

Request for Records Disposition Authority

Records Schedule Number DAA-0269-2016-0008
 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 Legislative and Congressional Affairs Records (269.13)
 Internal agency concurrences will be provided No

Background Information

This group of records is concerned with the records that are derived from the role GSA plays as an advisor to the Administrator and as the GSA Liaison with Members of Congress and congressional committees. Additionally, records are created and maintained from the program's role of assuring compliance with terms of Senate and House Memoranda of Understanding, and supporting office space, procurement, communications, relocation, and asset management services to members of Congress and the Senate. This group of records is also concerned with supporting GSA's legislative program, tracking legislation, interacting with Members, committees, and staff, and handling congressional or senate inquiries on issues relating to GSA.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	2	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0269-2016-0008

Sequence Number	
1	269.13 - Legislative and Congressional Affairs Records
1.1	010 – Legislation Case Files Disposition Authority Number: DAA-0269-2016-0008-0001
1.2	011 – Legislative and Congressional Affairs Program Management Records Disposition Authority Number: DAA-0269-2016-0008-0002
1.3	020 – Legislative Program Reports Disposition Authority Number: DAA-0269-2016-0008-0003
1.4	031 – Congressional Property Records Disposition Authority Number: DAA-0269-2016-0008-0004

Records Schedule Items

Sequence Number

1 269.13 - Legislative and Congressional Affairs Records

1.1 010 – Legislation Case Files

Disposition Authority Number DAA-0269-2016-0008-0001

This series is concerned with the documents created when reviewing, formulating, and presenting proposed legislation of GSA or the GSA position on legislative programs of other Federal agencies. Also, this series includes legislative program reviews and reports associated with the agency program itself. Included are drafts of bills, clearance actions, reports, testimonies of GSA officials, general information on or status of, the legislative program, correspondence, 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 N1-269-96-001 / 10B005/a

Disposition Instruction

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

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		

1.2

011 – Legislative and Congressional Affairs Program Management Records

Disposition Authority Number **DAA-0269-2016-0008-0002**

This series is concerned with records accumulated when providing legal assistance on proposed and enacted legislation, regulations for publication in Federal Register and Code of Federal Regulations, and change and additions in regulations issued by GSA. Also included in this series are supporting materials for putting together said report or assistance, clearance copies, 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 **N1-269-96-001 / 10B005/b
NC1-269-79-001 / 21A10
NC1-269-80-012 / 20C10/b**

Disposition Instruction

Cutoff Instruction **Cut off at the end of the fiscal year when the case is closed, review completed, or recommendations made.**

Retention Period **Destroy 8 years after cutoff.**

Additional Information

GAO Approval **Not Required**

1.3

020 – Legislative Program Reports

Disposition Authority Number **DAA-0269-2016-0008-0003**

Documents created in preparing and disseminating information reflecting content and status of the GSA legislative program, including reports of general information on, or status of, the legislative program, correspondence, 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 / 20C10/a
NC1-269-80-012 / 20C15

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	1 MB	
Paper		
Microform		
Hardcopy or Analog Special Media		

1.4

031 – Congressional Property Records

Disposition Authority Number DAA-0269-2016-0008-0004

Documents accumulated in controlling congressional property in the possession of and purchased for a Member of Congress. Included are those documents reflecting additions to, changes in, and status of the individual member's personal property account. Source documents may include GSA Forms 300, Purchase Order; GSA Forms 526, Report of Property for Survey; Standard Forms 120, Report of Excess Personal Property; and SF 122, Transfer Order Excess Personal Property. The file

may also include registers of source documents; master files or purchase orders; reports of property for survey or related records and correspondence.

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 NC1-269-80-007 / 19A6/a
NC1-269-80-007 / 19A6/b

Disposition Instruction

Cutoff Instruction Cut off at end of fiscal year after member closes office and completion of all transactions.

Retention Period Destroy 6 years 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
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
07/26/2017	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
07/26/2017	Submit For Certification	David Simmons	Knowledge Management Specialist	Public Buildings Service - All os Region 5 GSA
07/26/2017	Certify	Robert Smudde	National Records Officer	Office of the Chief Information Officer - Office of Policy and Compliance
08/02/2017	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
08/14/2017	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
11/15/2017	Submit for Concurrency	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
11/16/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/16/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/16/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist