

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0269-2017-0001

Request for Records Disposition Authority

Records Schedule Number: DAA-0269-2017-0001
Schedule Status: Returned Without Action
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: 269.18 - Audiovisual Records
Internal agency concurrences will be provided: No

Background Information: This group of records is comprised of sound recordings, videotapes, motion picture films and equivalent or related records created or produced by GSA, or acquired by other sources. This schedule is made in accordance with 36 CFR 1235, Section XXX For permanent audiovisual records, the specific record preservation, and transfer instructions will be followed in accordance with 36 CFR 1237.12-14, and 36 CFR 1235.42, respectively. Regarding use of this schedule, GSA will use the GRS 6.4 to the furthest extent possible for the records surrounding the administration, production, and supplemental materials associated with this non-print format of records.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

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Records Schedule: **DAA-0269-2017-0001**

Outline of Records Schedule Items for DAA-0269-2017-0001

Sequence Number	
1	010 - Permanent Audiovisual Records Disposition Authority Number: DAA-0269-2017-0001-0001
2	011 - Temporary Audiovisual Records Disposition Authority Number: DAA-0269-2017-0001-0002

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Records Schedule: DAA-0269-2017-0001

Records Schedule Items

Sequence Number	
1	<p>010 - Permanent Audiovisual Records</p> <p>Disposition Authority Number DAA-0269-2017-0001-0001</p> <p>This series of records covers those items created to document GSA's history, mission or programs; topics of controversial or historical interest, public affairs or news interviews with GSA officials and staff, news releases and public service announcements, and other productions created to disseminate agency information regarding GSA's operations. Audio-visual versions of permanent records covered elsewhere in the NARA General Records Schedule (GRS) and in GSA disposition authorities will follow the disposition requirements for the non-AV form.</p> <p>Final Disposition Permanent</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation This is specific to non-textual formats</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <p>GRS or Superseded Authority Citation N1-269-95-001 / a</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the fiscal year.</p> <p>Transfer Electronic Records to the National Archives for Pre-Accessioning Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after cutoff</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff</p> <p>Additional Information</p> <p>First year of records accumulation 1949</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 1949 To 2000</p>

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How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 GB	5 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

2

011 - Temporary Audiovisual Records

Disposition Authority Number **DAA-0269-2017-0001-0002**

This series of records covers those audio-visual records not covered elsewhere in the NARA GRS or in this schedule such as promotion of non-mission-related events and programs. Also covered are copies of the original master copy listed in 269.18/010. Audio-visual versions of temporary records covered elsewhere in the NARA GRS and in GSA disposition authorities will follow the disposition requirements for the non-AV form. Exception: Records created in part of a larger case file (building construction projects, inspections of real property, personal property, or vehicles, instructional records created as part of a contract deliverable, recordings to supplement other record type case files. Those records would be disposed with the overarching record type for that case file.

Final Disposition **Temporary**

Item Status **Withdrawn**

Is this item media neutral? **No**

Explanation of limitation **This record type is limited to non-textual formats.**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

GRS or Superseded Authority Citation **N1-269-95-001 / b**

Disposition Instruction

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Cutoff Instruction	Cut off at the end of the fiscal year.
Retention Period	Destroy 3 year(s) after cutoff.
Additional Information	
GAO Approval	Not Required

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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
08/14/2017	Certify	Robert Smudde	National Records Officer	Office of the Chief Information Officer - Office of Policy and Compliance
05/07/2018	Return Without Action	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services

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