

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-137-77-02

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 All authorities on this schedule were superseded by this body of disposition authorities.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# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC 1 137 77 2
DATE RECEIVED	8 MAR 1977
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
3-9-77 <i>Date</i>	<i>James B. Blodgett</i> <i>Archivist of the United States</i>

TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON DC 2008

1. FROM (AGENCY OR ESTABLISHMENT)  
General Services Administration

2. MAJOR SUBDIVISION  
Federal Supply Service

3. MINOR SUBDIVISION  
Printing and Publications Management

4. NAME OF PERSON WITH WHOM TO CONFER  
Raymond Hershberger

5. TEL EXT  
566-0673

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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	
3-3-77	<i>Michael G. Barbour</i> Michael G. Barbour	Chief, Records Management Branch (BRAR)	
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	Files descriptions and proposed changes to disposition authorizations are contained in the attached chapter of the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).  Chapter 17, Printing and Publications Management Program Files	NN168-89 NN173-42	

*16 items*

*Dist to all ARL, Agency & NARS Staff plus*

GENERAL SERVICES ADMINISTRATION  
Washington, DC 20405

(Order No.)

(Date)

OAD P 1820.2 CHGE  
(Date)

\* (GSA ORDER)

\* SUBJECT: GSA Records Maintenance and Disposition System

1. Purpose. This order transmits revised pages to ch. 17 of the HB, GSA Records Maintenance and Disposition System.
2. Explanation of changes. Ch. 17 is changed to provide for additions and revisions to the program files.
3. Instructions. Remove and insert the following pages of ch. 17:

<u>Remove pages</u>	<u>Insert pages</u>
3, app. 17-A	same
3, app. 17-B	same

G. C. GARDNER  
Director of Administration

CENTRAL OFFICE

75 copies to BRAR for distribution to service and staff office records officers for subsequent redistribution to the files custodians responsible for the records described therein and for reserve stock.

REGIONAL OFFICES

The copies specified below in overall quantities indicated are to be distributed to the regional records officers for subsequent distribution to the regional offices and field activity files custodians responsible for the files described therein.

Region 1: 10 copies	Region 6: 10 copies
Region 2: 10 copies	Region 7: 10 copies
Region 3: 10 copies	Region 8: 10 copies
Region 4: 10 copies	Region 9: 10 copies
Region 5: 10 copies	Region 10: 10 copies

Figure 1. Supplemental Distribution

Distribution: A; F; G; plus figure 1      NUMBER in box      Attachment

\* GENERAL SUBJECTS AND RECOMMENDATIONS OAD P 1820.2 CHGE

17A1. Feasibility study schedules. Documents prepared to show buildings recommended and scheduled for study to determine the need for establishing field printing or duplicating plants. Included are papers reflecting proposed dates for studies, correspondence relating to study scheduling and other agency participation, and related records.

\* SUBJECT Cut off at end of fiscal year, hold 1 year, and destroy.

17A2. General supply and services. Documents relating to the procurement of supplies and the lease, rental, and maintenance of equipment. Included are justifications and authorizations; duplicate copies of requisitions, purchase orders, and invoices; meter cards; rental, lease, or maintenance agreements; and related records.

Place in an inactive file upon delivery and acceptance of supplies; on completion of specific maintenance or repair work; or on termination of lease, rental, or maintenance agreement. Cut off inactive file at the end of fiscal year, hold 3 years, and destroy.

17A3 - 17A4. Reserved.

17A5. JCP authorizations. Documents relating to JCP authorizations for the establishment, transfer, and disestablishment of GSA printing plants and the purchase, transfer, and disposal of printing plant equipment. Included are requests for authorizations, JCP authorizations, listings of JCP authorizations, and related records.

Cut off annually following discontinuance of plant or disposal of equipment, hold 2 years, and destroy. Retain listings of JCP authorizations until discontinuance of function, then destroy.

17A6 - 17A9. Reserved.

17A10. Plant establishment. Documents accumulated in determining the need to establish, relocate, or disestablish a GSA field printing plant or duplicating facility, but not JCP authorizations that are described elsewhere in this appendix. Included are requests for establishment, feasibility studies, recommendations, justifications, final determinations, and other records.

Files relating to plants established:

Place in inactive file following discontinuance.  
Cut off inactive file at the end of each fiscal year.

Appendix 17-A

\* Distribution PAGE 3

Used on first page of each volume. CHAT if a handbook page.

\*\*\*Insert DATE and CONTROL NO. aligned at top on all pages other than page 1.

OAD P 1820.2 CHGE

Central Office: Hold 3 years and retire. Destroy after 5 additional years.

Regional offices: Hold 1 year and destroy.

Files relating to plants not established:

Cut off at the end of fiscal year following disapproval.

Central Office: Hold 3 years and retire. Destroy after 5 additional years.

Regional offices: Hold 3 years and destroy.

17A11 - 17A14. Reserved.

17A15. Plant operation planning. Documents accumulated from studies and plans designed to improve plant layout, printing and duplicating services, procurement, equipment, costing, and administrative operations. Included are studies, project plans, recommendations, and related records.

Cut off at end of fiscal year following completion of project or study, hold 3 years, and destroy.

17A16 - 17A19. Reserved.

17A20. Plant inspections. Documents accumulated from inspecting GSA printing plants and duplicating facilities for the purpose of recommending or directing actions to increase efficiency and reduce cost of operations. Included are inspection reports, recommendations, and related records.

Cut off annually following completion of next comparable inspection, hold 1 year, and destroy.

17A21 - 17A24. Reserved.

17A25. Printing plant folders. Documents accumulated in offices responsible for printing plant and duplicating facility operations that relate to specific plants or facilities and cannot logically be filed with other files described elsewhere in this chapter. These files are usually arranged by printing plant or duplicating facility number.

Cut off at end of fiscal year, hold 3 years, and destroy.

17A26 - 17A29. Reserved.

\* GENERAL SERVICES ADMINISTRATION

OAD P 1820.2 CHGE

17B1. Publications management studies. Documents created in the study and evaluation of publication operations, systems, procedures, and equipment for the purpose of developing and installing improvements. Included are studies and survey reports, plans, project reports, and related records.

\* SUBJECT Cut off at end of fiscal year following completion of the study, hold 2 years, and retire. Destroy after 5 additional years.

17B2 - 17B4. Reserved.

17B5. Publication cases. Documents providing a complete history of the development (insofar as printing techniques are concerned), consideration of necessity, approval, publication, distribution, and cost of each publication. Included are justifications, approvals, cost statistics for publications and reprints, documents reflecting copy requirements, and related records.

Cut off at end of fiscal year following cancellation of publication, hold 1 year, and retire. Destroy after 4 additional years.

NOTE: Excluded are "Instruction files" described in app. 9-C of this handbook.

17B6. Stationery master copies. Master copies of stationery published by or procured through GSA.

Destroy when revised or discontinued.

17B7 - 17B9. Reserved.

17B10. Distribution lists. Documents accumulated in the establishment and maintenance of automatic distribution and specific purpose mailing lists for distribution of GSA publications. Included are authorizations to establish lists, announcements of intent to establish lists, requirement requests and changes thereto, requests for inclusion on lists, and related records.

Destroy when superseded, canceled, or obsolete.

17B11. Reports file. Documents accumulated and forwarded monthly to the appropriate accounting center for a report of materials and supplies on hand and supply expenses.

Cut off annually, hold 1 year, and destroy.

17B12 - 17B14. Reserved.

17B15. Withdrawn by CHGE

\* Distribution \_\_\_\_\_ Center \_\_\_\_\_ Appendix 17-B \_\_\_\_\_ NUMBER in box \_\_\_\_\_ \*\* PAR \_\_\_\_\_

\*\*\*Insert DATE and ORDER NO. aligned at top on all odd pages other than page 1.