

Request for Records Disposition Authority

Records Schedule Number DAA-0269-2016-0006
Schedule Status Approved

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 Program Management Records (269.11)
Internal agency concurrences will be provided No

Background Information This group of records is concerned with the routine program records that are not listed in the General Records Schedule or require a disposition that differs from that of the GRS.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
7	3	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0269-2016-0006

Sequence Number	
1	269.11 - Program Management Records
1.1	010 - Decisions, Issuances, and Directives Disposition Authority Number: DAA-0269-2016-0006-0001
1.2	011- Internal Project Case Files and Administrator Reports Disposition Authority Number: DAA-0269-2016-0006-0002
1.3	020 - Annual Significant Reports and Studies Disposition Authority Number: DAA-0269-2016-0006-0003
1.4	021 – Routine Internal Program Management Reports Disposition Authority Number: DAA-0269-2016-0006-0004
1.5	022 – Supplementary Material Records Disposition Authority Number: DAA-0269-2016-0006-0005
1.6	030 – Strategic Evaluation and Planning Records Disposition Authority Number: DAA-0269-2016-0006-0006
1.7	041 – Routine Program Management Records Disposition Authority Number: DAA-0269-2016-0006-0007

Records Schedule Items

Sequence Number

1 269.11 - Program Management Records

1.1 010 - Decisions, Issuances, and Directives

Disposition Authority Number DAA-0269-2016-0006-0001

This series covers decision papers, interpretation of laws and directives, and issuances issued by Heads of Staff and Services Offices and the Administrator's Office, and security directives issued under the Information Security Oversight Orders (ISOO).

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GRS or Superseded Authority Citation NC1-269-80-002 / 9D1
N1-269-90-003 / 11B20/a/1
NC1-269-84-003 / 28A1

Disposition Instruction

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

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 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 MB	
Paper		

Microform		
Hardcopy or Analog Special Media		

1.2

011- Internal Project Case Files and Administrator Reports

Disposition Authority Number DAA-0269-2016-0006-0002

This series includes special projects from the Administrator's office, unapproved directive case files, programming reports, deficiency reports and related records. Also included are special review, initiative project case files, 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 N1-269-90-003 / 11B25/b

Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year when the report is issued, project completed, and when deficiencies are corrected.

Retention Period Destroy 5 years after cutoff. For unapproved directive case files, cut off when initially drafted and destroy 20 years after cutoff or when signed, whichever comes first.

Additional Information

GAO Approval Not Required

1.3

020 - Annual Significant Reports and Studies

Disposition Authority Number DAA-0269-2016-0006-0003

This series includes documents created in reporting on management improvement goals, progress reports, and accomplishments for GSA internal and external Governmentwide programs. Also included in this series are special studies conducted at the request of the Congress, the Office of Management and Budget

(OMB), or the Office of Personnel Management (OPM), and the GSA Annual Report issued by the Administrator's Office and related records.

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
 N1-269-96-003 / 11A45/a
 NC1-137-79-001 / 52B1/a
 NC1-137-79-001 / 52B5/a
 NC1-269-80-012 / 20A40/a
 NC1-269-80-012 / 20E5/a
 NC1-269-81-004 / 18A6/a
 NC1-269-84-003 / 28A40/b
 N1-137-96-001 / FPDS1
 N1-137-96-001 / FPDS2

Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year when the report is issued.

Transfer to the National Archives for Accessioning Transfer to NARA 15 years 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 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	5 MB	
Paper		
Microform		

Hardcopy or Analog Special Media		
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1.4

021 – Routine Internal Program Management Reports

Disposition Authority Number DAA-0269-2016-0006-0004

This series includes monthly reports on highlights and progress in program accomplishments and performance, management projects, manpower studies, surveys and evaluations of operations, systems procedures, methods, and staffing for developing, recommending, and implementing improvements. Also included are quality management studies, GSA Strategic and Tactical Planning and General Management Reviews (GMR) 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 NC1-352-81-002 / 27C25/a
 NC1-352-81-002 / 27C25/b
 NC1-352-81-002 / 27C30
 NC1-269-80-002 / 9B1
 NC1-269-81-004 / 18E70
 N1-269-90-003 / 11B25/c/2
 NC1-269-80-005 / 11C35/a
 NC1-269-80-005 / 11C35/b
 N1-269-87-004 / 12A10/a
 NC1-269-80-005 / 11C36
 N1-269-86-002 / 11C85
 NC1-269-77-001 / 16E10
 N1-269-96-003 / 11A55/a
 N1-269-96-003 / 11A55/b
 N1-269-96-003 / 11A60/a
 NC1-269-76-002 / 14A59
 NC1-269-78-001 / 19A30
 NC1-291-81-001 / 33B10
 NC1-269-76-002 / 14A55/a
 NC1-269-76-002 / 14A55/b
 NC1-269-80-005 / 11A20

Disposition Instruction

1.5

Cutoff Instruction	Cut off at the end of the fiscal year after the report is issued.
Retention Period	Destroy 3 years after cutoff. Longer retention is authorized, but no more than 5 years after cutoff.
Additional Information	
GAO Approval	Not Required
022 – Supplementary Material Records	
Disposition Authority Number	DAA-0269-2016-0006-0005
This series is concerned with all of the feeder reports, correspondence, drafts, and other related documents created in the course of developing either significant reports, studies, directives, issuances, memorandum, decisions 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	NN-172-223 / 12A11 N1-269-87-004 / 12A15/b NC1-269-76-001 / 12B1 NC1-269-80-002 / 9C4 N1-269-92-002 / 24A143 N1-269-96-003 / 11A45/b NC1-121-82-001 / 44A100 NC1-121-82-001 / 44A45 NC1-121-82-001 / 44A5 NC1-137-78-003 / 62C40 NC1-137-78-002 / 66A6 NC1-269-77-001 / 16H50 NC1-269-79-001 / 21A30 NC1-269-80-003 / 17C10 NC1-269-80-012 / 20E5/b NC1-269-84-003 / 28A40/a N1-269-87-003 / 29A10/a N1-269-87-003 / 29A10/b NC1-269-80-002 / 9C2/a NC1-269-80-002 / 9C2/b NC1-269-80-012 / 20A40/c

1.6

Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year when final record is issued.

Retention Period Destroy 3 years after cutoff, unless needed for business or reference purposes, but no more than 5 years after cutoff.

Additional Information

GAO Approval Not Required

030 – Strategic Evaluation and Planning Records

Disposition Authority Number DAA-0269-2016-0006-0006

This series is concerned with all documents created in studying, proposing, reviewing, and assisting in changes in organization, function, and relationships of services, staff offices and regional offices. Included are organizational proposals, justifications, analyses of present and proposed arrangements, workloads, staffing patterns, current and proposed organization charts, functional statements, management studies, strategic plans, and related records. The files include disapproved proposals, comments on other organization studies, and records related to the changes to the GSA Organization.

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 N1-269-87-004 / 12A15/a

Disposition Instruction

Cutoff Instruction Cutoff 1 year at the end of the fiscal year when issued.

Transfer to the National Archives for Accessioning Transfer to NARA 15 years 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 1 Years**

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

1.7

041 – Routine Program Management Records

Disposition Authority Number **DAA-0269-2016-0006-0007**

This series is concerned with records created in the course of day-to-day administrative activities not covered by the General Records Schedule. Included are general correspondence and decision files that do not establish or interpret GSA policy, delegations of authority or assigning duties and responsibilities to individuals outside of directives or issuances, records related to routine library management, forms management program, management projects and process documentation development records, 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**

Manual Citation	Manual Title
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GRS or Superseded Authority Citation **N1-269-87-004 / 12A16
N1-269-87-004 / 12A21/a
NC1-269-80-005 / 11B15
NC1-269-80-002 / 9D5
N1-269-96-003 / 11A60/b
NC1-269-78-001 / 19F1
NC1-269-78-001 / 19F20/a
NC1-269-78-001 / 19F20/b**

NC1-269-78-001 / 19F5

Disposition Instruction

Cutoff Instruction

Cut off at the end of the fiscal year.

Retention Period

Destroy 3 year(s) after cutoff.

Additional Information

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
05/11/2016	Certify	Robert Smudde	National Records Officer	Office of the Chief Information Officer - Office of Policy and Compliance
10/28/2016	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
10/31/2016	Submit For Certification	David Simmons	Knowledge Management Specialist	Public Buildings Service - All os Region 5 GSA
11/08/2016	Certify	Robert Smudde	National Records Officer	Office of the Chief Information Officer - Office of Policy and Compliance
07/17/2017	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
08/11/2017	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
08/11/2017	Submit For Certification	David Simmons	Knowledge Management Specialist	Public Buildings Service - All os Region 5 GSA
08/14/2017	Certify	Robert Smudde	National Records Officer	Office of the Chief Information Officer -

				Office of Policy and Compliance
08/13/2018	Submit for Concurrency	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
08/16/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/16/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/17/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist