

### Request for Records Disposition Authority

Records Schedule Number      **DAA-0269-2014-0001**  
Schedule Status                      **Returned Without Action**

Agency or Establishment              **General Services Administration**  
Record Group / Scheduling Group      **General Records of the General Services Administration**  
Records Schedule Applies to              **Agency-wide**  
Schedule Subject                      **Comprehensive Schedule for GSA Records**  
Internal agency concurrences will be provided      **No**

Background Information      This schedule replaces all previously scheduled records from record groups 269, 121, 137, and 352 for GSA. This Big Bucket schedule contains both flexible scheduling and makes use of GSA's business function taxonomy adopted by the GSA Office of the Chief Information Officer in 2013. A full description of the record schedule and a crosswalk have been sent to Jametta Davis and Rania Mahmoud of NARA, GSA's former and current designated NARA appraisers.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	40

GAO Approval

**Returned Without Action**

### Outline of Records Schedule Items for DAA-0269-2014-0001

Sequence Number	
1	GSA Comprehensive Records Schedule
1.1	Acquisitions Function
1.1.1	A. Acquisitions Transitory Records and Reference Materials (AT) Disposition Authority Number: DAA-0269-2014-0001-0001
1.1.2	B. Acquisitions Routine Records (AR) Disposition Authority Number: DAA-0269-2014-0001-0002
1.1.3	C. Acquisitions Long-term Records (AL) Disposition Authority Number: DAA-0269-2014-0001-0003
1.1.4	D. Acquisitions Essential Records (AE) Disposition Authority Number: DAA-0269-2014-0001-0004
1.1.5	E. Acquisitions Permanent Records (AP) Disposition Authority Number: DAA-0269-2014-0001-0005
1.2	Business Management & Operations Function
1.2.1	A. Business Management & Operations Transitory Records and Reference Materials (BT) Disposition Authority Number: DAA-0269-2014-0001-0006
1.2.2	B. Business Management & Operations Routine Records (BR) Disposition Authority Number: DAA-0269-2014-0001-0007
1.2.3	C. Business Management & Operations Long-term Records (BL) Disposition Authority Number: DAA-0269-2014-0001-0008
1.2.4	D. Business Management & Operations Essential Records (BE) Disposition Authority Number: DAA-0269-2014-0001-0009
1.2.5	E. Business Management & Operations Permanent Records (BP) Disposition Authority Number: DAA-0269-2014-0001-0010
1.3	Customer Management Function
1.3.1	A. Customer Management Transitory Records and Reference Materials (CT) Disposition Authority Number: DAA-0269-2014-0001-0011
1.3.2	B. Customer Management Routine Records (CR) Disposition Authority Number: DAA-0269-2014-0001-0012
1.3.3	C. Customer Management Long-term Records (CL) Disposition Authority Number: DAA-0269-2014-0001-0013
1.3.4	D. Customer Management Essential Records (CE) Disposition Authority Number: DAA-0269-2014-0001-0014
1.3.5	E. Customer Management Permanent Records (CP) Disposition Authority Number: DAA-0269-2014-0001-0015

Returned Without Action

- 1.4 Inspector General Function
  - 1.4.1 A. IG Transitory Records and Reference Materials (IT)  
Disposition Authority Number: DAA-0269-2014-0001-0016
  - 1.4.2 B. IG Support Records (IR)  
Disposition Authority Number: DAA-0269-2014-0001-0017
  - 1.4.3 C. IG Auditing and Evaluation Records (IL)  
Disposition Authority Number: DAA-0269-2014-0001-0018
  - 1.4.4 D. IG Mission-Critical and Investigative Records (IE)  
Disposition Authority Number: DAA-0269-2014-0001-0019
  - 1.4.5 E. IG Significant Records (IP)  
Disposition Authority Number: DAA-0269-2014-0001-0020
- 1.5 Public and Government-wide Activities Function
  - 1.5.1 A. Public and Government-wide Activities Transitory Records and Reference Materials (TV)  
Disposition Authority Number: DAA-0269-2014-0001-0021
  - 1.5.2 B. Public and Government-wide Activities Routine Records (PR)  
Disposition Authority Number: DAA-0269-2014-0001-0022
  - 1.5.3 C. Public and Government-wide Activities Long-term Records (PL)  
Disposition Authority Number: DAA-0269-2014-0001-0023
  - 1.5.4 D. Public and Government-wide Activities Essential Records (PE)  
Disposition Authority Number: DAA-0269-2014-0001-0024
  - 1.5.5 E. Public and Government-wide Activities Permanent Records (PP)  
Disposition Authority Number: DAA-0269-2014-0001-0025
- 1.6 Supply Chain Function
  - 1.6.1 A. Supply Chain Transitory Records and Reference Materials (ST)  
Disposition Authority Number: DAA-0269-2014-0001-0026
  - 1.6.2 B. Supply Chain Routine Records (SR)  
Disposition Authority Number: DAA-0269-2014-0001-0027
  - 1.6.3 C. Supply Chain Long-term Records (SL)  
Disposition Authority Number: DAA-0269-2014-0001-0028
  - 1.6.4 E. Supply Chain Permanent Records (SP)  
Disposition Authority Number: DAA-0269-2014-0001-0029
  - 1.6.5 D. Supply Chain Essential Records (SE)  
Disposition Authority Number: DAA-0269-2014-0001-0030
- 1.7 Travel and Transportation Function
  - 1.7.1 A. Travel and Transportation Transitory Records and Reference Materials (TT)  
Disposition Authority Number: DAA-0269-2014-0001-0031

- 1.7.2 B. Travel and Transportation Routine Records (TR)  
Disposition Authority Number: DAA-0269-2014-0001-0032
- 1.7.3 C. Travel and Transportation Long-term Records (TL)  
Disposition Authority Number: DAA-0269-2014-0001-0033
- 1.7.4 D. Travel and Transportation Essential Records (TE)  
Disposition Authority Number: DAA-0269-2014-0001-0034
- 1.7.5 E. Travel and Transportation Permanent Records (TP)  
Disposition Authority Number: DAA-0269-2014-0001-0035
- 1.8 Workspaces Function
- 1.8.1 A. Workspaces Transitory Records and Reference Materials (WT)  
Disposition Authority Number: DAA-0269-2014-0001-0036
- 1.8.2 B. Workspaces Routine Records (WR)  
Disposition Authority Number: DAA-0269-2014-0001-0037
- 1.8.3 C. Workspaces Long-term Records (WL)  
Disposition Authority Number: DAA-0269-2014-0001-0038
- 1.8.4 D. Workspaces Essential Records (WE)  
Disposition Authority Number: DAA-0269-2014-0001-0039
- 1.8.5 E. Workspaces Permanent Records (WP)  
Disposition Authority Number: DAA-0269-2014-0001-0040

Returned Without Action

Records Schedule Items

Sequence Number											
1	<p><b>GSA Comprehensive Records Schedule</b> This schedule addresses all records previously scheduled in the following record groups: 269, 121, 137, 291, and 352. It does not reschedule those records from the following historical groups: G234, and 270. This schedule makes use of GSA's Office of Chief Information Officer's Business Function Taxonomy as the structure for its big buckets, and utilizes flexible scheduling format as suggested by NARA.</p>										
1.1	<p><b>Acquisitions Function</b> This function is concerned with both the support and administration of the Acquisitions Services program for all federal agencies as well as to provide a framework to support, track, administer, and record GSA's procurement and contracting activities. As a program, Federal Acquisitions Services seeks to generate tools, supply and supplier schedules, guidance, market and industrial research and other means to improve the contracting and procurement activities of all Federal agencies. Records associated with contracting in these functions (both supply and service contracts) follow the Federal Acquisitions' Regulations (FAR, ch. 4.8) which warranted contracting officers and contracting officer representatives use for guidance in these matters. Those contracting record types have been conformed to this schedule.</p>										
1.1.1	<p><b>A. Acquisitions Transitory Records and Reference Materials (AT)</b> Disposition Authority Number      DAA-0269-2014-0001-0001</p> <p>Includes customer transaction files, accumulated lists used to develop, check, and reconcile a larger data set, weekly itineraries, non-recordkeeping copies of official files as determinations, recommendations, forms, reports. Shelf life development records, non-recordkeeping copies of federal supply schedules, contractor performance files, or related correspondence and records.</p> <table border="0"> <tr> <td>Final Disposition</td> <td>Temporary</td> </tr> <tr> <td>Item Status</td> <td>Withdrawn</td> </tr> <tr> <td>Is this item media neutral?</td> <td>Yes</td> </tr> <tr> <td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td> <td>Yes</td> </tr> <tr> <td>Do any of the records covered by this item exist as structured electronic data?</td> <td>Yes</td> </tr> </table> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      Cut off at the end of the fiscal year.</p>	Final Disposition	Temporary	Item Status	Withdrawn	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
Final Disposition	Temporary										
Item Status	Withdrawn										
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										

Retention Without Action

1.1.2

Retention Period Destroy when no longer needed

Additional Information

GAO Approval Not Required

B. Acquisitions Routine Records (AR)

Disposition Authority Number DAA-0269-2014-0001-0002

Includes records related to procurement assistance, planning, contractor reports, contract termination case files, daily buying lists, procurement operations reports, contract award data reports, socioeconomic reports, purchase volume reports, stock status reports, contract history files, contract clearance files and reports, contract registers, lifecycle costing program files, federal procurement data system reports. Also included are contracting officer designation files, consulting service files, records pertaining to government-wide contracts, Procurement Integrity Certification, and personal property sales case files, business services case files and bids, standardization project files, qualified product list files, sample control files, cost comparison and purchase description case files, vendor case files, contract administration reports and analysis, commercial catalogs and publications, procurement management files, market research, and related correspondence and records.

Final Disposition Temporary

Item Status Withdrawn

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

Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year.

Retention Period Cut off at end of the fiscal year or in accordance with the particular record type. Destroy upon record being superseded or no later than 6 years after cutoff.

Additional Information

GAO Approval Not Required

1.1.3

C. Acquisitions Long-term Records (AL)

Disposition Authority Number DAA-0269-2014-0001-0003

Required Without Action

Includes contract appeals case files, case files concerning hazardous materials, inventory management project records, requirements forecasting records, contract procurement summary records, and related correspondence and records supporting the Acquisition Management program.

Final Disposition Temporary

Item Status Withdrawn

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

Disposition Instruction

Cutoff Instruction Cut off after close of the case, at the end of the fiscal year the report or paper is published, or in accordance with the cutoff instructions of the particular record type.

Retention Period Destroy between 7 and 10 years after cutoff.

Additional Information

GAO Approval Not Required

1.1.4

D. Acquisitions Essential Records (AE)

Disposition Authority Number DAA-0269-2014-0001-0004

Records associated with standardization documents, national agreements associated with agencies and other essential records and correspondence needed for reference during the life of the program. These records are of mission-critical value to the program itself.

Final Disposition Temporary

Item Status Withdrawn

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

1.1.5

Disposition Instruction

Cutoff Instruction                      Cut off at the end of the fiscal year or in accordance with the specific record type cutoff instructions.

Retention Period                        Destroy between 11 year(s) and 60 year(s) after

Additional Information

GAO Approval                            Not Required

5. Acquisitions Permanent Records (AP)

Disposition Authority Number        DAA-0269-2014-0001-0005

Reserved for future use.

Final Disposition                        Permanent

Item Status                                Withdrawn

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

Disposition Instruction

Cutoff Instruction                        Cut off at the end of the fiscal year or in accordance with the specific record type,

Transfer Electronic Records to the National Archives for Pre-Accessioning        Transfer electronic records to the National Archives for pre-accessioning 1 year(s) after cutoff.

Transfer to the National Archives for Accessioning        Transfer to the National Archives between 1 year(s) and 15 year(s) after cutoff.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?                        Unknown  
This category reserved for future use.

How frequently will your agency transfer these records to the National Archives?                        Unknown  
This category reserved for future use.

1.2

Business Management & Operations Function



1.2.1

This function documents the routine management of the business of GSA; legal, security, congressional relations, directives and controls, program performance evaluation and planning, and other internal administrative activities not listed in the General Records Schedule.

**A. Business Management & Operations Transitory Records and Reference Materials (BT)**

Disposition Authority Number      **DAA-0269-2014-0001-0006**

Record series include: Directives management tracking and regulation records, performance analysis, special personnel management and barriers to access projects, mailing list management, news release copies and drafts, resource material used in preparation of legal documents, appeal history records and requests and appeals for information declassification. Record types include non-record copies of documents, summaries, charts, drafts, related correspondence, studies, reports, and supporting materials for a final report.

Final Disposition      Temporary

Item Status      Withdrawn

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

**Disposition Instruction**

Cutoff Instruction      Cut off at the end of the fiscal year, or in accordance with the specific record type cutoff instructions.

Retention Period      Destroy 1 year(s) after cutoff or when no longer needed for reference purposes occurs, whichever is sooner

**Additional Information**

GAO Approval      Not Required

1.2.2

**B. Business Management & Operations Routine Records (BR)**

Disposition Authority Number      **DAA-0269-2014-0001-0007**

Record series include those records associated with GSA office administration, program and operations administration and review, planning and budgeting, communications development and administration (including mail service administration and speech, news, and events), records management and information security classification, legislative and oversight information requests

(including FOIAs, controls, legislative correspondence, and reports), Congressional and legislative affairs, and legal case files and supporting documents. Record types include, but are not limited to, correspondence, reports, analyses, plans, budgets, draft and final speeches and other communications, and forms and documents associated with the record series mentioned above.

Final Disposition Temporary

Item Status Withdrawn

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

Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year or in accordance with the specific record type cutoff instructions.

Retention Period Destroy either when superseded, obsolete, or between 1 and 6 years after cutoff.

Additional Information

GAO Approval Not Required

1.2.3

C. Business Management & Operations Long-term Records (BL)

Disposition Authority Number DAA-0269-2014-0001-0008

Records include budget forecasts, program performance reports, appeals case files, records management case files, Board of Contract Appeals case files and related records and correspondence related to GSA Business and Operations Management.

Final Disposition Temporary

Item Status Withdrawn

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

	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the fiscal year or in accordance with the specific record type cutoff instructions..
	Retention Period	Destroy between 7 year(s) and 10 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
1.2.4	<b>D. Business Management &amp; Operations Essential Records (BE)</b>	
	Disposition Authority Number	DAA-0269-2014-0001-0009
	Includes case files for Presidential advisory, federal and non-federal committees, patents, copyright, financial management project case files and related correspondence and document types. Also included are internal and external directive case files.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	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
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the fiscal year or in accordance with the specific record type cutoff instructions.
	Retention Period	Destroy between 11 year(s) and 10 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
1.2.5	<b>E. Business Management &amp; Operations Permanent Records (BP)</b>	
	Disposition Authority Number	DAA-0269-2014-0001-0010
	These permanent records include those documents associated with conducting the business of running the agency, including organizational study and change, conciliation and compliance activities, final reports to the President and documents concerned with interagency Federal Advisory Committee Act (FACA) activities and supporting materials, directives and delegations of authority, and executive	

Required Without Action

orders, written and verbal communications from GSA senior leadership, both internal and external, news releases and internal news, biographies of senior leadership, budget estimates, reports, agreements, studies, and supporting materials, significant legal case files, representation case files, final decisions, appeal decisions, administrator sanction hearing documents, legislative review and development files on behalf of the agency, operations performance review materials, surveys, and reports, records management files, and documents related to security planning, reports, and procedures (information, and building).

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

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

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

**Disposition Instruction**

Cutoff Instruction Cutoff at the end of the fiscal year or in accordance with each specific record type.

Transfer Electronic Records to the National Archives for Pre-Accessioning Transfer electronic records to the National Archives for pre-accessioning 1 year(s) after 15

Transfer to the National Archives for Accessioning Transfer to the National Archives between 1 year(s) and 15 year(s) after cutoff.

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? Unknown  
Date span transfer is dependent upon the specific record type cutoff instructions

How frequently will your agency transfer these records to the National Archives? Unknown  
Annually.

1.3

**Customer Management Function**

This business function is concerned with the marketing of GSA's service offerings, strategic research and planning around identifying new customers and customer retention, customer account management, and ongoing customer care.

1.3.1

**A. Customer Management Transitory Records and Reference Materials (CT)**

Required Without Action

Disposition Authority Number DAA-0269-2014-0001-0011

File copies other than the original, business center activity reports, working papers, correspondence, and other records associated with customer management.

Final Disposition Temporary

Item Status Withdrawn

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

Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year.

Retention Period Destroy when no longer needed

Additional Information

GAO Approval Not Required

1.3.2

B. Customer Management Routine Records (CR)

Disposition Authority Number DAA-0269-2014-0001-0012

Includes records associated with evaluating new or improved products requested by the customer, general customer service and marketing records, targeted customer marketing project records, related correspondence and other records.

Final Disposition Temporary

Item Status Withdrawn

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

Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year or in accordance with the specific record type cutoff instructions.

Returned Without Action

1.3.3

Retention Period Destroy when superseded or obsolete, or between 1 and 6 years after cutoff.

Additional Information

GAO Approval Not Required

C. Customer Management Long-term Records (CL)

Disposition Authority Number DAA-0269-2014-0001-0013

Includes customer agreement records, actions taken in accordance with agreements, related correspondence and records.

Final Disposition Temporary

Item Status Withdrawn

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

Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year or in accordance with the specific record type cutoff instructions.

Retention Period Destroy between 7 year(s) and 10 year(s) after cutoff.

Additional Information

GAO Approval Not Required

1.3.4

D. Customer Management Essential Records (CE)

Disposition Authority Number DAA-0269-2014-0001-0014

Record series include documents pertaining to specific customer agreements and memorandums of understanding, developments in policies regarding customer management, significant research and planning documents, customer profiles and needs assessments. Record types include correspondence, signed agency agreements, or memorandums of understanding documents, official reports of agency relationships spanning more than 10 years.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

1.3.5

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
<b>Disposition Instruction</b>	
Cutoff Instruction	Cut off at the end of fiscal year following closure of the agreement or relationship with the customer.
Retention Period	Destroy when between 11 and 40 years after cutoff or when no longer needed for reference purposes.
<b>Additional Information</b>	
GAO Approval	Not Required
<b>E. Customer Management Permanent Records (CP)</b>	
Disposition Authority Number	DAA-0269-2014-0001-0015
Records include significant customer management changes in GSA. Such changes include the addition or dropping of a significant customer, significant final reports to outside oversight agencies regarding customer care (Legislative, OMB, etc.) and policy, and other related correspondence and records.	
Final Disposition	Permanent
Item Status	Withdrawn
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
<b>Disposition Instruction</b>	
Cutoff Instruction	Cut off at the end of the fiscal year after the change happens.
Transfer Electronic Records to the National Archives for Pre-Accessioning	Transfer electronic records to the National Archives for pre-accessioning 1 year(s) after cutoff
Transfer to the National Archives for Accessioning	Transfer to the National Archives 10 year(s) after cutoff.

Returned Without Action

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

Unknown  
Date spans for transfer are dependent upon the specific record type in this group.

How frequently will your agency transfer these records to the National Archives?

Unknown  
Transfer frequencies are dependent upon the specific record type in this group.

1.4

Inspector General Function

These records derive from the "watch dog" function of promoting economy, efficiency and effectiveness, and detecting and preventing waste, fraud and abuse, as required by the Inspector General Act of 1978, as amended. The records include documentary material accumulated during audits, investigations, and evaluation of GSA programs and operations, and keeping the agency head and Congress informed of deficiencies and the progress of corrective action. These records will likely contain law enforcement sensitive confidential commercial and/or Privacy Act information. The compliance/law enforcement operations of GSA's Office of the Inspector General generally fall within three categories: Audit Records. These records consist of audit reports and supporting documentation derived from auditing GSA's programs and operations as well as material created to administer the audit function. Investigative Records. These records consist of investigative reports and supporting documentation derived from investigating allegations of fraud and abuse involving GSA's programs and operations, as well as materials accumulated in administering the investigative function. Records encompass criminal, civil and administrative investigations, including subpoenas, interview and activity reports, summaries, photographs and electronic recordings, as well as documentation accumulated in planning and administering the investigative function. Forensic Auditing, Evaluation and Analysis Records. These records consist of reports and supporting documentation accumulated in evaluations and inspections using forensic auditing (multidiscipline, innovative technologies) to review agency programs and operations for potentially fraudulent, improper, wasteful or abusive activities, as well as while performing OIG internal quality assurance operations, such as operational assessments, Federal Managers' Financial Integrity Act (FMFIA) activities, and purchase card suspicious activity queries.

1.4.1

A. IG Transitory Records and Reference Materials (IT)

Disposition Authority Number DAA-0269-2014-0001-0016

Included in this set of records are raw data and related correspondence accumulated for purposes of research and analysis.

Final Disposition Temporary

Item Status Withdrawn



	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
	Disposition Instruction	
	Retention Period	Dispose of when no longer needed for business or reference purposes.
	Additional Information	
	GAO Approval	Not Required
1.4.2	B. IG Support Records (IR)	
	Disposition Authority Number	DAA-0269-2014-0001-0017
	These records include documentary material accumulated in providing administrative, operational, legal, policy, and planning support for the Office of the Inspector General's Audit, Investigations, Forensic Auditing, Evaluation, and Analysis functions, such as summaries, status reports, planning documents, tracking information, analyses, inventories and legal advice. Also included are those materials compiled in support of the Semiannual Report to Congress (not the final report), confidential funds (impress) records, and quality assurance files.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	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
	Disposition Instruction	
	Cutoff Instruction	Cut off at in accordance with the specific record type cutoff instructions.
	Retention Period	Keep between 1 year and 10 years after cutoff, or when no longer needed for reference purposes.
	Additional Information	

Returned Without Action

1.4.3

GAO Approval Not Required

C. IG Auditing and Evaluation Records (IL)

Disposition Authority Number DAA-0269-2014-0001-0018

Standard case files for Audits and Forensic Auditing, Evaluation and Analysis. These records include reports and supporting documentation, such as working papers, interview, and activity reports, spreadsheets, analyses, summaries, tables, photographs, recordings, and memoranda, and related correspondence.

Final Disposition Temporary

Item Status Withdrawn

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

Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year in accordance with the specific record type cutoff instructions.

Retention Period Destroy no sooner than 7 years or no later than 12 years after cutoff.

Additional Information

GAO Approval Not Required

1.4.4

D. IG Mission-Critical and Investigative Records (IL)

Disposition Authority Number DAA-0269-2014-0001-0018

Standard case files for Investigations and critical legal analyses. These records include legal analyses, reports and supporting documentation, such as interview, and activity reports, spreadsheets, analyses, summaries, tables, photographs, recordings, and memoranda, and related correspondence.

Final Disposition Temporary

Item Status Withdrawn

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

1.4.5

Do any of the records covered by this item exist as structured electronic data?	Yes
<b>Disposition Instruction</b>	
Cutoff Instruction	Cut off at the end of the fiscal year in accordance with the specific record type cutoff instructions.
Retention Period	Destroy when between 13 and 40 years after cutoff.
<b>Additional Information</b>	
GPO approval	Not Required
<b>EIF Significant Records (IP)</b>	
Disposition Authority Number	DAA-0269-2014-0001-0020
Records and correspondence associated with Significant Audit, Forensic Auditing, Evaluation, and Analysis, and Investigative case files. These files attracted substantial national or regional media attention, resulted in a Congressional investigation or hearing, resulted in substantive changes in agency policies and procedures, or involved allegations made against senior agency officials other than frivolous allegations that did not result in a sustained investigation. Also included are final editions of the Semiannual Reports (SAR) to Congress, required by section 5(a) of the Inspector General Act of 1978, as amended.	
Final Disposition	Permanent
Item Status	Withdrawn
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
<b>Disposition Instruction</b>	
Cutoff Instruction	Cut off significant case files at the end of the fiscal year. For Semiannual Reports, cut off after publication of the final report.
Transfer Electronic Records to the National Archives for Pre-Accessioning	Transfer electronic records to the National Archives for pre-accessioning 1 year(s) after cutoff
Transfer to the National Archives for Accessioning	Transfer to the National Archives between 8 year(s) and 40 year(s) after cutoff.

Retained Without Action

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?	Unknown Date span transfers are dependent upon each specific record type in this group.
How frequently will your agency transfer these records to the National Archives?	Unknown Transfer frequency is dependent upon each specific record type in this group.

1.5

**Public and Government-wide Activities Function**

This business function is primarily concerned with those programs and services that GSA offers to other governmental agencies and the public. These services include Citizen Services (government information dissemination and service delivery, and public engagement), Federal IT Systems (government wide IT services and solution development), Communications services (such as telecommunication services programs to agencies and COMSEC), Federal policy management (such as laws, regulations, and directive guidance), and Federal asset sales of personal property and surplus equipment (transfer management, state donations, and public sales). Not included in this business function are donations and disposals of real property. That is the purview of the Workspaces Business Function. For records associated with GSA-only use of these services (such as telecommunications utilities and similar services), those records would fall under the NARA General Records Schedule.

1.5.1

**A. Public and Government-wide Activities Transitory Records and Reference Materials (PT)**

Disposition Authority Number      DAA-0269-2014-0001-0021

Includes record series and types associated with personal property administration, Federal Information Center (FIC) management and administration, routine ADP administration, and encrypted message and text file management.

Final Disposition	Temporary
Item Status	Withdrawn
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

**Disposition Instruction**

REMOVED WITHOUT ACTION

1.5.2

Cutoff Instruction                      Cut off at the end of the fiscal year.  
Retention Period                        Destroy when no longer needed

**Additional Information**

GAO Approval                            Not Required

**B. Public and Government-wide Activities Routine Records (PR)**

Disposition Authority Number        DAA-0269-2014-0001-0022

Record series include draft and review documents used for compiling a final news release, Small business assistance files, excess, surplus, and rehabilitation of personal property (not real estate), including administration and management of personal property, typical files associated with Federal Protective Services, laboratory administration, testing and calibration services, inspection services, graphics and print publications, forest service support records, employee association and benefits program files, and executive position listings within GSA. Record types include, but are not limited to, case and project files, reports, news releases, correspondence, lists and inventories, registers, logs, agreement files, surveys, publications, procedural guidance, organization and establishment files, and assignment records.

Final Disposition                        Temporary

Item Status                                Withdrawn

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

**Disposition Instruction**

Cutoff Instruction                        Cut off at the end of the fiscal year in accordance with the specific record type cutoff instructions.

Retention Period                        Destroy either when superseded, obsolete, or between 1 and 6 years after cutoff.

**Additional Information**

GAO Approval                            Not Required

1.5.3

**C. Public and Government-wide Activities Long-term Records (PL)**

Disposition Authority Number        DAA-0269-2014-0001-0023

Review Without Action

Record series include Federal Information Center (FIC) establishment files, Automated Data Processing, Communications (COMSEC) and Telecommunications services agreements with other agencies, and the planning and procurement of services and equipment associated with those programs. Record types include agreement files, case files, engineering and project files, research, development and planning files and reports, historical rate and cost files, and related correspondence and records.

Final Disposition Temporary

Item Status Withdrawn

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

Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year in accordance with the specific record type cutoff instructions.

Retention Period Destroy between 7 year(s) and 10 year(s) after cutoff.

Additional Information

GAO Approval Not Required

1.5.4

D. Public and Government-wide Activities Essential Records (PE)

Disposition Authority Number DAA-0269-2014-0001-002

Includes personal property sales center establishment files and communication equipment and service procurement studies in support of the Federal Telecommunications Service functions with other agencies.

Final Disposition Temporary

Item Status Withdrawn

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

1.5.5

Disposition Instruction

Cutoff Instruction                      Cut off at the end of the fiscal year.  
Retention Period                        Destroy between 11 year(s) and 50 year(s) after cutoff.

Additional Information

GAO Approval                            Not Required

F. Public and Government-wide Activities Permanent Records (PP)

Disposition Authority Number        DAA-0269-2014-0001-0025

Includes final news releases and reports issued from GSA to agencies and the public.

Final Disposition                        Permanent

Item Status                                Withdrawn

Is this item media neutral?            Yes

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

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

Disposition Instruction

Cutoff Instruction                        Cut off at the end of the fiscal year.  
Transfer Electronic Records to the National Archives for Pre-Accessioning        Transfer electronic records to the National Archives for pre-accessioning 1 year(s) after cutoff.  
Transfer to the National Archives for Accessioning        Transfer to the National Archives between 1 year(s) and 15 year(s) after cutoff.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?        Unknown  
Date span transfers are dependent upon each specific record in this group.

How frequently will your agency transfer these records to the National Archives?        Unknown  
Transfer frequencies are dependent upon each specific record in this group.

1.6

Supply Chain Function

1.6.1

This function is focused primarily on supplying the demands of GSA's customers. Such sub-functions include customer order management, supplier management, inventory management, stores and equipment management, internal shipping associated with those tasks (unlike Travel and Transportation function, which is a service program for its customers), and returns/disposal/and surplus management.

**A. Supply Chain Transitory Records and Reference Materials (ST)**

Disposition Authority Number DAA-0269-2014-0001-0026

Record series include documents and information associated with supply system management, order processing and control, inventory and stockroom administration and management, production scheduling, and supply facility inspection report development. Record types include listings, receipts and vouchers, registers and daily/weekly transaction files and logs, resource material, related correspondence and other related records.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

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

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

**Disposition Instruction**

Retention Period Destroy when no longer needed

**Additional Information**

GAO Approval Not Required

1.6.2

**B. Supply Chain Routine Records (SR)**

Disposition Authority Number DAA-0269-2014-0001-0027

Record series include information and records associated with customer supply center facility administration and management, safety and security, stocking and inventory control, supplier performance, agency emergency and routine provisioning (such as the Forest Service, or other relief agencies, customer transaction processing (sales, returns, purchase agreements, material returns, etc.), stock inspection and testing/sampling, national customer directory maintenance, commodities and services records and market research, product standardization and simplification records, contractor/supplier code assignments, and other supply chain subjects. Record types include reports, listings, inventories,



assignments, testing/sampling files, project files, case files, research, and related correspondence and records.

Final Disposition Temporary

Item Status Withdrawn

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

Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year in accordance with the specific record type cutoff instructions.

Retention Period Destroy either when superseded, obsolete, or between 1 and 6 years after cutoff.

Additional Information

GAO Approval Not Required

1.6.3

**C. Supply Chain Long-term Records (SL)**

Disposition Authority Number DAA-0269-2014-0001-0028

Records include contracting requirements forecasting and procurement files, order/shipment exercise files, inventory management project files, and operating equipment service files.

Final Disposition Temporary

Item Status Withdrawn

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

Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year in accordance with the specific record type cutoff instructions.

Retention Period Destroy between 7 year(s) and 10 year(s) after cutoff.

1.6.4	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>E. Supply Chain Permanent Records (SP)</b>	
	Disposition Authority Number	DAA-0269-2014-0001-0029
	Records include information associated with supply standardization committee. Record types include agendas, minutes, reports and related correspondence of committees and boards where GSA is chairing.	
	Final Disposition	Permanent
	Item Status	Withdrawn
	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
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Out of the end of the fiscal year.
	Transfer Electronic Records to the National Archives for Pre-Accessioning	Transfer electronic records to the National Archives for pre-accessioning 1 year(s) after cutoff.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives between 5 year(s) and 15 year(s) after cutoff.
	<b>Additional Information</b>	
What will be the date span of the initial transfer of records to the National Archives?	Unknown Date span transfers are dependent upon each specific record types in this group.	
How frequently will your agency transfer these records to the National Archives?	Unknown Transfer frequencies are dependent upon specific record types in this group.	
1.6.5	<b>D. Supply Chain Essential Records (SE)</b>	
Disposition Authority Number	DAA-0269-2014-0001-0030	
<b>Reserved for Future Use.</b>		
Final Disposition	Temporary	

Required Without Action

	Item Status	Withdrawn
	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
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the fiscal year.
	Retention Period	Destroy between 11 year(s) and 20 year(s) after
	Additional Information	
	GAO Approval	Not Required
1.7	Travel and Transportation Function	
	This function focuses on the travel and transportation services program that GSA provides to all federal agencies. Included in this function are automobile vehicle acquisitions and fleet management, travel management (hotels, conferences, air travel contracting), and transportation management and auditing (transportation service contracting, management and control, relocation services, and audit of freight and transportation services.)	
1.7.1	A. Travel and Transportation Transitory Records and Reference Materials (TT)	
	Disposition Authority Number	DAA-0269-2014-0001-0031
	Record series are associated with short-term information accumulated in working with transportation account receivable/payable records, weight data input material, and compiling fleet management center and vehicle management reports. Record types include report drafts and supplementary material and related correspondence and records.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	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
	Disposition Instruction	

Returned Without Action

1.7.2

Cutoff Instruction Cut off at the end of the fiscal year in accordance with the specific record type cutoff instructions.

Retention Period Destroy when no longer needed

Additional Information

GAO Approval Not Required

**B. Travel and Transportation Routine Records (TR)**

Disposition Authority Number DAA-0269-2014-0001-0032

Record series include information associated with the Travel Management Program (TMP), traffic services files, transportation accounts management administrative files, federal travel directory, shipment and distribution records, carrier evaluation, government bills of lading (GBL) administration, express packaging and shipping services, vehicle inspection, motor vehicle tag and credit card programs, and transportation expense records. Record types include reports, logs, transaction listings, evaluations, inspections, receipts, and related correspondence and records.

Final Disposition Temporary

Item Status Withdrawn

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

Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year in accordance with the specific record type cutoff instructions.

Retention Period Destroy either when superseded, obsolete, or between 1 and 6 years after cutoff

Additional Information

GAO Approval Not Required

1.7.3

**C. Travel and Transportation Long-term Records (TL)**

Disposition Authority Number DAA-0269-2014-0001-0033

Records include travel and transportation records that document the transfer of funds or adjustments to records in the various accounting functions. Included

Retained Without Action

in this group are notices of overcharge and indebtedness, collections reports, disbursements and adjustments and related correspondence and records.

Final Disposition Temporary

Item Status Withdrawn

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

Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year in accordance with the specific record type cutoff instructions.

Retention Period Destroy between 7 year(s) and 10 year(s) after cutoff.

Additional Information

GAO Approval Not Required

1.7.4

D. Travel and Transportation Essential Records (TE)

Disposition Authority Number DAA-0269-2014-0001-0034

Included in this series are records concerned with setting up agreements regarding in-transit privileges. Included are related records and correspondence.

Final Disposition Temporary

Item Status Withdrawn

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

Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year in accordance with the specific record type cutoff instructions.

Retention Period Destroy between 11 year(s) and 50 year(s) after cutoff.

Returned Without Action

	<p><b>Additional Information</b></p>	
1.7.5	GAO Approval	Not Required
	<p><b>E. Travel and Transportation Permanent Records (TP)</b></p>	
	Disposition Authority Number	DAA-0269-2014-0001-0035
	<p><b>Reserved for Future Use</b></p>	
	Final Disposition	Permanent
	Item Status	Withdrawn
	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
	<p><b>Disposition Instruction</b></p>	
	Cutoff Instruction	Cut off at the end of the fiscal year.
	Transfer Electronic Records to the National Archives for Pre-Accessioning	Transfer electronic records to the National Archives for pre-accessioning 1 year(s) after cutoff
	Transfer to the National Archives for Accessioning	Transfer to the National Archives between 1 year(s) and 15 year(s) after cutoff.
	<p><b>Additional Information</b></p>	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown Record category is reserved for future use.
	How frequently will your agency transfer these records to the National Archives?	Unknown Record category is reserved for future use.
1.8	<p><b>Workspaces Function</b></p>	
	<p>This function encompasses the creation, maintenance, operations, leasing, renovation, and disposition of GSA's real property (owned and leased). Included in this function are records associated with construction projects and management, space delivery, property/facility management, real asset management, and property acquisition and disposal. This business function is commonly associated with GSA's Public Buildings Service. Records associated with contracting in these functions (both construction and service contracts) follow the Federal Acquisitions'</p>	

Returned Without Action

1.8.1

Regulations (FAR, ch. 4.8) that warranted contracting officers and contracting officer representatives use for guidance in these matters.

**A. Workspaces Transitory Records and Reference Materials (WT)**

Disposition Authority Number      **DAA-0269-2014-0001-0036**

Includes artist files not commissioned for work, master inventory files, agency real property requirements, excess and surplus property inventories, real property appraisal schedules and activity reports and related records and correspondence.

Final Disposition                      **Temporary**

Item Status                              **Withdrawn**

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**

**Disposition Instruction**

Cutoff Instruction                      **Out off at the end of the fiscal year in accordance with the specific record type cutoff instructions.**

Retention Period                      **Destroy when no longer needed**

**Additional Information**

GAO Approval                          **Not Required**

1.8:2

**B. Workspaces Routine Records (WR)**

Disposition Authority Number      **DAA-0269-2014-0001-0037**

Includes relocation records, administration of real estate appraisers, routine site management records, routine fine arts management and historic buildings management records. Included are correspondence, miscellaneous subject files, records related to the preservation of historic buildings and art located on the premises. Also included are environmental routine reports, capital improvement, leasing planning records, space assignment and utilization reports, budget reports, project development program records, space management report records, outlease records, real property disposal records and internal reports and related records and correspondence.

Final Disposition                      **Temporary**

Item Status                              **Withdrawn**

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
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the fiscal year in accordance with the specific record type cutoff instructions.
	Retention Period	Destroy either when superseded, obsolete, or between 1 and 6 years after cutoff.
	Additional Information	
	GAO Approval	Not Required
1.8.3	<b>C. Workspaces Long-term Records (WL)</b>	
	Disposition Authority Number	DAA-0269-2014-0001-0038
	Includes real property utilization surveys, real property disposal general subject files, photos, maps, and related correspondence.	
	Final Disposition	Temporary
	Item Status	Withdraw
	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
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the fiscal year in accordance with the specific record type cutoff instructions.
	Retention Period	Destroy between 7 year(s) and 10 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
1.8.4	<b>D. Workspaces Essential Records (WE)</b>	
	Disposition Authority Number	DAA-0269-2014-0001-0039

Returned Without Action



Includes Real Property Acquisition records, (titles, transmittals, certificates, deeds, restrictions, easements, site registers, and memorandums of understanding regarding the transfer of the property), record drawings (final copy) of the building and grounds, the latest physical condition and hazardous material studies.

Final Disposition Temporary

Item Status Withdrawn

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?

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

Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year in accordance with the specific record type cutoff instructions.

Retention Period Transfer records to purchaser once the property is free and clear of any mortgages or other liens, or destroy between 11 and 30 years after cutoff.

Additional Information

GAO Approval Not Required

1.8.5

**E. Workspaces Permanent Records (WP)**

Disposition Authority Number DAA-0269-2014-0001-0040

Includes acquisition records for real property purchased before January 1, 1920, fine arts program records for art associated with Real Property, historic buildings preservation program records, environmental reports, and official reports on the sale or disposition of federal real property.

Final Disposition Permanent

Item Status Withdrawn

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?

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

Disposition Instruction

Cutoff Instruction

Cut off at the end of the fiscal year in accordance with specific record type cutoff instructions.

Transfer Electronic Records to the National Archives for Pre-Accessioning

Transfer electronic records to the National Archives for pre-accessioning 1 year(s) after cutoff.

Transfer to the National Archives for Accessioning

Transfer to the National Archives between 1 year(s) and 25 year(s) after cutoff.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

Unknown

Date span transfers are dependent upon the specific record types in this group.

How frequently will your agency transfer these records to the National Archives?

Unknown

Transfer frequencies are dependent upon the specific record types in this group.

**Returned Without Action**

### 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
02/10/2014	Certify	Robert Smudde	National Records Of ficer	Office of the Chief Information Officer - Office of Policy and Compliance
08/26/2014	Return for Revision	Jametta Davis	Appraiser	National Archives and Records Administration - Records Management Services
12/08/2014	Submit For Certification	David Simmons	Knowledge Management Specialist	Public Buildings Service - All os Region 5 GSA
12/09/2014	Certify	Robert Smudde	National Records Of ficer	Office of the Chief Information Officer - Office of Policy and Compliance
02/03/2015	Return Without Action	Rachel BanTonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services

Returned Without Action