INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-269-87-002

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

During a comprehensive rescheduling effort beginning in 2016 and culminating in 2019. All authorities on this schedule were superseded by this body of disposition authorities.

Office of General Counsel Records (269.2) DAA-0269-2016-0001
Budget, Finance, and Contractor Management Program Records (269.3) DAA-0269-2016-0004
Office of the Inspector General (269.4) DAA-0269-2015-0002
Civilian Board of Contract Appeals Program Records (269.5) DAA-0269-2016-0002
Professional Services To and With Other Agencies (269.6) DAA-0269-2016-0012
Internal Information Technology Services to GSA (269.7) DAA-0269-2016-0011
Program Management Records (269.11) DAA-0269-2016-0006
Communications Records (269.12) DAA-0269-2016-0007
Legislative and Congressional Affairs Records (269.13) DAA-0269-2016-0008
Audit Resolution Program Records (269.14) DAA-0269-2016-0003
Customer Service / Business Development Records (269.15) DAA-0269-2016-0013
Human Resources Program Records (269.16) DAA-0269-2016-0009
Security Records (269.17) DAA-0269-2016-0010
Public Building Service Records DAA-0121-2015-0001

Date Reported: 04/02/2019

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE
REQUEST FOR RECORDS DISPOSITION AUTHORITY

TO:
GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment)
   General Services Administration

2. MAJOR SUBDIVISION
   Office of Administrative Services

3. MINOR SUBDIVISION
   Records and Forms Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER
   Gladys G. Franklin

5. TELEPHONE EXT DATE
   535-7974 9-8-87

6. CERTIFICATE OF AGENCY REPRESENTATIVE
   I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency’s records, that the records proposed for disposal in this Request of _4_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

   A GAO concurrence ☐ is attached, or ☐ is unnecessary

   B DATE
   C. SIGNATURE OF AGENCY REPRESENTATIVE
   Chief, Records and Forms Management Branch

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Office of Acquisition Policy Program Records.</td>
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<tr>
<td></td>
<td>Records description and proposed disposition schedules are</td>
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<tr>
<td></td>
<td>in the attached new chapter 70 to be included in the GSA</td>
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<tr>
<td></td>
<td>Records Maintenance and Disposition System (QAD P 1820.2).</td>
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</tbody>
</table>

115-108

COPY TO AGENCY, NSF 9-9-87

STANDARD FORM 115 (REV 8 83)
Prescribed by GSA
FPMR (41 CFR) 101-11.4

NSN 7540-00-634-4064
70A1 Contract clearance files ( ). Documents created in reviewing services and regional contract actions. Included are findings, deficiency reports, correspondence and related records.

Cut off annually, destroy when 5 years old.

70A2 - 70A4 Reserved.

70A5 Contract clearance reports ( ). Documents accumulated in creating reports and briefing papers on the effectiveness of the Contract Clearance Program. Included are reports statistics, correspondence, and related records.

Cut off annually, destroy when 5 years old.

70A6 70A8 Reserved.

70A9 GSA contracting intern program ( ). Documents created in establishing and maintaining the Contracting Intern Program. Included are the intern recruitment package, GSA Order, and related records.

Cut off annually, destroy when one year old.

70A10 70A12 Reserved.

70A13 Control registers ( ). Documents created in recording and controlling the reviewing of contracts.

Cut off annually, destroy when 5 years old.

70A14 70A16 Reserved.

70A17 Life cycle costing ( ). Documents pertaining to GSA implementation of a government wide LCC program.

Cut off annually, destroy when 5 years old.

70A18 70A20 Reserved.

70A21 Metric system of measurement ( ). Document relating to GSA participation in meetings of the Interagency Committee on Metric Policy, The Executive Board of the Metrication Operating Committee and the American National Metric Council. Included are copies of the GSA Metrication Program Order, approval decisions of interagency policy drafts and publications and annual reports of the Metrication Operation Committee.

Program files cut off annually, destroy when 5 years old.

Other files Retain all orders, policy decisions, and coordinator designations until superceded or no longer needed.

Appendix 11-A
Federal procurement data system. ( ) Documents reporting procurement data to the Federal Procurement Data Center under the FPDC Reporting Manual. Included are documents relating to FPDC policy issues and interpretations of the FPDC reporting requirements.

**Destroy when superseded, obsolete, or no longer needed.**

Procurement management assistance reviews ( ). Documents created in performing Procurement Management Assistant Reviews. Included are copies of PMAR reports, background papers, implementation/status reports, and related records.

**Reports and Status Reports** Cut off annually, destroy when no longer needed for reference.

**Other correspondence** Cut off annually, destroy when one year old.

Procurement management information system. ( ) Documents relating to managing and operating the Procurement Management Information System. Included are policy changes, interpretations of instructions contained in GSA Order ADM P 2800.16 and the GSA PMIS Users Interactive Report Generating Subsystem.

**Destroy when superseded, obsolete, or no longer needed.**

Contractor Debarment and Suspension Records ( ). Documents relating to investigations of bidders and contractors for debarment or suspension from contracting with the Federal Government. Included are case files which generally contain a copy of the investigative report, indictments and/or convictions, incorporation papers, debarment or suspension notices (including those received from other Federal agencies), General Services Board of Contract Appeals (GSBCA) hearing files, and other general correspondence. Also included are other documents such as the Consolidated List of Debarred, Suspended and Ineligible Contractors and a card index.

**Case Files** Cut off annually following decision on debarment or suspension. Destroy when 5 years old.

**Other Files** Destroy when no longer needed for reference.

Appendix 11-A
Contracting officer designation file ( ). Documents appointing persons to serve as contracting officers. Included are GSA Form 3409, Personal Qualification Statement for appointment as Contracting Officer; GSA Form 3410, Request for Appointment, limits on authority, copies of Contracting Officer appointment SF 1402, Certificate of Appointment, revoking of appointment, and related materials.

Place in inactive file following reassignment, termination of employment, or revoking of appointment. Cut off annually and destroy when 5 years old.