

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-137-97-005

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 All authorities on this schedule were superseded by this body of disposition authorities.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

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-137-97-5</i>	
1 FROM (Agency or establishment) <i>General Services Administration</i>		DATE RECEIVED <i>10-11-96</i>	
2 MAJOR SUBDIVISION <i>Office of Management Services</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION <i>Information Management Division</i>			
4 NAME OF PERSON WITH WHOM TO CONFER <i>Sharon Lighton</i>	5 TELEPHONE <i>(202) 501-2262</i>	DATE <i>3-5-97</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 <i>10/10/96</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE <i>GSA Records Officer</i>	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Requisitioning, Ordering and Documentation System (ROADS)  See Attached.		

*MAR 11 1997 MAR copy to: Agency WWREA*

<b><u>RECORD SYMBOL</u></b>	<b><u>DESCRIPTION OF RECORD</u></b>	<b><u>AUTHORIZED DISPOSITION</u></b>
04D027	<p><b>Requisitioning, Ordering and Documentation systems (ROADS).</b> Roads is a multifunction support system which provides management information and operational support and control of procurement activities of the Automotive Center ROADS is composed of six main modules.</p> <p>1 Requisitioning, Ordering and Documentation Modules:</p> <p>a) Requisition module. This module accepts vehicle requisitions from government agencies, assigning Requisition and Purchase Numbers (RPN) sequentially.</p> <p>b) Solicitation module. This module groups requisitions by standard item numbers generating a solicitation for offers on the vehicle requirements</p> <p>c) Offers module. Tracts vendor offers against solicitations.</p> <p>d) Contract module This module tracks vendor offers against solicitations.</p> <p>e) Engineering module Tracks the special vehicles assigned to Engineering for additional specifications</p> <p>2) Management Reports module (GRS 20/6). Daily, weekly and monthly reports</p>	<p>Temporary. Cutoff at the end of the fiscal year and copy to on-line archive. Delete information 2 years after cutoff.</p> <p>Temporary Delete when no longer needed</p>