and Motor Vehicle Administration and Operations Records Disposition Authority Number: DAA-0137-2015-0001-0011
4.2	021 - Travel Services Management Records Disposition Authority Number: DAA-0137-2015-0001-0012
4.3	031 Motor Vehicle Services Management Records Disposition Authority Number: DAA-0137-2015-0001-0013
5	137.5 Telecommunications Services Records
5.1	011 - Telecommunication Services Administration and Operations Records Disposition Authority Number: DAA-0137-2015-0001-0014
5.2	021 - Customer Telecommunications Services Records

Disposition Authority Number: DAA-0137-2015-0001-0015

6

137.6 Federal Acquisition Services Administrative Support Records

6.1

011 - Federal Acquisition Services Policy, Guidance, and Planning Records

Disposition Authority Number: DAA-0137-2015-0001-0016

6.2

021 - Federal Acquisition Services Initiative Records

Disposition Authority Number: DAA-0137-2015-0001-0017

Records Schedule Items

Sequence Number	
1	<p>137.1 Specifications, Schedules, and Publication Development Records The records in this group describe the activities and records associated with the identification of items and services to be included in Federal Supply Catalogs and Federal Acquisition Services (FAS) schedules, publication service development and production records, and related reports, correspondence, and other records.</p>
1.1	<p>011 - Multiple Award Schedule (MAS) Records Disposition Authority Number DAA-0137-2015-0001-0001</p> <p>The records in this series concern the GSA's MAS program which provides eligible ordering activities with a simplified process for obtaining supplies and services for agencies. Schedule contracts are multiple award, indefinite delivery/indefinite quantity (IDIQ) contracts, which are awarded to responsible companies that offer commercial supplies or services at fair and reasonable prices to agencies and local governments. Such records include solicitations, Solicitation/Contract Order Form (SF 1449), regulations and guidelines for suppliers, and related records necessary for the purposes of conducting a simplified acquisitions process.</p> <p>Final Disposition Temporary Item Status Active Is this item media neutral? Yes Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Retention Period Cut off at the end of the fiscal year when all orders against the contract have been completed and there is no outstanding work. Destroy 6 years after cutoff. Longer retention is authorized for business reference purposes, but no longer than 10 years after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
1.2	<p>021 - Specification and Contractor Development Records Disposition Authority Number DAA-0137-2015-0001-0002</p> <p>The records in this series concern the development of specifications, supplying contractor information, and technical information regarding items included in the Federal Schedules. Such records include bidder commodity code management,</p>

new item research, forms and correspondence regarding supplying vendor selection, management, inspection and review, and technical specifications used to select scheduled items, and related records.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation
NN-171-104 / 62B5/a
NN-171-104 / 62B5/b
NC1-137-77-001 / 60A45
NC1-137-77-001 / 60B30
NC1-269-80-012 / 20B30

Disposition Instruction

Retention Period Cut off at the end of the fiscal year. Destroy 6 years after cutoff. Longer retention is authorized if needed for business reference purposes, but no longer than 10 years after cutoff.

Additional Information

GAO Approval Not Required

1.3

031 - Federal Supply Schedule Management Records

Disposition Authority Number DAA-0137-2015-0001-0003

This series describes records concerned with the creation and management of federal schedules and catalogs. Such records include schedule production case files, catalog and supplemental catalog information collection and review, and related records.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation
NC1-137-78-002 / 66C1
NC1-269-80-003 / 17A30
NC1-352-81-001 / 55I25
NC1-352-81-001 / 55I35

1.4		NC1-352-81-002 / 27B25 NC1-352-81-002 / 27B35/a NC1-352-81-002 / 27B35/b
	Disposition Instruction	
	Retention Period	Cut off at the end of the fiscal year. Destroy 6 years after cutoff. Longer retention is authorized, if needed for business reference purposes, but no longer than 10 years after cutoff.
	Additional Information	
	GAO Approval	Not Required
	041 - Print Service Planning and Operations Records	
	Disposition Authority Number	DAA-0137-2015-0001-0004
	This series describes the activities of setting up and maintaining a publication and reproductive services for GSA and other agencies. These records include publication service contract development and establishment, plant inspections, publication mailing lists, Joint Committee on Printing (JCP) authorizations and program summary reports, GPO waivers, and related records.	
	Final Disposition	Temporary
	Item Status	Active
Is this item media neutral?	Yes	
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes	
Do any of the records covered by this item exist as structured electronic data?	No	
GRS or Superseded Authority Citation	NC1-269-80-003 / 17A1 NC1-269-80-003 / 17A10/a/1 NC1-269-80-003 / 17A10/a/2 NC1-269-80-003 / 17A10/b/1 NC1-269-80-003 / 17A10/b/2 NC1-269-80-003 / 17A15 NC1-269-80-003 / 17A2 NC1-269-80-003 / 17A20 NC1-269-80-003 / 17A25 NC1-269-80-003 / 17A35 NC1-269-80-003 / 17A40 NC1-269-80-003 / 17A45/a NC1-269-80-003 / 17A45/b NC1-269-80-003 / 17A5	

NC1-269-80-003 / 17A50
 NC1-269-80-003 / 17A55
 NC1-269-80-003 / 17A60
 NC1-269-80-003 / 17A65
 NC1-269-80-003 / 17A66/a
 NC1-269-80-003 / 17A66/b
 NC1-137-77-002 / 17B6
 NC1-137-77-002 / 17B11
 NC1-269-80-003 / 17C5

Disposition Instruction

Retention Period Cut off at the end of the fiscal year. Destroy 6 years after cutoff. Longer retention is authorized, if needed for business reference purposes, but no longer than 10 years after cutoff.

Additional Information

GAO Approval Not Required

1.5

051 - Print Service Transaction Records

Disposition Authority Number DAA-0137-2015-0001-0005

This series describes the records associated with the transactions, and publication services provided to federal agencies, GSA, and the public. These records include publication case files, marketing materials, samples of publications, and related records.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation N1-269-92-001 / 17B5/a
 N1-269-92-001 / 17B5/b
 NC1-137-77-002 / 17B10

Disposition Instruction

Retention Period Cut off at the end of the fiscal year. Destroy 6 years after cutoff. Longer retention is authorized if needed

for business reference purposes, but no longer than 10 years.

Additional Information

GAO Approval Not Required

2

137.2 Procurement Support, Supply, and Stores Records

The records in this group describe the activities with assisting agencies to identify, purchase, and receive supplies and services. Also included are records concerned with the establishment, management, and operational support for supplies and stores and related records.

2.1

011 - Procurement Support and Supply Program Administration Records

Disposition Authority Number DAA-0137-2015-0001-0006

This series is concerned with the arrangements and operational administration for procurement support services and overall supply program management. Included in this series are research case files, agency agreement records related to supply, purchase contract case files, supply general subjects, fund management records, provisioning records, supplier inspections, and related records.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation
N1-269-87-002 / 70A30/a
N1-269-87-002 / 70A30/b
NC1-137-77-001 / 60A100
NC1-137-77-001 / 60A105
NC1-137-77-001 / 60A60
NC1-137-77-001 / 60A65
NC1-137-77-001 / 60A70
NC1-137-77-001 / 60A85
NC1-137-77-001 / 60A90
NC1-137-77-001 / 60A95
NC1-137-77-001 / 60B15/a
NC1-137-77-001 / 60B15/b
NC1-137-77-001 / 60B20/a
NC1-137-77-001 / 60B20/b
NC1-137-77-001 / 60B20/c
NC1-137-77-001 / 60B55/a
NC1-137-77-001 / 60B55/b
NC1-137-77-001 / 60B65

NC1-137-77-001 / 60B70/a
NC1-137-77-001 / 60B70/b
NC1-137-77-001 / 60B70/c
NC1-137-77-001 / 60B75/a
NC1-137-77-001 / 60B75/b
NC1-137-77-001 / 60B80
NC1-137-77-001 / 60B85
NC1-137-77-001 / 60B90
NC1-137-78-002 / 66E5
NC1-137-78-003 / 62A10/a
NC1-137-78-003 / 62C40
NC1-137-78-003 / 62E15
NC1-137-78-003 / 62E20
NC1-137-78-003 / 62E25
NC1-137-78-003 / 62A1/a
NC1-137-78-003 / 62A1/b
NC1-137-78-003 / 62C46
NC1-137-78-003 / 62D1/a
NC1-137-78-003 / 62D1/b
NC1-137-78-003 / 62D15
NC1-137-78-003 / 62D2/a
NC1-137-78-003 / 62D2/b
NC1-137-78-003 / 62D3
NC1-137-78-003 / 62D4
NC1-137-78-003 / 62D40/a
NC1-137-78-003 / 62D40/b
NC1-137-78-003 / 62D45/a
NC1-137-78-003 / 62D45/b
NC1-137-78-003 / 62D50/a
NC1-137-78-003 / 62D50/b
NC1-137-78-003 / 62D55/a
NC1-137-78-003 / 62D55/b
NC1-137-78-003 / 62D6
NC1-137-78-003 / 62D60/a
NC1-137-78-003 / 62D60/b
NC1-137-78-003 / 62D60/c
NC1-137-78-003 / 62D60/d
NC1-137-78-003 / 62D60/e
NC1-137-78-003 / 62D60/f/1
NC1-137-78-003 / 62D60/f/2
NC1-137-78-003 / 62D60/g/1
NC1-137-78-003 / 62D60/g/2
NC1-137-78-003 / 62D60/g/3
NC1-137-78-003 / 62D60/h
NC1-137-78-003 / 62D60/i
NC1-137-78-003 / 62D60/j/1

NC1-137-78-003 / 62D60/j/2
NC1-137-78-003 / 62D60/k
NC1-137-78-003 / 62D61
NC1-137-78-003 / 62D70/a
NC1-137-78-003 / 62D70/b
NC1-137-78-003 / 62D8
NC1-137-78-003 / 62D9
NN-171-104 / 62B1
NC1-137-81-003 / 65E1
NC1-137-81-003 / 65A1
NC1-137-81-003 / 65A20
NC1-137-81-003 / 65B1
NC1-137-81-003 / 65B55
NC1-137-81-003 / 65C1
NC1-137-81-003 / 65D1
NC1-137-81-003 / 65F1
NC1-137-81-003 / 65G1
NC1-137-82-001 / 63A2/b/1
NC1-137-82-001 / 63A2/b/2
NC1-137-82-001 / 63A25
NC1-137-82-001 / 63A35
NC1-137-82-001 / 63G1
NC1-137-82-001 / 63H1
NC1-137-82-001 / 63I1
NC1-352-81-001 / 55I1
NC1-352-81-002 / 27B1

Disposition Instruction

Retention Period

Cut off at the end of the fiscal year or at end of the fiscal year when agreement is terminated. Destroy 3 years after cutoff. Longer retention is authorized if needed for business reference purposes, but no longer than 10 years after cutoff.

Additional Information

GAO Approval

Not Required

2.2

021 - Supply Order and Inventory Management Records

Disposition Authority Number

DAA-0137-2015-0001-0007

This series is concerned with records related to tracking inventory and customer orders and operational reports and controls related to that activity. Included in this series are packing records, inventory, sales, and order records and reports, inventory project records, requirement forecasts, supply management reports, item records, inventory adjustment records, production scheduling and shipping records, and related records.

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
GRS or Superseded Authority Citation	NN-171-104 / 62D70 NN-171-42 / 43A65/a NN-171-42 / 43A65/b NC1-137-77-001 / 60A125 NC1-137-77-001 / 60A130 NC1-137-78-003 / 62A10/b NC1-137-78-003 / 62A5 NC1-137-78-003 / 62E10 NC1-137-78-003 / 62A30 NC1-137-78-003 / 62C1/b NC1-137-78-003 / 62C10 NC1-137-78-003 / 62C20 NC1-137-78-003 / 62C25 NC1-137-78-003 / 62C30 NC1-137-78-003 / 62C35 NC1-137-78-003 / 62C45/a/1 NC1-137-78-003 / 62C45/a/2 NC1-137-78-003 / 62C45/b NC1-137-78-003 / 62C45/c NC1-137-78-003 / 62C45/d NC1-137-78-003 / 62C45/e NC1-137-78-003 / 62C45/f NC1-137-78-003 / 62C45/g NC1-137-78-003 / 62C45/h NC1-137-78-003 / 62C45/i NC1-137-78-003 / 62C5 NC1-137-78-003 / 62C50 NC1-137-78-003 / 62D25 NC1-137-78-003 / 62D30 NC1-137-78-003 / 62D35 NC1-137-78-003 / 62D39 NC1-137-81-002 / 64A35/a NC1-137-81-003 / 65E5 NC1-137-81-003 / 65E15 NC1-137-81-003 / 65E20 NC1-137-81-003 / 65E25 NC1-137-81-003 / 65A40 NC1-137-81-003 / 65B10

NC1-137-81-003 / 65B15
NC1-137-81-003 / 65B20
NC1-137-81-003 / 65B25/a
NC1-137-81-003 / 65B25/b
NC1-137-81-003 / 65B30
NC1-137-81-003 / 65B35
NC1-137-81-003 / 65B40
NC1-137-81-003 / 65B45
NC1-137-81-003 / 65B5
NC1-137-81-003 / 65B50
NC1-137-81-003 / 65B60
NC1-137-81-003 / 65B65
NC1-137-81-003 / 65B70
NC1-137-81-003 / 65B75
NC1-137-81-003 / 65C10
NC1-137-81-003 / 65C15
NC1-137-81-003 / 65C20
NC1-137-81-003 / 65C25
NC1-137-81-003 / 65C5/a
NC1-137-81-003 / 65C5/b
NC1-137-81-003 / 65D10
NC1-137-81-003 / 65D15/a
NC1-137-81-003 / 65D15/b
NC1-137-81-003 / 65D25
NC1-137-81-003 / 65D30
NC1-137-81-003 / 65D35
NC1-137-81-003 / 65D5
NC1-137-81-003 / 65G15
NC1-137-81-003 / 65G5
NC1-137-82-001 / 63E15
NC1-137-82-001 / 63A1
NC1-137-82-001 / 63A15/a
NC1-137-82-001 / 63A15/b
NC1-137-82-001 / 63A45
NC1-137-82-001 / 63A60
NC1-137-82-001 / 63C10/a
NC1-137-82-001 / 63C10/b
NC1-137-82-001 / 63C15
NC1-137-82-001 / 63C20/a
NC1-137-82-001 / 63C20/b
NC1-137-82-001 / 63C25
NC1-137-82-001 / 63C35
NC1-137-82-001 / 63C5
NC1-137-82-001 / 63F10
NC1-137-82-001 / 63F15
NC1-137-82-001 / 63F20

NC1-137-82-001 / 63F25
 NC1-137-82-001 / 63F30
 NC1-137-82-001 / 63F35
 NC1-137-82-001 / 63F40
 NC1-137-82-001 / 63F45
 NC1-137-82-001 / 63F5
 NC1-137-82-001 / 63G5
 NC1-137-82-001 / 63H5
 NC1-137-82-001 / 63I10
 NC1-137-82-001 / 63I5
 NC1-269-77-001 / 16H35
 NC1-269-77-001 / 16H45
 NC1-269-85-001 / 16H75
 NC1-352-81-001 / 55I50
 NC1-352-81-001 / 55I65
 NC1-352-81-002 / 27B50

Disposition Instruction

Retention Period

Cut off at the end of the fiscal year. Destroy 3 years after cutoff. Longer retention is authorized if needed for business reference purposes, but no longer than 10 years after cutoff.

Additional Information

GAO Approval

Not Required

2.3

031 - Stores and Storage Management Records

Disposition Authority Number

DAA-0137-2015-0001-0008

This series describes the activities and records related to the management of stores and storage of stock items either on federal property or contracted services and space. Included are stores establishment files, storage plans, operating equipment records, inspections, and related records.

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

Yes

Do any of the records covered by this item exist as structured electronic data?

Yes

GRS or Superseded Authority Citation

NC1-137-77-001 / 60B40
 NC1-137-81-003 / 65A10

NC1-137-81-003 / 65A15
NC1-137-81-003 / 65A25
NC1-137-81-003 / 65A30
NC1-137-81-003 / 65A5
NC1-137-81-003 / 65A50
NC1-137-81-003 / 65F15
NC1-137-81-003 / 65F30/a
NC1-137-81-003 / 65F30/b
NC1-137-81-003 / 65F30/c
NC1-137-81-003 / 65F30/d
NC1-137-81-003 / 65F35
NC1-137-81-003 / 65F40
NC1-137-81-003 / 65F45
NC1-137-81-003 / 65F5/a
NC1-137-81-003 / 65F5/b
NC1-137-81-003 / 65F5/c
NC1-137-82-001 / 63A20/a
NC1-137-82-001 / 63A20/b
NC1-137-82-001 / 63C1/a
NC1-137-82-001 / 63C1/b
NC1-137-82-001 / 63D1/a
NC1-137-82-001 / 63D1/b
NC1-137-82-001 / 63D10
NC1-137-82-001 / 63D15
NC1-137-82-001 / 63D25
NC1-137-82-001 / 63D29
NC1-137-82-001 / 63D30/a
NC1-137-82-001 / 63D30/b
NC1-137-82-001 / 63D45
NC1-137-82-001 / 63D5
NC1-137-82-001 / 63D50
NC1-137-82-001 / 63D71
NC1-137-82-001 / 63D72
NC1-137-82-001 / 63D90

Disposition Instruction

Retention Period

Cut off at the end of the fiscal year. Destroy 3 years after cutoff. Longer retention is authorized, if needed for business reference purposes, but no longer than 10 years after cutoff.

Additional Information

GAO Approval

Not Required

3

137.3 Personal Property Services Records

3.1

The records in this group describe the activities associated with the establishment, administration, accounting, and day-to-day activities of a personal property service program.

011 - Personal Property Program Administration and Operations Records

Disposition Authority Number DAA-0137-2015-0001-0009

This series describes the activities and records associated with administering a personal property management program. For real property management see GSA's Record Group 121. The records included in this series describe guidance and policy documents around personal property disposal account management, correspondence, surveys, reviews, controls, reports, and restrictions regarding the evaluation, pricing, shipping, storage, sale and transfer of surplus government personal property and related records. Also included are personal property rehabilitation and sales center facility establishment and/or contracting services for the same. For more details on managing storage centers, see Series 137.1/031 Stores and Storage Management Records.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation
N1-269-93-001 / 19A75/a
N1-291-91-002 / 33A45/a/2/a
N1-291-91-002 / 33B1/a
N1-291-91-002 / 33B1/b
NC1-269-78-001 / 19A20
NC1-269-79-001 / 21A1
NC1-269-80-007 / 19A10/a
NC1-269-80-007 / 19A10/b
NC1-269-80-007 / 19A15/a
NC1-269-80-007 / 19A15/b
NC1-269-80-007 / 19A15/c
NC1-291-81-001 / 33A100/a
NC1-291-81-001 / 33A100/b
NC1-291-81-001 / 33A100/c
NC1-291-81-001 / 33A105
NC1-291-81-001 / 33A110
NC1-291-81-001 / 33A125
NC1-291-81-001 / 33A130

NC1-291-81-001 / 33A15
 NC1-291-81-001 / 33A45/a/1
 NC1-291-81-001 / 33A45/a/2/a
 NC1-291-81-001 / 33A45/a/2/b
 NC1-291-81-001 / 33A45/b/1
 NC1-291-81-001 / 33A45/b/2
 NC1-291-81-001 / 33A90
 NC1-291-81-001 / 33B20/a
 NC1-291-81-001 / 33B20/b
 NC1-291-81-001 / 33B46
 NC1-291-81-001 / 33B50/a
 NC1-291-81-001 / 33B50/b

Disposition Instruction

Retention Period

Cut off at the end of the fiscal year or the end of the fiscal year when the contract, account are closed, or when policies are superseded or canceled. Destroy 6 years after cutoff. Longer retention is authorized if needed for business reference purposes, but no longer than 10 years after cutoff.

Additional Information

GAO Approval

Not Required

3.2

021 - Personal Property Case Files and Summary Report Records

Disposition Authority Number

DAA-0137-2015-0001-0010

This series describes those records created when accounting for individual instances of managing the evaluation, processing, sale, and transfer of excess and personal property. Included are personal property sales case files (containing routine documents associated with the above-listed activities), excess and personal property catalogs, bulletins, and lists, utilization surveys, donation case files, reserve excess property files, rehabilitated property stock listings and reports, and related records.

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

GRS or Superseded Authority Citation

N1-269-93-001 / 19A30/c
 N1-269-93-001 / 19A35
 NC1-291-81-001 / 33A080a

NC1-291-81-001 / 33A080b
NC1-291-81-001 / 33A10
NC1-291-81-001 / 33A20
NC1-291-81-001 / 33A25
NC1-291-81-001 / 33A35/a
NC1-291-81-001 / 33A35/b
NC1-291-81-001 / 33A76
NC1-291-81-001 / 33A85
NC1-291-81-001 / 33A95/a
NC1-291-81-001 / 33A95/b
NC1-291-81-001 / 33B30
NC1-291-81-001 / 33B35
NC1-291-81-001 / 33B40
NC1-291-81-001 / 33B45

Disposition Instruction

Retention Period

Cut off at the end of the fiscal year when the property case file or transaction is completed and the final payment is received. Destroy 6 years after cutoff. Longer retention is authorized if needed for business reference purposes, but no longer than 10 years after cutoff.

Additional Information

GAO Approval

Not Required

4

137.4 Travel, Transportation, and Motor Vehicle Services Records

This group of records describes the activities associated with commercial and federal travel program services, transportation (freight and shipping) administration and services, and motor vehicle (fleet) establishment, administration, and management. Travel records associated with individual employees follow the General Records Schedule. These records are associated with travel, transportation, and fleet services offered to federal agencies.

4.1

011 - Travel and Motor Vehicle Administration and Operations Records

Disposition Authority Number DAA-0137-2015-0001-0011

This series describes those records concerned with the establishment and management of a vehicle fleet service center. Such records include service center studies, reports, motor vehicle inventory reports, inspections, agency agreements, and other related records.

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

Yes

Do any of the records covered by this item exist as structured electronic data?

Yes

GRS or Superseded Authority Citation

NN-171-81-1 / 50A5
N1-137-96-002 / 9A1/a
N1-137-96-002 / 9A1/b
N1-137-96-002 / 9A1/c
N1-137-96-002 / 9A1/d
N1-137-96-002 / 9A80/a
N1-137-96-002 / 9A80/b/1
N1-137-96-002 / 9A80/c/1
N1-137-96-002 / 9A80/c/2
N1-137-96-002 / 9B2
N1-137-96-002 / 9C96
NC1-137-81-001 / 50A35
NC1-137-81-001 / 50A45
NC1-137-81-001 / 50A5
NC1-137-81-001 / 50A55
NC1-137-81-001 / 50A70
NC1-137-81-001 / 50A80/a/1/a
NC1-137-81-001 / 50A80/a/1/b
NC1-137-81-001 / 50A80/a/1/c
NC1-137-81-001 / 50A80/a/2/a
NC1-137-81-001 / 50A80/a/2/b
NC1-137-81-001 / 50A80/a/2/c
NC1-137-81-001 / 50A80/b
NC1-137-81-001 / 50A80/d
NC1-137-81-001 / 50A80/e/1/a
NC1-137-81-001 / 50A80/e/1/b
NC1-137-81-001 / 50A80/e/1/c
NC1-137-81-001 / 50A80/e/2/a
NC1-137-81-001 / 50A80/e/2/b
NC1-137-81-001 / 50A80/f
NC1-137-81-001 / 50A80/g
NC1-137-81-001 / 50A80/h
NC1-137-81-001 / 50A80/j
NC1-137-81-001 / 50A80/k/1/a
NC1-137-81-001 / 50A80/k/1/b
NC1-137-81-001 / 50A80/k/2/a
NC1-137-81-001 / 50A80/k/2/b
NC1-137-81-001 / 50A80/l
NC1-137-81-001 / 50A80/m

NC1-137-81-001 / 50A80/n
NC1-137-81-001 / 50A80/o
NC1-137-81-001 / 50A80/q/1/a
NC1-137-81-001 / 50A80/q/1/b
NC1-137-81-001 / 50A80/q/2
NC1-137-81-001 / 50A80/s/1
NC1-137-81-001 / 50A80/s/2
NC1-137-81-001 / 50A80/t/1
NC1-137-81-001 / 50A80/t/2
NC1-137-81-001 / 50A80/u
NC1-137-81-001 / 50A80/v
NC1-137-81-001 / 50A80/w/1/a
NC1-137-81-001 / 50A80/w/1/b
NC1-137-81-001 / 50A80/w/2
NC1-137-85-001 / 50A80/aa
NC1-137-85-001 / 50A80/bb
NC1-137-85-001 / 50A80/cc
NC1-137-85-001 / 50A80/dd
NC1-137-85-001 / 50A80/ee
NC1-137-85-001 / 50A80/gg
NC1-137-85-001 / 50A80/hh
NC1-137-85-001 / 50A80/ii
NC1-137-85-001 / 50A80/jj
NC1-137-85-001 / 50A80/kk
NC1-137-85-001 / 50A80/z
NC1-137-85-002 / 51A45
NC1-137-85-002 / 51A80/aa
NC1-137-85-002 / 51A80/bb
NC1-137-85-002 / 51A80/cc
NC1-137-85-002 / 51A80/dd
NC1-137-85-002 / 51A80/ee
NC1-137-85-002 / 51A80/ff
NC1-137-85-002 / 51A80/gg
NC1-137-85-002 / 51A80/hh
NC1-137-85-002 / 51A80/u
NC1-137-85-002 / 51A80/v
NC1-137-85-002 / 51A80/w
NC1-137-85-002 / 51A80/x
NC1-137-85-002 / 51A80/y
NC1-137-85-002 / 51A80/z
NC1-269-77-001 / 16E75

Disposition Instruction

Retention Period

Cut off at the end of the fiscal year when superseded or obsolete. Destroy 3 years after cutoff. Longer retention is authorized if needed for business

reference purposes, but no longer than 10 years after cutoff.

Additional Information

GAO Approval Not Required

4.2

021 - Travel Services Management Records

Disposition Authority Number DAA-0137-2015-0001-0012

The records in this series are concerned with the travel and transportation service arrangements made on behalf of the government. Such records include travel and transportation rate negotiation case files, national travel credit card program, Federal travel and transportation expense payment system administration and management records, airline, hotel, and car rental contracting files, express small packaging program files, automated freight rate and routing program, transportation assistance case files, carrier evaluation files, traffic services information and case files, federal travel directory files, management and statistical reports and related records.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation
N1-137-87-001 / 52A110
N1-137-87-001 / 52A15
N1-137-87-001 / 52A21/a
N1-137-87-001 / 52A21/b
N1-137-87-001 / 52A22/a
N1-137-87-001 / 52A22/b
N1-137-87-001 / 52A23/a
N1-137-87-001 / 52A23/b
N1-137-87-001 / 52A24/a
N1-137-87-001 / 52A24/b
N1-137-87-001 / 52A45
N1-137-87-001 / 52A50
N1-137-87-001 / 52A55
N1-137-87-001 / 52A60
N1-137-87-001 / 52A85
N1-137-87-001 / 52A90
N1-137-87-001 / 52A95

N1-137-87-001 / 52A96
N1-137-87-001 / 52B11
N1-137-87-001 / 52B13
N1-137-87-001 / 52B2/a
N1-137-87-001 / 52B2/b
N1-137-87-001 / 52B30/b/2
N1-137-96-002 / 9B3
NC1-137-79-001 / 52B1/b
NC1-137-79-001 / 52B10
NC1-137-79-001 / 52B25
NC1-137-79-001 / 52B30/a/1
NC1-137-79-001 / 52B30/a/2
NC1-137-79-001 / 52B30/b/1
NC1-137-79-001 / 52B35
NC1-137-79-001 / 52B45
NC1-137-79-001 / 52B5/b
NC1-137-79-001 / 52B50

Disposition Instruction

Retention Period

Cut off at the end of the fiscal year when agreement, case, or contract is completed or superseded. For routine program files, cut off at the end of the fiscal year. Destroy 6 years after cutoff. Longer retention is authorized if needed for business reference purposes, but no longer than 10 years after cutoff.

Additional Information

GAO Approval Not Required

4.3

031 Motor Vehicle Services Management Records

Disposition Authority Number DAA-0137-2015-0001-0013

This series contains records associated with the acquisition, management, leasing, and disposition of motor vehicles to federal agencies. Included in this series are motor pool acquisitions, inventory, utilization, and maintenance reports, equipment and vehicle acquisition case files, leased and government-owned vehicle requests, maintenance and repair records, interagency vehicle leasing records, cost accounting reports, vehicle authorizations and waivers, official use case files, and related correspondence and records.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in Yes

electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data?

Yes

GRS or Superseded Authority Citation

- N1-137-96-002 / 9A10/a
- N1-137-96-002 / 9A10/b
- N1-137-96-002 / 9A10/c
- N1-137-96-002 / 9A10/d
- N1-137-96-002 / 9A10/e
- N1-137-96-002 / 9A10/f
- N1-137-96-002 / 9A10/g
- N1-137-96-002 / 9A10/h
- N1-137-96-002 / 9A16
- N1-137-96-002 / 9A30
- N1-137-96-002 / 9A51
- N1-137-96-002 / 9A81/a/1
- N1-137-96-002 / 9A81/a/2
- N1-137-96-002 / 9A81/a/3
- N1-137-96-002 / 9A81/b/1
- N1-137-96-002 / 9A81/b/2
- N1-137-96-002 / 9A81/b/3
- N1-137-96-002 / 9A81/c
- N1-137-96-002 / 9B1
- NC1-137-81-001 / 50A15
- NC1-137-81-001 / 50A20
- NC1-137-81-001 / 50A60
- NC1-137-85-001 / 50A25
- NC1-137-85-001 / 50A26
- NC1-137-85-001 / 50A80/ff
- NC1-137-85-002 / 51A36
- NC1-137-85-002 / 51A60

Disposition Instruction

Retention Period

Cut off at the end of the fiscal year. For individual vehicle records, cut off at the end of the fiscal year when the vehicle is removed from inventory. Destroy 3 years after cutoff. Longer retention is authorized if needed for business reference purposes, but no longer than 10 years after cutoff.

Additional Information

GAO Approval

Not Required

137.5 Telecommunications Services Records

5

5.1

The records in this group describe the activities in establishing and administering a telecommunications office focused on providing and supporting telecommunications services to federal agencies. Though much of this work has been delegated to contractual arrangements with commercial carriers, the day-to-day contractual administration, the specifications and standards for service, and the records associated with planning, negotiating, selecting, and evaluating telecommunication equipment and service providers would fall under this category.

011 - Telecommunication Services Administration and Operations Records

Disposition Authority Number DAA-0137-2015-0001-0014

The records in this series are concerned with the contracting, management, and administration of arrangements for telecommunications services to federal agencies. Such records include telephone equipment and service requirements, inventories, surveys, agency and service provider agreements, contracts, rate and cost data records, agency forecasting and budgeting reports, and related records.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation NC1-269-78-001 / 19C5
N1-269-96-002 / 4C210
N1-269-96-002 / 4C25/a
N1-269-96-002 / 4C25/b/1
N1-269-96-002 / 4C25/b/2
N1-269-96-002 / 4C25/c
N1-269-96-002 / 4C25/d
NC1-352-79-001 / 56A25
NC1-352-80-001 / 55A5/a
NC1-352-80-001 / 55A5/b
NC1-352-80-001 / 55B10
NC1-352-80-001 / 55B15
NC1-352-80-001 / 55B20
NC1-352-80-001 / 55B5
NC1-352-80-001 / 55C60/a
NC1-352-80-001 / 55C60/b
NC1-352-80-001 / 55G1
NC1-352-80-001 / 55G10
NC1-352-80-001 / 55G20

NC1-352-80-001 / 55G25
 NC1-352-80-001 / 55H25
 NC1-352-80-001 / 55H40
 NC1-352-80-001 / 55H5
 NC1-352-81-001 / 55I60/a
 NC1-352-81-001 / 55I60/b
 NC1-352-81-001 / 55I70/a
 NC1-352-81-001 / 55I70/b
 NC1-352-81-001 / 55I80
 NC1-352-81-001 / 55I85

Disposition Instruction

Retention Period

Cut off at the end of the end of the fiscal year when completed or when superseded or obsolete. Destroy 6 years after cutoff. Longer retention is authorized if needed for business reference purposes, but no longer than 10 years after cutoff.

Additional Information

GAO Approval

Not Required

5.2

021 - Customer Telecommunications Services Records

Disposition Authority Number

DAA-0137-2015-0001-0015

This series concerns records associated with customer support and maintenance for telecommunications services. Included are trouble ticket and helpdesk records, financial reports, communication service authorizations, and communication billing transactions and related records.

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

Yes

Do any of the records covered by this item exist as structured electronic data?

No

GRS or Superseded Authority Citation

NC1-352-79-001 / 56A1
 NC1-352-79-001 / 56A30
 NC1-352-79-001 / 56A35
 NC1-352-80-001 / 55C1
 NC1-352-80-001 / 55C5
 NC1-352-80-001 / 55C65
 NC1-352-80-001 / 55C80

NC1-352-80-001 / 55G15
NC1-352-80-001 / 55G5
NC1-352-80-001 / 55H30
NC1-352-80-001 / 55H35

Disposition Instruction

Retention Period

Cut off at the end of the fiscal year. Destroy 3 years after cutoff. Longer retention is authorized if needed for business reference purposes, but no longer than 10 years after cutoff.

Additional Information

GAO Approval

Not Required

6

137.6 Federal Acquisition Services Administrative Support Records

This group of records concerns the activities of the Federal Acquisitions Services not covered by records in the General Records Schedule. Specifically, these record types include activities around planning and implementing new services for other federal agencies; policy, guidance, and standards development for those same services, internal regional and national initiatives, work standards and metrics for measuring industrial and clerical operations, and other related records. Note: The official records are considered those issued from the originating office. All others are considered copies and can be destroyed when no longer needed for reference purposes.

6.1

011 - Federal Acquisition Services Policy, Guidance, and Planning Records

Disposition Authority Number **DAA-0137-2015-0001-0016**

This series is used for policy and guidance development records for services Federal Acquisition Services offers to other agencies. Such records include policy and guidance for personal property management and accounting, work standards and metrics for industrial and clerical operations and services, and other related records.

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

GRS or Superseded Authority Citation

NC1-137-77-001 / 60A55/a
NC1-137-77-001 / 60A55/b
NC1-137-77-001 / 60A5

Disposition Instruction

6.2

Retention Period
Cut off at the end of the fiscal year when superseded or obsolete. Destroy 6 years after cutoff. Longer retention is authorized if needed for business reference purposes, but no longer than 10 years after cutoff.

Additional Information

GAO Approval Not Required

021 - Federal Acquisition Services Initiative Records

Disposition Authority Number DAA-0137-2015-0001-0017

This series covers records associated with internal regional and/or national initiatives related to improving or enhancing existing services and programs managed and/or supported by the Federal Acquisition Services. Included are plans, research and development initiatives, statistical and narrative reports, program evaluations, and related records.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation
 N1-269-87-002 / 70A17
 NC1-137-77-001 / 60A1
 NC1-137-77-001 / 60A20
 NC1-137-77-001 / 60A25/a
 NC1-137-77-001 / 60A25/b
 NC1-137-77-001 / 60B95/a
 NC1-137-77-001 / 60B95/b
 NC1-137-78-003 / 62A50
 NC1-137-81-003 / 65A35
 NC1-137-82-001 / 63D75

Disposition Instruction

Retention Period
Cut off at the end of the fiscal year when initiative is completed, canceled or no longer considered active. Destroy 3 years after cutoff. Longer retention is authorized if needed for business reference purposes, but no longer than 10 years after cutoff.

Additional Information

GAO Approval Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
10/14/2015	Return to Submitter	Robert Smudde	National Records Officer	Office of the Chief Information Officer - Office of Policy and Compliance
10/14/2015	Certify	Robert Smudde	National Records Officer	Office of the Chief Information Officer - Office of Policy and Compliance
10/25/2016	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
10/31/2016	Submit For Certification	David Simmons	Knowledge Management Specialist	Public Buildings Service - All os Region 5 GSA
12/06/2016	Certify	Robert Smudde	National Records Officer	Office of the Chief Information Officer - Office of Policy and Compliance
02/03/2017	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
02/07/2017	Submit For Certification	David Simmons	Knowledge Management Specialist	Public Buildings Service - All os Region 5 GSA
02/07/2017	Certify	Robert Smudde	National Records Officer	Office of the Chief Information Officer - Office of Policy and Compliance
12/04/2017	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services

02/13/2018	Submit For Certification	David Simmons	Knowledge Management Specialist	Public Buildings Service - All os Region 5 GSA
02/14/2018	Certify	Robert Smudde	National Records Officer	Office of the Chief Information Officer - Office of Policy and Compliance
03/20/2018	Submit for Concurrence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
03/26/2018	Return to Submitter	Rachel BanTonkin	Supervisory Archives Specialist	National Archives and Records Administration - ACR1
04/02/2018	Submit for Concurrence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
04/02/2018	Concur	Rachel BanTonkin	Supervisory Archives Specialist	National Archives and Records Administration - ACR1
04/04/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/05/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist