

Request for Records Disposition Authority

Records Schedule Number **DAA-0269-2016-0012**
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 **Professional Services To and With Other Agencies (269.6)**
Internal agency concurrences will be provided **No**

Background Information **This group of records is concerned with services that GSA performs for other agencies. Such services include Presidential and Vice-Presidential Transitions, Committee Management Secretariat Program Management, and managing regulations such as the Federal Acquisitions Regulations (FAR), Federal Management Regulations (FMR), and the Federal Travel Regulations (FTR). Also included are activities supporting developing new non-IT shared services with federal, state, and municipal agencies and compiling reports on behalf of the government agencies.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	3	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0269-2016-0012

Sequence Number	
1	269.6 –Professional Services to and with Other Agencies
1.1	010 – Presidential Transition Records Disposition Authority Number: DAA-0269-2016-0012-0001
1.2	020 – Committee Management Secretariat Report Records Disposition Authority Number: DAA-0269-2016-0012-0002
1.3	021 – Committee Management Secretariat Program Files Disposition Authority Number: DAA-0269-2016-0012-0003
1.4	030 – Federal Agency Regulation Documents Case Files Disposition Authority Number: DAA-0269-2016-0012-0004
1.5	041 – Interagency Agreement and Report Development Disposition Authority Number: DAA-0269-2016-0012-0005

Records Schedule Items

Sequence Number	
1	<p>269.6 –Professional Services to and with Other Agencies This group of records is concerned with services that GSA performs for other agencies. Such services include Presidential and Vice-Presidential Transitions, Committee Management Secretariat Program Management, and managing regulation documents for all Federal Agencies such as the Federal Acquisitions Regulations (FAR), Federal Management Regulations (FMR), and the Federal Travel Regulations (FTR). Also included are activities supporting developing new non-IT shared services with federal, state, and municipal agencies and compiling reports on behalf of the government agencies. The records in this group supersede any previously-scheduled GSA records.</p>
1.1	<p>010 – Presidential Transition Records</p> <p>Disposition Authority Number DAA-0269-2016-0012-0001</p> <p>This series of records encompass all records concerned with GSA’s involvement with the transitions of U.S. Presidents and Vice Presidents and inaugural events in compliance with GSA Directive ADM 1080.1D - GSA Support for Eligible Presidential Candidates, Presidential Transition and Inaugural Events, the Presidential Transition Acts of 1963 (3 U.S.C. 102) and 2000 (P.L. 106-293), as amended, the Presidential Transition Effectiveness Act of 1988 (P.L. 100-398), The Pre-Election Presidential Transition Act of 2010 (P.L. 111-283), The Federal Property and Administrative Services Act of 1949, as amended (40 U.S.C. Sec. 581e). These records include: correspondence, memorandums of understanding, agreements, inventories, financial estimates, justifications, budgets, accounting reports, copies of official reports to Congress, and other deliverables as described in the laws and directive listed above.</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>Disposition Instruction</p> <p>Cutoff Instruction Cut off 7 months after the Presidential Inauguration date or after last payment of obligated funds, whichever is later.</p> <p>Transfer to the National Archives for Accessioning Transfer to NARA 15 years after cutoff.</p>

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1976 To 2012**

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	300 GB	
Paper	100 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

1.2

020 – Committee Management Secretariat Report Records

Disposition Authority Number **DAA-0269-2016-0012-0002**

This series of records concerns those records maintained by the GSA Committee Management Secretariat for oversight purposes as described in GSA ADM P 5420.40D CHGE 1. The records in this series differ from those in GRS 6.2 in that the records in this schedule pertain to the execution of FACA and Committee Oversight powers vested in the GSA Administrator thru the GSA Committee Management Secretariat in accordance with Executive Order 12024 (1977), and the Federal Advisory Committee Act, as amended (5 U.S.C. App. 1) (1973) and OMB Circular 135 (1994). Included are the Annual Report on Committees to the President and any other reports to parties outside the agency as required. Also included are the committee files including proposals, approvals, and disapprovals; charters; copies of directives establishing, changing, continuing, or dissolving committees; information reflecting the nomination, appointment, and relief of committee members; notices, agenda, minutes; committee files created by committees concerned with broad federal standardization policies and procedures; committee management policy files including directives, memoranda to federal agencies, Congressional relations files, reorganization and transition files, policy and procedure files; annual review of Federal Advisory Committee files, including instructions to agencies, clearance files, and correspondence; agency general case files, including annual reports, annual reviews, and related correspondence submitted to GSA by advisory committees and other 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 **N1-269-80-002 / 9C6/a
NC1-137-77-001 / 60A15/a
NC1-269-84-002 / 69A1
NC1-269-84-002 / 69A10
NC1-269-84-002 / 69A30
NC1-269-84-002 / 69A5**

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 1949 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		
Paper	5 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

1.3

021 – Committee Management Secretariat Program Files

Disposition Authority Number **DAA-0269-2016-0012-0003**

This series represents the Administrative activities of the Committee Management Secretariat office while carrying out the day to day responsibilities outlined in the orders and laws listed above. Included are instructions and procedures for

Committees, collection and compilation of annual federal agency committee management plans, tracking reports on OMB committee goals, annual report development materials, 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
N1-269-87-002 / 70A21/a
N1-269-87-002 / 70A21/b
N1-269-87-004 / 12A5/b
N1-269-80-002 / 9C6/b
NC1-137-77-001 / 60A15/b
NC1-137-77-001 / 60A40
NC1-269-84-002 / 69A31
NC1-269-84-002 / 69A41
NC1-269-84-002 / 69A42
N1-269-87-0004 / 12A5/a
NC1-269-84-0002 / 69A25
NC1-269-84-002 / 69A20

Disposition Instruction

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

Retention Period Destroy 6 years after cutoff.

Additional Information

GAO Approval Not Required

1.4

030 – Federal Agency Regulation Documents Case Files

Disposition Authority Number DAA-0269-2016-0012-0004

This series is concerned with managing the Federal Regulations Manuals and other reports publicly managed as a standard used by federal agencies or compiled and published on behalf of all agencies. Such documents include, but are not limited to the Federal Management Regulations (FMR), the Federal Travel Regulations (FTR), and the Federal Acquisition Regulations (FAR) and the Federal Real and Personal Property report (FRPP). Included are any reviews, reports, or case files on revisions, correspondence, research, analyses, findings and/or recommendations used to change these documents. Also included is an annual master copy (taken at the end of each fiscal year) as a record copy for that fiscal year.

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 N1-269-90-004 / 16A30/a
NC1-269-71-001 / 16E1
NC1-269-71-001 / 16A30/a2
NC1-269-71-001 / 16A30/b

Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year when the change is published.

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 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	200 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

1.5

041 – Interagency Agreement and Report Development

Disposition Authority Number DAA-0269-2016-0012-0005

This series is focused on developing services and arrangements for services to other federal, state, and municipal agencies as well as the feeder reports from those same agencies for purposes of compiling Governmentwide reports. Such

records include, agreements, memorandums of understanding, correspondence, operational and program materials 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
N1-269-87-004 / 12A1/a
N1-269-87-004 / 12A1/b
N1-269-91-001 / 15B4
NC1-269-76-002 / 14A25

Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year when the agreement is terminated or when the report is published.

Retention Period Destroy 3 years after cutoff or when no longer needed for business purposes, whichever is longer.

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
04/05/2017	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
04/06/2017	Submit For Certification	David Simmons	Knowledge Management Specialist	Public Buildings Service - All os Region 5 GSA
04/06/2017	Certify	Robert Smudde	National Records Officer	Office of the Chief Information Officer -

				Office of Policy and Compliance
05/31/2017	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
05/31/2017	Submit For Certification	David Simmons	Knowledge Management Specialist	Public Buildings Service - All os Region 5 GSA
05/31/2017	Certify	Robert Smudde	National Records Officer	Office of the Chief Information Officer - Office of Policy and Compliance
06/06/2017	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