

Request for Records Disposition Authority

Records Schedule Number **DAA-0269-2016-0011**
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 **269.7 Internal Information Technology Services to GSA**
Internal agency concurrences will be provided **No**

Background Information **This group is concerned with agency IT support and administration activities not listed in the General Records Schedule or elsewhere in the GSA schedules. Also included are records kept in compliance with IT Governance activities, FITARA, and Clinger-Cohen Act. This schedule supersedes previous GSA schedules found in Record Groups 352 and 172.**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0269-2016-0011

Sequence Number	
1	269.7 Internal Information Technology Services to GSA
1.1	011 – Information Technology Support Program Records Disposition Authority Number: DAA-0269-2016-0011-0001
1.2	020 – GSA-designed Information Technology Standards and Specifications Disposition Authority Number: DAA-0269-2016-0011-0002
1.3	021 - Supporting Material for GSA-designed Information Technology Standards and Specifications Disposition Authority Number: DAA-0269-2016-0011-0003
1.4	031 – Non-GSA Information Technology Standards and Specification Records Disposition Authority Number: DAA-0269-2016-0011-0004

Records Schedule Items

Sequence Number	
1	<p>269.7 Internal Information Technology Services to GSA This group is concerned with agency IT support and administration activities not listed in the General Records Schedule or elsewhere in the GSA schedules. Also included are records kept in compliance with IT Governance activities, FITARA, and Clinger-Cohen Act. This schedule supersedes previous GSA schedules found in Record Groups 352 and 172.</p>
1.1	<p>011 – Information Technology Support Program Records Disposition Authority Number DAA-0269-2016-0011-0001</p> <p>This series is concerned with the administration of the internal agency IT program. Such records include routine records concerning the purchasing, leasing, and licensing of software, hardware, equipment, and services. This series is intended for use with small purchases in support of larger technology procurement and support services. Such records include acquisitions for less than \$10,000 for the following items: micro-purchases, commodity purchases less than \$10,000, such as software licensing and maintenance of information technology and services.</p> <p>Final Disposition Temporary</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 NC1-352-81-002 / 27E1 NC1-352-81-002 / 27E5 NC1-352-81-002 / 27E15 NC1-352-81-002 / 27E40</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the fiscal year after last payment or cancellation.</p> <p>Retention Period Destroy 6 years after cutoff, or when no longer needed for business or reference purposes, whichever is longer.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

1.2

020 – GSA-designed Information Technology Standards and Specifications

Disposition Authority Number **DAA-0269-2016-0011-0002**

This series addresses the GSA-designed or contracted standards or specifications that are published and used by GSA and other agencies. Such records include GSA Web Design Standards, FedRAMP standards, or other similar types of IT-related documents. This record is only the final standard, not the supporting or developmental material used to create that standard.

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**

Disposition Instruction

Cutoff Instruction **Cut off at the end of the fiscal year.**

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 1995 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		
Microform		
Hardcopy or Analog Special Media		

1.3

021 - Supporting Material for GSA-designed Information Technology Standards and Specifications

Disposition Authority Number DAA-0269-2016-0011-0003

This series consists of the supporting and developmental material, used to create the GSA-designed or contracted standards or specifications. Records include drafts, responses, industrial standards used as models, change tracking sheets, 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

Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year when the standard or specification is adopted or put into use. .

Retention Period Destroy 3 years after cutoff. Longer retention is authorized, but no longer than 3 years after the standard or specification has been cancelled, superseded or made obsolete.

Additional Information

GAO Approval Not Required

1.4

031 – Non-GSA Information Technology Standards and Specification Records

Disposition Authority Number DAA-0269-2016-0011-0004

This series is concerned with standards, references, and specifications referenced in IT contracts as a standard to measure performance against. Included are standards and specifications from ISO, ANSI, or industrial and trade standards used. Records collected in this collection are maintained for as long as they are referenced in active contracts, arrangements, agreements, or other 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

Disposition Instruction

Cutoff Instruction	Cut off at the end of the fiscal year in which the standard, reference, or specification is superseded, cancelled, or no longer valid.
Retention Period	Destroy 12 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 Of ficer	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
01/19/2017	Return to Submitter	Robert Smudde	National Records Of ficer	Office of the Chief Information Officer - Office of Policy and Compliance
01/19/2017	Submit For Certification	Robert Smudde	National Records Of ficer	Office of the Chief Information Officer - Office of Policy and Compliance
01/19/2017	Certify	Robert Smudde	National Records Of ficer	Office of the Chief Information Officer - Office of Policy and Compliance
01/19/2017	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
01/19/2017	Submit For Certification	David Simmons	Knowledge Management Specialist	Public Buildings Service - All os Region 5 GSA
01/19/2017	Certify	Robert Smudde	National Records Of ficer	Office of the Chief Information Officer - Office of Policy and Compliance

02/23/2017	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
02/24/2017	Submit For Certification	David Simmons	Knowledge Management Specialist	Public Buildings Service - All os Region 5 GSA
02/27/2017	Certify	Robert Smudde	National Records Officer	Office of the Chief Information Officer - Office of Policy and Compliance
05/10/2017	Submit for Concurrence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
05/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/22/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist