Schedule Number: N1-137-87-001

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 All authorities on this schedule were superseded by this body of disposition authorities.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

LEAVE BLANK

JOB NO N1-137-87-1

DATE RECEIVED 5-5-87

TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM *(Agency or establishment)*
General Services Administration

2 MAJOR SUBDIVISION
Federal Supply Service
~~Information Management Division~~

3e MINOR SUBDIVISION
~~Records and Forms Management Branch~~

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 If no records are proposed for disposal, the signature of the Archivist is not required

4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE EXT	DATE	ARCHIVIST OF THE UNITED STATES
Mae Simms	535-7938	10/27/87	[signature]

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 13 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	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
4/23/87	[signature] Mary Cunningham	Chief, Records and Forms Management Branch

7 ITEM NO	8 DESCRIPTION OF ITEM *(With Inclusive Dates or Retention Periods)*	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN *(NARS USE ONLY)*
	Transportation Program Records Files Chapter 52, Transportation Program Records, is changed to include appendix 52-C, Transportation Audit Program Records and to add new categories to Appendixes 52-A and 52-B. The record categories are revised to cite the 115 job number of the General Records Schedule (GRS) and the item number that authorizes disposal of the records.	NN-170-126 NC1-137-79-1	
	Copies to agency, NCF, NNF		25 items

115-108 TRT 10-28-87 NSN 7540-00-634-4064

STANDARD FORM 115 (REV 8-83)
Prescribed by GSA
FPMR (41 CFR) 101-11 4

NN-170-126

~~52A1. Rate negotiations case files (NCI-137-79-1).~~ Documents on negotiating and accepting rate tenders requested from carriers. Included are tenders, receipt acknowledgments, "Section 10721 (formerly Section 22) quotations," negotiating records and reports with supporting documents.

Place in inactive file when superseded, canceled, or terminated. Cut off annually, hold 2 years, and retire to FRC. Destroy when 6 years old.

52A2 – 52A4. Reserved.

NN-170-126

~~52A5. Rate tender reference files (NCI-137-79-1)~~ Copies of rate tenders kept by transportation management offices.

Destroy when superseded, canceled, or terminated, except that rate tenders designated by division director may be kept until no longer needed.

52A6 – 52A9. Reserved.

NN-170-126

~~52A10. Standing route orders (NCI-137-79-1).~~ Route orders, including codes issued when the origin, destination, mode(s) of transportation, and frequency of shipment of freight are so similar as to make individual routing instructions impractical.

Place in inactive file when expired or canceled. Cut off annually, destroy when 4 years old.

52A11 – 52A14. Reserved.

NN-170-126

52A15. Demurrage survey files (~~NCI-137-79-1~~). Documents created in conducting surveys of excessive demurrage or detention, or unusual charges for such services. Included are survey reports and recommendations, car record files, and related records.

Cut off annually, hold 2 years, and retire to FRC. Destroy when 6 years old.

52A16 – 52A19. Reserved.

NN-170-126

~~52A20. Transportation contracts (NCI-137-79-1).~~ Documents created in awarding, and administering contracts for procurement of transportation for freight or special services. Included are invitations to bid, bids, award summaries, contract approvals, award notifications, contracts, invoice transfer memorandums, freight forwarder reports, and related records.

Place in inactive file on expiration of contract or on completion of the contract. Cut off the inactive file at the end of the fiscal year, hold 1 year, and retire to FRC. Destroy when 6 years old.

52A21. Federal Travel and Transportation Expense Payment System ( ). Documents created in the management of contract program for the travel payment system for Government agencies. Included are agency requests of participation, monthly summary reports, and management reports.

a. ***Program Office:*** Place in inactive file on expiration or termination of the contract. Cut off the file at the end of the fiscal year, hold 1 year, and retire FRC. Destroy when 6 years old.

b. ***Other offices:*** Destroy when superseded or obsolete.

52A22 **Contract Airline Program ( ).** Documents created in the management of the contract airline program for Government employees. Included are reports on contract use, other discounted airline fare programs, use of the program by cost reimbursable contractors.

a. ***Program Office:*** Place in inactive file on expiration or termination of the contract. Cut off the file at the end of the fiscal year, hold 1 year, and retire FRC. Destroy when 6 years old.

b. ***Other offices:*** Destroy when superseded or obsolete.

52A23 **Express Small Package Program ( ).** Documents created in the contract for express small package service. Included are the service areas, problems and their resolutions, and quarterly management reports.

a. ***Program Office:*** Place in inactive file on expiration or termination of the contract. Cut off the file at the end of the fiscal year, hold 1 year, and retire FRC. Destroy when 6 years old.

b. ***Other offices:*** Destroy when superseded or obsolete.

52A24 **Automated Freight Rate and Routing Program ( ).** Documents created in the contract for automated freight rate and routing program. Included are Tender loading data, Route status, system improvements, and installation instructions.

a. ***Program Office.*** Place in inactive file on expiration or termination of the contract. Cut off at the end of the fiscal year, hold 1 year, and retire to FRC. Destroy when 6 years old.

b. ***Other offices:*** Destroy when superseded or obsolete.

~~52A25. Transportation contract reference files (NCI-137-79-1):~~ NN-170-126 Copies of transportation contracts kept for reference by offices other than awarding or administering the contract.

Destroy on completion or expiration of contract.

52A26 – 52A29. Reserved.

~~52A30. Contract registers (NCI-137-79-1).~~ NN-170-126 Registers showing case numbers assigned each contract for the transportation of materials and property.

Destroy 6 years after last entry in the register book or sheet.

52A31 – 52A34 Reserved.

NN-170-126

~~52A35.~~ **Transportation site surveys** (~~NCI-137-79-1~~). Documents created during surveys for buildings, storage, or other purposes. Included are narratives of proposed establishment, expansion, or disposal; transportation survey reports with evaluations and recommendations; and related records.

Cut off annually, destroy when 2 years old.

52A36 52A39 Reserved.

NN-170-126

~~52A40.~~ **Case registers** (~~NCI-137-79-1~~). Registers showing case numbers assigned each invoice, request for negotiation, or contract of other GSA services or Federal agencies.

Destroy 6 years after last entry in the register book or sheet.

52A41 – 52A44 Reserved.

NN-170-126

52A45. **Transportation assistance case files** (~~NCI-137-79-1~~). Documents created in and coordination with officials of GSA and other agencies in providing transportation assistance and recommendations in soliciting, awarding, and administering contracts for the procurement transfer or disposal of supplies, and equipment. Included are copies of commitment documents, contracts, purchase authorizations and requisitions, rate negotiation and carrier records, shipping instructions, sales release documents, bills of lading, cargo space reservations, export declarations, applications for export shippers' licenses, shipment orders, and related documents.

Place in inactive file on completion of the case, cut off annually, hold 1 year, and retire to FRC. Destroy when 6 years old.

52A46 – 52A49. Reserved.

NN-170-126

52A50. **Carrier evaluation files** (~~NCI-137-79-1~~). Documents created in the review and evaluation of carrier services to ensure that services meet GSA needs. Included are studies, findings, and recommendations, service suspension notices, and related records.

Cut off annually, hold 2 years, and retire to FRC. Destroy when 6 years old.

52A51 – 52A54. Reserved.

NN-170-126

52A55. **Traffic information files** (~~NCI-137-79-1~~). Documents created in arranging for traffic services and data, including rate and routing information, shipping instructions, classification ratings, services, charter arrangements, and other traffic information.

Cut off annually hold 2 years, and retire to FRC. Destroy when 6 years old.

52A56 – 52A59 Reserved.

52A60. **In-transit privilege files** (~~NCI-137-79-1~~ NN-170-126). Documents created in applying for and administering transit privileges and agreements. Included are correspondence on, or applications for, transit privileges, instructions covering transit tonnage; records of transit freight bills and tonnage credits; copies of transit bills of lading; and related transit records

Place in inactive file when all tonnage credits in a transit agreement are applied or upon expiration of the agreement, whichever comes first; cut off annually, hold 1 year and retire to FRC. Destroy when 6 years old.

52A61 – 52A64. **Reserved.**

~~52A65. **Loading and shipment test files** (NCI-137-79-1~~ NN-170-126). Documents created in testing shipping containers, methods of packaging and packing, and methods of blocking, bracing, and securing shipments. Included are test proposals, recommendations, and related records.

Cut off annually, destroy when 4 years old.

Note. When directives or other publications result, place backup test material in the 9C2 Instructions or 11B25 Directives or case files, as appropriate.

52A66 – 52A69. **Reserved.**

~~52A70. **Ocean transportation mailing lists** (NCI-137-79-1~~ NN-170-126). Documents accumulated in keeping a mailing list of eligible bidders and officers

a. *Lists:* Destroy old list, or portions when revised.

b. *Other records:* Cut off annually, destroy when 1 year old.

52A71 – 52A74. **Reserved.**

~~52A75. **Bill of lading accountability files** (NCI-137-79-1~~ GRS 9/1c). Registers or like documents used to account for each Government bill of lading issued or canceled.

Destroy when 3 years old.

52A76 – 52A79. **Reserved.**

~~52A80. **Bills of lading files** (NCI-137-79-1~~ GRS 9/1a). Memorandum copies of GBL's and related paper records accumulated by issuing officers.

Cut off annually, hold 1 year and retire to FRC. Destroy ~~when 6 years old~~ 3 years after the period of the account.

52A8 – 52A84. **Reserved.**

52A85. **Demurrage agreement participation files** (~~NCI-137-79-1~~) NN-170-126. Applications to and acceptance by, the Association of American Railroads for participating in demurrage agreement. Included are applications, acceptances, refusals, and related records.

Place in inactive file on cancellation or expiration of the arrangement, cut off annually, destroy when 3 years old.

52A86 – 52A89. Reserved.

52A90. **Master weight agreements** (~~NCI-137-79-1~~) NN-170-126. Documents related to master weight agreements to avoid the need for weighing in transit. Included are requests from shippers GSA notices to the carrier association, reports; statements of facts concerning disputes; and related records.

Place in inactive file upon cancellation or expiration of agreement, cut off annually, hold 1 year, and retire to FRC. Destroy when 6 years old.

52A91 – 52A94. Reserved.

52A95. **Claims registers** (~~NCI-137-79-1~~) NN-170-126. Register with entries recording and controlling reports of inconsistencies in shipments.

Destroy 6 years after final entry (closeout of claim) on the register sheet or in the register book.

52A96. **Traffic Programs General** ( ). Documents related to all GSA traffic programs that are not otherwise defined in Chapter 52. Included are reports on traffic studies, traffic programs under consideration, and special transportation assistance to offices within GSA.

Cut off annually, hold 2 years, and retire to FRC. Destroy ~~after~~ when 7 years old.

52A97 – 52A99. Reserved.

~~52A100.~~ **Claims case files** (~~NCI-137-79-1~~) NN-170-126. Documents created in the investigation of, and processing of documents (levying charges for loss, damage, or shortage) involving claims against shippers or carriers. Included are discrepancy reports, reports of investigations with findings and recommendations, settlement notice and related records.

Place in inactive file on settlement of claim, cut off annually, hold 2 years, and retire to FRC. Destroy when 6 years old.

52A101 – 52A104. Reserved.

NN-170-126

~~52A105. Leased car files (NCI-137-79-1).~~ Records for GSA-controlled railroad cars, including leased cars, used in local or interchange service. Included are copies of contracts, mileage records, interchange request and assignment documents, reports, and related records.

Place in inactive file when contract ends or after mutually satisfactory settlement or compensation, hold 2 years, and retire to FRC. Destroy when 6 years old.

52A106 – 52A109. Reserved.

NN-170-126

52A110. Embargo and car service orders (~~NCI-137-79-1~~). Documents created in issuing notices and instructions about delays of GSA-controlled shipments resulting from embargoes or Interstate Commerce Commission car service orders. Included are notices to consignors and consignees, instructions, narrative reports, and related records.

Cut off annually, hold 1 year and retire to FRC. Destroy when 6 years old.

52A111 – 52A114. Reserved.

NN-170-126

~~52A115. Invoice verification files (NCI-137-79-1).~~ Documents verifying invoices from the Office of Finance (BC) and recommending them for certification. Included are copies of memorandums and related records.

Cut off annually, hold 2 years, and retire to FRC. Destroy when 6 years old.

52A116 – 52A119. Reserved.

NN-170-126

52A120. Freight data input files (~~NCI-137-79-1~~). Documents created in providing FSS with freight classification and other data for the Master Reference and Management Data System. Included are notification lists, stores and nonstore freight lists, exception lists and related records.

a. *ADP listings:* Destroy on receiving a new list.

b. *Other records:* Cut off in 3-month blocks, destroy when 6 months old.

52B1 Transportation management studies (NCI-137-79-1). Documents created in studying new ideas in transportation and traffic management. Included are study documents with findings, recommendations, and related records

Cut off annually after completing study:

a *Permanent.* Final study with findings, recommendations, and supporting papers. Transfer to FRC when volume permits, offer to NARS when 10 years old.

b. *Other materials.* Destroy when 5 years old.

52B2 Travel Management Centers (TMC) Program ( ). Documents created in the management of travel services for Federal executive agency personnel. Included are TMC manual, TMC evaluation material, listing of TMCs, and instructions to TMCs.

a. *Program Office:* Place in inactive file on expiration or termination of the contract. Cut off at the end of the fiscal year, hold 1 year, and retire to FRC. Destroy when 6 years old.

b. *Other offices:* Destroy when superseded or obsolete.

52B3 52B4. Reserved.

52B5 Traffic management surveys (NCI-137-79-1). Documents created in inspecting procurement, storage, distribution, and transportation activities of GSA and other agencies to recommend improved policies, procedures, facilities, and equipment. Included are reports and recommendations implementation actions, and related records.

Cut off annually after completing survey:

a. *Permanent.* Final report with findings, recommendations, and implementation. Transfer to FRC when volume permits; offer to NARS when 10 years old.

b. *Other materials.* Destroy when 5 years old.

52B6 52B9. Reserved.

52B10. Agency general assistance files (NCI-137-79-1). Documents on transportation management services requested by Federal agencies. Included are liaison reports, data on services performed, and related records.

Cut off annually destroy when 2 years old.

52B11. Federal Travel Directory ( ). Documents created in the publication of the Federal Travel Directory. Included are printing and distribution information, and monthly requests for updates

Cut off annually, hold 2 years, and retire to FRC. Destroy when 6 years old.

52B12. Reserved.

52B13. Federal Hotel/Motel Discount Directory ( ). Documents created in the publication of the Federal Hotel/Motel Directory. Included are distribution information and international agreements.

Cut off at expiration of directory, hold 2 years, and retire to FRC. Destroy when 6 years old.

52B14. Reserved.

52B15. Transportation training files (NCI-137-79-1). Documents on training sessions for transportation management. Included are requests for, and arrangements for training; data on the number of people trained; seminar reports; correspondence; and related records.

Cut off annually, destroy when 2 years old.

52B16 – 52B19. Reserved.

52B20. Transportation training materials (NCI-137-79-1). Documents on preparing and issuing training materials. Included are instructor's manuals, visual aids, outlines, tests, handouts, training aids, and related records.

a. *Office preparing Governmentwide training materials:* Destroy when no longer needed.

b. *Other offices:* Destroy when superseded or obsolete.

52B21 – 52B24. Reserved.

52B25. Rate proposals and analyses case files (NCI-137-79-1). Documents providing research and statistical analyses of carrier proposals for rate increases, and for the development of statements and exhibits for Federal and State regulatory proceedings. Included are statistics on carriers, financial and productivity studies, proposals, recommendations, copies of petition, replies, exhibits, decisions, orders, and related records.

Cut off annually after final action by the carrier rate and classification committee or regulatory body, destroy when 2 years old.

52B26 – 52B29. Reserved.

52B30. Management and statistical reports (NCI-137-79-1). Included are tonnage destination reports, tonnage distribution reports by type of carrier, and related records.

a. *Central Office:*

(1) *Cumulative fiscal year reports.* Cut off annually, destroy when 6 years old.

(2) *Other reports.* Destroy when 6 months old.

b. *Regional offices:*

(1) *Cumulative yearend reports.* Cut off annually, destroy when 2 years old.

(2) *Monthly and other reports:* Cut off semiannually destroy when 2 years old.

52B31 – 52B34. Reserved.

52B35. **Carrier name master files (NCI-137-79-1).** A consoliated list of names and codes of carriers used by Government agencies.

Cut off listing annually when superseded, destroy when 2 years old.

52B36 – 52B39. Reserved.

52B40. Withdrawn by CHGE 35.

52B41 – 52B44. Reserved.

52B45. **Regulatory proceeding files (NCI-137-79-1).** Documents used in representing Government agencies in proceedings before transportation regulatory bodies. These proceeding pertain to new or additional operating authorities; establishment or discontinuance of transportation services; or change in classification ratings, rates, charges or rules sought by commercial carriers. Included are information and data used in GSA documents filed with regulatory bodies, analyses, drafts, statements and exhibits, copies of decisions and orders, and related records.

Cut off annually, hold 2 years, and retire to FRC. Destroy when 6 years old.

52B46 – 52B49. Reserved.

52B50. **Carrier proposal files (NCI-137-79-1).** Documents analyzing and developing the Government's position about carrier proposals having a substantial impact on Government transportation policies, procedures, or costs. Included are the rate or classification proposals, statistical analyses, data on dollar impact, correspondence, GSA protests or petitions, and related records.

Place in inactive file after final committee action on the proposal, cut off annually, destroy when 1 year old.

Note. When proposals become the subjects of regulatory dockets, withdraw and place in the regulatory proceedings file.

52C1. **Freight and passenger charges of less than $100** (~~NCI-137-79-1~~) NCI-217-81-1. Original vouchers and supporting documents or authorized microform reproductions covering freight and passenger transportation charges of settled fiscal accounts of accountable officers of the U.S. Government covering payments for services furnished, when the charges for any single bill of lading or Government transportation request are less than 100 dollars, and when no condition exists that requires the voucher to be retained beyond the 3 year disposal period.

Destroy 3 years after the period of the account (each date of payment) ~~earlier disposal is authorized~~ WITHDRAWN

52C2 – 52C4. Reserved.

52C5. **Freight and passenger charges of $100 or more for selected modes (NCI-137-79-1).** Original vouchers and supporting documents or microform reproductions covering transportation charges of accountable officers of the U.S. Government. The documents cover interstate transportation by the following modes: motor freight, movers express, pipeline, rail, bus, freight forwarder, inland waterway or coastwide traffic, for international transportation by freight forwarder of unaccompanied baggage or privately owned vehicles shipped separate from household goods. Charges for the services are on file with the Interstate Commerce Commission (ICC) or based on tenders or quotations, under section 10721 (formerly section 22) of the Interstate Commerce Act, offering rates, fares or charges representing a reduction from those published in tariffs on file with the ICC, when the charges for a bill of lading or transportation request are $100 or more, except when one of the following conditions exists:

a. A condition that requires the voucher to be kept beyond the 3-year disposal period;

b. International shipments of household goods (excluding separately shipped baggage or privately owned vehicles.

c. Interstate and international transportation by air and water, ~~the charges for which are published in tariffs on file with the Civil Aeronautics Board or the Federal Maritime Commission;~~

d. Intrastate transportation by any mode, the charges for which are published with any State transportation regulatory agency; and

e. For services between or within foreign countries furnished by carriers whose rates or charges are not subject to tariffs on file with a U.S. Federal or State transportation regulatory agency, when the charges for a bill of lading or transportation are $100 or more.

Destroy 3 years after the period of the account. WITHDRAWN

52C6 – 52C9. Reserved.

52C10. **Freight and passenger accounts (audit action items)** that have been settled (~~NCI-137-79-1~~) NCI-217-81-1. Original vouchers and supporting documents or microform reproductions covering freight and passenger transportation charges of accountable officers of the U.S. Government when any one of the following conditions exist.

a. Notice of overcharge or ~~pd~~ freight overpayment;

b. Any other condition that requires the voucher to be kept beyond the 3-year disposal period, such as an undercharge,

c. Voucher involves inbound transit shipment(s);

d. Parent voucher has print of paid supplemental bill related to the original voucher;

e. Voucher is needed in litigation; and

f. Deduction or collection action has been taken.

Cut off after final audit, hold 2 years, and retire to the FRC. Destroy 10 years after the account is settled.

WITHDRAWN

52C11 – 52C14. Reserved.

52C15. Freight and passenger charges of $100 or more involving air and water transportation and selected intrastate and interstate transportation ~~(NCI-137-79-1)~~ (NC1-211-82-7) Original vouchers and supporting documents or authorized microform reproductions of freight and passenger transportation charges of accountable officers of the U S Government. The cover payment for (a) interstate and international transportation by air and water, the charges for which are published in tariffs on file ~~with the Civil Aeronautics Board or the Federal Maritime Commission~~, (b) intrastate transportation, the charges for which are published in tariffs on file with any State transportation regulatory agency, and (c) interstate and intrastate transportation, when the charges are established under contract, arrangement, or are exempt from regulation and the charges for bill of lading or transportation request are $100 or more, except when international shipment of household goods (excluding separately shipped unaccompanied baggage or privately owned vehicles (see 52C5) moved by freight forwarders are involved.

Cut off after final audit, hold 2 years, and retire to the FRC. Destroy 6 years after the accounts is settled.

WITHDRAWN

52C16 – 52C19. Reserved.

52C20. Freight and passenger charges for services between or within foreign countries ~~(NC1-137-79-1)~~ (NC1-211-82-7) Original vouchers and supporting documents and microform reproductions of freight and passenger transportation charges of accountable officer of the U.S. Government. ~~The~~ Cover payments for services between or within foreign countries. This item applies when services are furnished by carriers whose rates or charges are not subject to tariffs filed with any U.S Federal or State transportation regulatory agency, and when the charges for ~~a~~ any bill of lading or transportation request are $100 or more

Destroy payment documents as follows:

WITHDRAWN

a. When microform copies of the original documents or certified reproductions of the microforms and a means of retrieving data from the microform is available destroy the original transportation documents after clearance in the audit.

WITHDRAWN

b If microform copies was not made of the original documents cleared in the audit. cut off annually hold 2 years. and retire to the FRC Destroy 5 years after the account is settled

WITHDRAWN

c When there are microform copies of originals certified reproductions and there is no means of retrieving data from the microforms. cut off annually. destroy 6 years after the account is settled.

Appendix 52-C

Use GRS 9/1 as amended by N1-GRS-87-18, Freight and Transportation Vouchers Files.

explain, NIR, 28Sep87.