

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-137-97-003

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 All authorities on this schedule were superseded by this body of disposition authorities.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>	
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 Lighton	5 TELEPHONE (202) 501-2262

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>NI-137-97-3</i>	
DATE RECEIVED <i>10-11-96</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <i>3-5-97</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Park</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,

is not required; is attached; or has been requested.

DATE <i>10/10/96</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Sharon Lighton</i>	TITLE GSA Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Fleet Management System (FMS) See Attached		

MAR 11 1997 *copy to Agency*
NWML

RECORD SYMBOL

DESCRIPTION OF RECORD

AUTHORIZED DISPOSITION

04D025

The Fleet Management System (FMS). FMS is an automated system for managing the GSA fleet of motor vehicles. It automates the inventory and maintenance schedules of all vehicles, monitors vehicle maintenance, assignment to other agencies and billing, and produces the necessary management reports to effectively manage the fleet.

Temporary Cutoff history data after vehicle is sold or auctioned and copy to on-line archive. Delete or destroy after cutoff.

1 Updates are made on vehicles as maintenance or a change of status occurs. Changes are received electronically from the FSS Automotive Commodity Center's ROADS system.

Temporary
~~Disposable~~ Information is deleted when superseded

SL 12/19/96

2 Vehicle inventory and repair information reports

Temporary - Review annually and delete
~~Disposable~~ Delete when no longer needed *obsolete information*