

## Request for Records Disposition Authority

Records Schedule Number      DAA-0269-2016-0001  
 Schedule Status                Approved

Agency or Establishment      General Services Administration  
 Record Group / Scheduling Group    General Records of the General Services Administration  
 Records Schedule applies to      Major Subdivision  
 Major Subdivision                Office of General Counsel  
 Schedule Subject                Office of General Counsel Records (269.2)  
 Internal agency concurrences will be provided      No

**Background Information**

This group provides documentation and disposition instructions for records created while providing legal counsel, advice, suggestions, and assistance to services and staff offices to assist them in accomplishing their missions and program responsibilities. These records are created in carrying out functions assigned in the GSA Organization Manual (OHR P 5440.1), and authority described in the GSA Directive Office of General Counsel Legal Review (ADM 5000.4B – November 14, 2014). Office of General Counsel, as defined in par. 3.d. of this Order, is the sole and exclusive authorized provider of legal services, review and advice to agency personnel in the course of agency operations, except for the Office of Inspector General (OIG), Civilian Board of Contract Appeals (CBCA), and as designated by the General Counsel or otherwise provided by statute. Agency officials may rely upon the advice of counsel on legal issues, but are responsible for other aspects of decisions, including the exercise of sound business and policy judgment:

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	2	3	0

**GAO Approval**

## Outline of Records Schedule Items for DAA-0269-2016-0001

Sequence Number	
1	269.2 - Office of the General Counsel Records
1.1	010 - Significant Legal Records Disposition Authority Number: DAA-0269-2016-0001-0001
1.2	020 - Site Register and Acquisition Records Disposition Authority Number: DAA-0269-2016-0001-0002
1.3	031 - Litigation Case Files Disposition Authority Number: DAA-0269-2016-0001-0003
1.4	032 - Legal Assistance Records Disposition Authority Number: DAA-0269-2016-0001-0004
1.5	051 - General Counsel Program Administration Records Disposition Authority Number: DAA-0269-2016-0001-0005



Paper		
Microform		
Hardcopy or Analog Special Media		

1.2

**020 - Site Register and Acquisition Records**

Disposition Authority Number      DAA-0269-2016-0001-0002

This series relates to records collected, created, or managed related to the acquisition and ownership of real property in GSA's inventory. Included are copies of title records for real property under the Agency's administrative jurisdiction, unrecorded documents that may affect the use of the property, title insurance policies, and related records. Official files may include survey information, drawings and legislative materials. Also included are records of legal services provided in connection with the acquisition, by purchase, condemnation, or otherwise, of interests in real property other than leasehold interests and related records. Also included are litigation case files for eminent domain actions.

Final Disposition                      Permanent

Item Status                              Active

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?      No

GRS or Superseded Authority Citation      NC1-269-79-001 / 21A80

**Disposition Instruction**

Cutoff Instruction                      Cut off at the end of the fiscal year that property is conveyed out of federal ownership.

Transfer to Inactive Storage          Retain in OGC until real property disposal. If the property is transferred, offer a copy of the site register case file to the other agency upon transfer of the administrative jurisdiction.

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

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 1949 To 2000**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

1.3

**031 - Litigation Case Files**

Disposition Authority Number **DAA-0269-2016-0001-0003**

This series includes official case files of the Office of General Counsel in matters litigated before all courts and commissions, the Government Accountability Office (GAO), the Civilian Board of Contract Appeals, Merit Systems Protection Board, Equal Employment Opportunity Commission, and other fora, not including eminent domain litigation or other litigation matters related to property. This series also includes OGC assistance records related to the Department of Justice in matters litigated in court. Such case files include, Contract Disputes Act and Transportation cases, Personnel and Labor cases, bid protest cases, Regulatory Cases, and court litigation and other proceedings (FTCA, Environmental, Civil Rights, APA, etc.) and related records.

Final Disposition **Temporary**

Item Status **Active**

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? **No**

GRS or Superseded Authority Citation **N1-269-87-001 / 21A36/a  
N1-269-92-002 / 24A115  
N1-269-92-002 / 24A120  
N1-269-81-001 / 24A135  
N1-269-92-002 / 24B9**

NC1-269-79-001 / 21A35  
NC1-269-79-001 / 21A40/a  
NC1-269-79-001 / 21A40/b  
NC1-269-79-001 / 21A40/c  
NC1-269-79-001 / 21A55/b  
NC1-269-79-001 / 21A60  
NC1-269-79-001 / 21A65

**Disposition Instruction**

**Cutoff Instruction** Cut off at the end of the fiscal year when the case is closed.

**Retention Period** Destroy 7 year(s) after cutoff.

**Additional Information**

**GAO Approval** Not Required

1.4

**032 - Legal Assistance Records**

**Disposition Authority Number** DAA-0269-2016-0001-0004

This series contains records related to provision of legal services on matters other than those specifically designated elsewhere. These records include services to GSA and other agencies or commissions, reviews, legal advice, representation records, personnel legal assistance records, legal opinions on FOIA requests, Privacy Act, and OIG matters. Records may include advice pertaining to suspension and debarment, procurement, appropriations, ethics, public buildings, law enforcement, and the Inspector General Act, as amended as well as personnel issues generally and FOIA and Privacy Act issues that do not relate to a specific request, and related records.

**Final Disposition** Temporary

**Item Status** Active

**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?** No

**GRS or Superseded Authority Citation** N1-269-81-001 / 24A130  
NC1-269-79-001 / 21A45  
NC1-269-79-001 / 21A50  
NC1-269-79-001 / 21A70  
NC1-269-84-001 / 21A75

**Disposition Instruction**

1.5

Cutoff Instruction	Cut off at the end of the fiscal year when the service was rendered.
Retention Period	Destroy 7 year(s) after cutoff.
<b>Additional Information</b>	
GAO Approval	Not Required
<b>051 - General Counsel Program Administration Records</b>	
Disposition Authority Number	DAA-0269-2016-0001-0005
This series contains records relating to the management of the Office of General Counsel. Such records include correspondence, memoranda, and documents related to general legal services which cannot be filed elsewhere in this schedule, such as potential legal cases, summary and program management reports, and related records.	
Final Disposition	Temporary
Item Status	Active
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?	No
GRS or Superseded Authority Citation	N1-269-87-001 / 21A36/b NC1-269-79-001 / 21A25
<b>Disposition Instruction</b>	
Cutoff Instruction	Cut off at the end of the fiscal year.
Retention Period	Destroy no sooner than 3 years, but no later than 7 years after cutoff unless superseded, canceled, or no longer needed for business purposes..
<b>Additional Information</b>	
GAO Approval	Not Required

## 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
04/06/2016	Certify	Robert Smudde	National Records Officer	Office of the Chief Information Officer - Office of Policy and Compliance
10/25/2016	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
11/01/2016	Submit For Certification	David Simmons	Knowledge Management Specialist	Public Buildings Service - All os Region 5 GSA
11/02/2016	Certify	Robert Smudde	National Records Officer	Office of the Chief Information Officer - Office of Policy and Compliance
05/09/2017	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
05/25/2017	Submit For Certification	David Simmons	Knowledge Management Specialist	Public Buildings Service - All os Region 5 GSA
05/25/2017	Certify	Robert Smudde	National Records Officer	Office of the Chief Information Officer - Office of Policy and Compliance
06/02/2017	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
07/18/2017	Submit For Certification	David Simmons	Knowledge Management Specialist	Public Buildings Service - All os Region 5 GSA
07/19/2017	Certify	Robert Smudde	National Records Officer	Office of the Chief Information Officer -



				Office of Policy and Compliance
11/30/2017	Submit for Concurrency	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
12/01/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/01/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/04/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist