

## Request for Records Disposition Authority

Records Schedule Number      DAA-0269-2016-0010  
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                Security Records (269.17)  
Internal agency concurrences will be provided      No

Background Information            This group of records is concerned with activities required by statute or directive to support the National Infrastructure Protection Plan, Federal Protective Services activities, Emergency and Continuity of Operations (COOP) activities, identity, credentialing and access management, personnel security and safety, industrial and information security. Such support includes planning, testing, developing policies, and resolving situations where the personnel, government assets (property, vehicles, etc.) are potentially endangered. These records supersede all previously-approved GSA schedules where they do not conflict with the General Records Schedule.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0269-2016-0010

Sequence Number	
1	269.17 Security Records
1.1	010 – Security Report Records Disposition Authority Number: DAA-0269-2016-0010-0001
1.2	021 – Security Program Management Records Disposition Authority Number: DAA-0269-2016-0010-0002

## Records Schedule Items

Sequence Number	
1	<p><b>269.17 Security Records</b> This group of records is concerned with activities required by statute or directive to support the National Infrastructure Protection Plan, Federal Protective Services activities, Emergency and Continuity of Operations (COOP) activities, identity, credentialing and access management, personnel security and safety, industrial and information security. Such support includes planning, testing, developing policies, and resolving situations where the personnel, government assets (property, vehicles, etc.) are potentially endangered. These records supersede all previously-approved GSA schedules where they do not conflict with the General Records Schedule.</p>
1.1	<p><b>010 – Security Report Records</b> Disposition Authority Number      DAA-0269-2016-0010-0001</p> <p>This series of records focuses on the collection and reporting of Security programs within GSA's facilities that result from oversight and monitoring activities. Includes external program management reports, such as SF311 Agency Security Classification Management Program Data and other training records; information safety coordination activities of the Information Safety Operating Office (ISOO), including summaries of interagency meetings convened and chaired by the ISOO director, as well as any final products of projects this office oversees. Also included are audit and inspection reports, regulations, correspondence and related records.</p> <p>Final Disposition                      Permanent</p> <p>Item Status                              Active</p> <p>Is this item media neutral?          Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      No</p> <p>GRS or Superseded Authority Citation      N1-121-91-001 / 43E20/a NC1-269-84-003 / 28A45 NC1-269-84-003 / 28A50/a NC1-269-84-003 / 28A65 NC1-269-84-003 / 28A75/b</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      Cut off at the end of the fiscal year when the report or regulation is published.</p>

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 1976 To 2002

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 GB	
Paper	100 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

1.2

**021 – Security Program Management Records**

Disposition Authority Number      DAA-0269-2016-0010-0002

This series of records focuses on the routine records that are created in the course of managing GSA's Security program. Such records include emergency notification records, special projects, interagency meetings, surveys, focus group activities, forums, feedback, correspondence, and other information collected to support the above-mentioned activities and related records. The sensitive nature of these records necessitates a record type for these program support 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      N1-121-96-001 / 7D185  
N1-269-91-001 / 15A4  
N1-269-78-002 / 15C10  
N1-269-78-002 / 15C15  
NC1-121-85-001 / 46E40

NC1-121-85-001 / 46D5/b  
NC1-121-85-001 / 46D5/c  
NC1-137-78-003 / 62A45/a  
NC1-137-78-003 / 62A45/b  
NC1-269-84-003 / 28A50/b  
NC1-269-84-003 / 28A70  
NC1-269-84-003 / 28A75/a  
NC1-121-85-001 / 46C1

**Disposition Instruction**

Cutoff Instruction

Cut off at the end of the fiscal year or when superseded or obsolete.

Retention Period

Destroy 5 years after cutoff, or when no longer needed for business or reference purposes, whichever is longer, but not to exceed 10 years.

**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
01/13/2017	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
01/18/2017	Submit For Certification	David Simmons	Knowledge Management Specialist	Public Buildings Service - All os Region 5 GSA
01/18/2017	Certify	Robert Smudde	National Records Officer	Office of the Chief Information Officer - Office of Policy and Compliance
01/25/2017	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
01/25/2017	Submit For Certification	David Simmons	Knowledge Management Specialist	Public Buildings Service - All os Region 5 GSA
01/25/2017	Certify	Robert Smudde	National Records Officer	Office of the Chief Information Officer -

				Office of Policy and Compliance
05/23/2017	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
05/24/2017	Submit For Certification	David Simmons	Knowledge Management Specialist	Public Buildings Service - All os Region 5 GSA
05/24/2017	Certify	Robert Smudde	National Records Officer	Office of the Chief Information Officer - Office of Policy and Compliance
06/01/2017	Submit for Concurrence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
06/07/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/07/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/11/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist