

## Request for Records Disposition Authority

Records Schedule Number      DAA-0269-2016-0007  
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                Communications Records (269.12)  
Internal agency concurrences will be provided      Yes

Background Information              This group of records is concerned with GSA Communications Program Records not covered by the General Records Schedules. These program records deal with the record copies of prepared communications; internal and public, events such as conferences and symposiums, and routine communications program management files. This group does not include training records of individual employees, routine email records, or other informal means of communications used by all agency staff.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	1	3	0

### GAO Approval

## Outline of Records Schedule Items for: DAA-0269-2016-0007

Sequence Number	
1	010 – Significant Prepared Communications Records Disposition Authority Number: DAA-0269-2016-0007-0001
2	011 – Other Prepared Communications Records Disposition Authority Number: DAA-0269-2016-0007-0002
3	021 – Events Records Disposition Authority Number: DAA-0269-2016-0007-0003
4	031 – Communications Program Management Records Disposition Authority Number: DAA-0269-2016-0007-0004

### Records Schedule Items

Sequence Number  
  
1

**010 – Significant Prepared Communications Records**

Disposition Authority Number      DAA-0269-2016-0007-0001

**010 - Significant Prepared Communications Records. Speeches and communications by Heads of Staff and Service Offices (HSSOs) as well as the Administrator’s office, biographies of Administrator, Regional Administrators, HSSOs, and Commissioners. Also included are record copies of GSA press releases; record copies of internal and external newsletters, 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GRS or Superseded Authority Citation      NC1-269-80-012 / 20A35/b  
NC1-269-80-012 / 20A10/a  
NC1-269-80-012 / 20A25/a  
NC1-269-80-012 / 20A35/a  
NC1-269-80-012 / 20A1/a/1

**Disposition Instruction**

Cutoff Instruction                      Cut off 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 1980 To 2010

How frequently will your agency transfer these records to the National Archives?      Unknown  
To be determined.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	100 MB	
Paper	1 Cubic feet	

Microform		
Hardcopy or Analog Special Media		

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**011 – Other Prepared Communications Records**

Disposition Authority Number      DAA-0269-2016-0007-0002

Records created by persons other than the Administrator, Regional Administrators, HSSOs, and Commissioners. Included are prepared speeches, interviews, biographies, press releases, 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      NC1-269-84-003 / 28A60  
NC1-269-80-012 / 20A25/b  
NC1-269-80-012 / 20A10/b  
NC1-269-84-012 / 20A1/b/1

**Disposition Instruction**

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

Retention Period                        Destroy 6 years after cutoff.

**Additional Information**

GAO Approval                            Not Required

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**021 – Events Records**

Disposition Authority Number      DAA-0269-2016-0007-0003

Records of award ceremonies, dedications, GSA-sponsored symposia and conferences. Included are invitations, guest lists and rosters, agendas, documents related to presentations, copies of speeches, administrative arrangements for the event, 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 NC1-269-80-012 / 20A20  
NC1-064-77-004 / 76A30

**Disposition Instruction**

Cutoff Instruction Cut off at the end of the fiscal year when final payment is made.

Retention Period Destroy 3 years after cutoff but longer retention is authorized if needed for business or reference purposes.

**Additional Information**

GAO Approval Not Required

**031 – Communications Program Management Records**

Disposition Authority Number DAA-0269-2016-0007-0004

Records created in the course of developing communications and managing graphics, letterhead, and related activities. Included in this series are letterhead case files, drafts, clearance review copies, supporting materials used in the creation of prepared communications, correspondence, 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 N1-269-89-001 / 11E10

**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 but longer retention is authorized if needed for business or reference purposes.

**Additional Information**

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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
06/27/2016	Return for Revision	Galen Wilson	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
06/28/2016	Submit For Certification	Robert Smudde	National Records Officer	Office of the Chief Information Officer - Office of Policy and Compliance
06/29/2016	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
11/07/2016	Certify	Robert Smudde	National Records Officer	Office of the Chief Information Officer - Office of Policy and Compliance
01/04/2017	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
01/05/2017	Submit For Certification	David Simmons	Knowledge Management Specialist	Public Buildings Service - All os Region 5 GSA

01/05/2017	Return to Submitter	Robert Smudde	National Records Officer	Office of the Chief Information Officer - Office of Policy and Compliance
01/05/2017	Submit For Certification	David Simmons	Knowledge Management Specialist	Public Buildings Service - All os Region 5 GSA
01/06/2017	Certify	Robert Smudde	National Records Officer	Office of the Chief Information Officer - Office of Policy and Compliance
06/22/2017	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
06/22/2017	Submit For Certification	David Simmons	Knowledge Management Specialist	Public Buildings Service - All os Region 5 GSA
06/22/2017	Certify	Robert Smudde	National Records Officer	Office of the Chief Information Officer - Office of Policy and Compliance
08/04/2017	Submit for Concurrence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
08/07/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/07/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/08/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist