

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-269-87-4

DATE RECEIVED

3-1-87

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

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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 Franklin

5. TELEPHONE EXT.

535-7974

DATE

12/7/87

ARCHIVIST OF THE UNITED STATES

Claudia Meehan

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 58 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

7/3/85

C. SIGNATURE OF AGENCY REPRESENTATIVE

[Signature]

D. TITLE

Chief, Records and Forms Management Branch.

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN
(NARS USE ONLY)

General Management Program Records

Records description and proposed disposition schedules are in the attached revised chapter 12 to the HB, GSA Records Maintenance and Disposition System(OAD P 1820.2).

12A1. Agreement documents and controls (NN-172-223). Documents accumulated in controlling and reviewing agreements, memorandums of understanding, and similar records signed by representatives of GSA and of other Federal agencies and State or local governments. Included are control logs, sheets, or registers; a reference set of signed agreements that pertain to committing resources delineating responsibility, and related records. Examples of agreements covered by this paragraph include (a) establishing standards under which management responsibility for common-use, commercial commodities is assigned to the Department of Defense or GSA; (b) furnishing reimbursable design and construction, transportation, or communications services, and (c) delineating responsibility for handling riots or demonstrations. (Agreements with employee unions, contracts, leases, easements, job orders, bills of sale, and purchase orders are not covered by these instructions.)

a. Control documents: Destroy when superseded or obsolete. If there is a dispute, hold until dispute is settled.

b. Reference copies of agreements and related records: Destroy when terminated, canceled, or superseded.

12A2-12A4. Reserved.

12A5. Committee management files (NN-172-223). Documents created under GSA Order, Committee Management (ADM 5420.40C) establishing continuing and dissolving joint, interagency, intra-agency, and extragovernmental committees including councils, boards, commissions, panels, and comparable groups. Included are committee establishment proposals, approvals, documents reflecting changes in committee membership, committee charters or terms of reference, reports on the status of committees, and related records.

Cut off annually after the committee is ended or is not approved.

a. Office in the Central Office responsible for maintaining the GSA-wide central committee management file: Destroy when no longer needed.

b. Other offices: Destroy when 2 years old.

12A6-12A8. Reserved.

12A9. Consulting service files (). Documents created in the coordinating and controlling of consulting contracts.

Cut off following completion of contract; destroy when 5 years old if the program official approves.

OAD P 1820.2 CHGE

12A10. Management projects (NN-172-243). Documents accumulated in planning, administering, conducting, and assisting in management, data processing, and manpower studies, surveys, and evaluations (including those performed by contract) of operations, systems, procedures, methods, and staffing for developing, recommending, and assisting in the installation of improvements. Included are project requests or authorizations; project plans; study, survey, implementation, operational review and manpower utilization survey reports; clearance actions; and related records.

Cut off annually after completing or cancelling the study, survey, or project, or if the project is not approved.

a. Office responsible for conducting and clearing the study or survey: ~~Hold 2 years and retire. Destroy when 5 years old, if the program official approves.~~ *Transfer to FRC when 2 1/2 years old.*

b. Other offices: Destroy when 3 years old

~~12A11. GSA Policy Manual changes (NN-172-243). Document accumulated in clearing proposed changes to the GSA Policy Manual (ADM 1000.2B). Included are copies of proposed policy changes, disapproved changes, clearance actions, and related records.~~

~~Cut off after revising of the GSA Policy Manual; destroy when 2 years old.~~

12A12-12A14. Reserved.

12A15. GSA organization files (NN-172-243). Documents created in studying, proposing, reviewing, and assisting in changes in organization, functions, and relationships of services, staff offices, and regional offices. Included are organizational proposals, justifications, analyses of present arrangements, proposed arrangements, workloads, staffing patterns, current and proposed organization charts, proposed functional statements, management studies, and related records. The files include disapproved proposals, comments on other organization studies, and documents created in maintaining the executive brief, updating the U.S. Government Manual, and assigning location codes.

- a. Changes to GSA's organization: Permanent. ~~Hold until no longer needed, then offer to NARA.~~ *Transfer to the National Archives in 5 year blocks when 20 years old.*
- b. All other records: Destroy when 1 year old.

Appendix 12-A

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Revisions to 12A10a and 12A15a made for clarification of disposition statements. RBS/sein, NIRC, 16 Sep 87.

12A16. **GSA delegation of authority files** (). Documents accumulated in clearing changes to GSA Delegations of Authority Manual (ADM P 5450.39C) and delegation of authority orders. Included are copies of proposed changes, disapproved changes, clearances, and related records.

Cut off following revision; destroy when no longer needed.

12A17–12A19. **Reserved.**

12A20. **Position management files** (). Documents created in conducting position management reviews, developing policies, procedures, and standards governing position management, and developing staffing patterns.

Cut off annually; destroy when 5 years old if the program official approves.

12A21. **Productivity management files** (). Documents created in developing procedures for productivity measurement, conducting studies of productivity, and developing productivity reports, including the Bureau of Labor Statistics report.

a. Studies files: Cut off after completing of study; destroy when 5 years old, ~~if~~ ~~program official approves.~~

b. All other files: Cut off after completing study; destroy when 3 years old.

~~12B1. Management improvement awards (NC-269-76-1). Documents accumulated in recommending, nominating, and assisting in selecting persons or groups to receive awards for significant management improvements during the fiscal year. Included are recommendations, coordination actions, and related records. Excluded are case files of the Incentive Awards Committee.~~

~~Cut off at the end of the fiscal year; destroy when 2 years old.~~

12B2-12B4. Reserved.

12B5. Management improvement reports (NC-269-76-1). Documents created in reporting management improvement goals, progress, and accomplishments for GSA internal and Governmentwide programs. Included are semiannual improved manpower management reports, annual management reports, and related records.

Cut off at the end of the fiscal year, hold 2 years, and retire to FRC. Destroy when 5 years old. |

12B6-12B9. Reserved.

~~12B10. Management improvement project schedules (NC-269-76-1). Documents used to identify and schedule projects for improving and reducing the cost of operations within a Central Office service or staff office or a regional office. Included are schedules and related records.~~

~~Cut off at the end of the fiscal year; destroy when 2 years old.~~