

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO	N1-269-90-3
1 FROM (Agency or establishment) GENERAL SERVICES ADMINISTRATION		DATE RECEIVED	3-22-90
2 MAJOR SUBDIVISION OFFICE OF ADMINISTRATION		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION INFORMATION MANAGEMENT DIVISION		In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4 NAME OF PERSON WITH WHOM TO CONFER MAURY GRUNDY	5 TELEPHONE EXT 535-7983	DATE 4/17/91	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 3 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

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
3/15/90	<i>[Signature]</i> MARY L. CUNNINGHAM	GSA RECORDS OFFICER	
1	9B35. <u>Office security and safety</u> 9B35a. General security and safety. Information relating to security and safety within an office, such as security and safety inspection reports, copies of security violation reports, responses to periodic inventories of security classified information, communications and notices about security and safety methods, information about classified information not covered elsewhere in this schedule, and similar records. DISPOSITION: Cut off at the end of the fiscal year; destroy 2 years after cutoff.	GRS 18/1	
2.	9C1. <u>Program administration</u> 9C1n. Program training. Information and materials accumulated by services and staff offices in preparing and conducting training sessions in the program for which the office is responsible. This category does not describe records created in training programs for personnel outside of GSA or records accumulated by the Office of Personnel (excepting training in the personnel program area). They are described in ch. 10 of this HB. (1) Training administration. Information used in preparing and conducting training sessions		

ITEM NO.	RECORD SYMBOL	DESCRIPTION OF RECORD	DISPOSITION
2 (CON'D)		<p>in the program for which the office is responsible. This category does not describe records created in training programs for personnel outside of GSA or records accumulated by the Office of Personnel (excepting training in the personnel program area). They are described in ch. 10 of this HB.</p> <p>(1) Training administration. Information used in preparing and conducting training in program areas. Included are requests for training, notifications, number of people trained and similar information.</p> <p>(2) Training materials. Outlines, texts, handouts, training aids and other materials used for program training purposes.</p>	<p>Cut off at the end of the fiscal year; destroy 1 year after cutoff.</p>
3	11B20.	<p><u>Directive master binders (- - -)</u>. Master binders of GSA external and internal directives maintained by the Directives and Correspondence Management Branch (CAID) and regional Information Management Branches. Included are Code of Federal Regulations (CFR); Federal Information Resources Management Regulations (FIRMR); Federal Acquisition Regulation (FAR); General Services Acquisition Regulation (GSAR); Federal Property Management Regulations (FPMR); Federal Travel Regulations (FTR); GSA bulletins, orders, notices, handbooks, manuals, and miscellaneous external directives. A copy of each regional directive is included in the GSA master binder maintained by CAID.</p>	<p>Destroy when superseded or canceled NI-269-89-1 NCL-269-80-5</p> <p><u>Permanent</u>. Cut off when superseded or canceled and place in inactive file. Offer to NARA in __ year blocks when __ years old.</p>
	11B25.	<p><u>Directive case files</u>. Documents reflecting the preparation, review, clearance, and publication of internal and external directives. Internal directives consist of orders, instructional letters, manuals, handbooks, notices, and training materials used to communicate information within GSA. External directives include GSA information submitted for publication in the Federal Register, CFR, FPMR, FAR, FIRMR, FTR, and the U.S. Government Manual. Included in the directives case file are directive</p>	<p>SUPERSEDED. SEE NEXT TWO PAGES</p>

**RECORD
SYMBOL**

DESCRIPTION OF RECORD

AUTHORIZED DISPOSITION

11B20.

Directive master binders and regulatory information. Master binders of internal and external GSA directives and copies of regulatory information maintained by the Directives and Correspondence Management Branch, regional Information Management Branches or directive clearance officers. Included are the Federal Information Resources Management Regulation (FIRMR), the Federal Acquisition Regulation (FAR), the General Services Administration Acquisition Regulation (GSAR), Federal Property Management Regulations (FPMR), and the Federal Travel Regulation (FTR), all contained in the Code of Federal Regulations (CFR); GSA bulletins; orders; notices; handbooks; manuals; and miscellaneous external directives.

NOTES: A final copy of each regional directive must be forwarded to the Directives and Correspondence Management Branch for inclusion in the GSA master binder.

File extra copies of directives under ch. 9B31.

a. Directives and Correspondence Management Branch (- - -).

(1) Master binders.

Permanent. Place in inactive file when superseded or canceled. Cut off inactive file at the end of the fiscal year; offer to NARA 1 year after cutoff.

(2) Microfilm.

Temporary. Place in inactive file after directive is superseded or canceled. Cut off at the end of the fiscal year; destroy 50 years after cutoff.

b. Master binders maintained by service and staff office directive clearance officers and the Information Management Branch in each region (- - -).

Temporary. Destroy when superseded or canceled.

c. Copies of the Code of Federal Regulations (CFR) (- - -).

Temporary. Destroy when superseded.

11B21-
11B24.

Reserved.

11B25.

Directive case files. Documents reflecting the preparation, review, clearance, and publication of internal and external directives. Internal directives consist of orders, instructional letters, manuals, handbooks, notices, and training materials used to communicate information within GSA. External directives include GSA information

NOTE: File unofficial directive case files under ch. 9C2.

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	<p>submitted for publication in the Federal Register, CFR, FPMR, FAR, GSAR, FIRMR, FTR, and the U.S. Government Manual. Included in the directive case file are directive proposal briefs; permission for use of copyrighted information; clearance sheets; memorandums reconciling comments; comments of other Federal agencies, industrial firms, and professional groups; published directives; printing requisitions; and related records.</p>	
	<p>a. Internal and external directive case files maintained by the Central Office Directives and Correspondence Management Branch (- - -).</p>	
	(1) Hard copy.	<p>Temporary. Cut off when case file is closed and microfilm; destroy hard copy when microfilm has been verified.</p>
	<p>(2) Case files retired to the WNRC before the effective date of this schedule.</p>	<p>Temporary. Destroy 20 years after directive was superseded or canceled.</p>
	(3) Microfilm.	<p>Temporary. Place in inactive file after directive is superseded or canceled. Cut off at the end of the fiscal year; destroy 50 years after cutoff.</p>
	<p>b. Offices originating external directives not signed by the Administrator (- - -).</p>	
	<p>c. Information Management Branch, GSA regions.</p>	
	<p>(1) One copy of each directive issued in the region with background information (N1-269-89-1).</p>	<p>Temporary. Cut off at the end of the fiscal year when superseded or canceled; destroy 2 years after cutoff.</p>
	<p>(2) Copyright authorizations (NC1-269-80-5).</p>	<p>Temporary. Cut off at the end of the fiscal year when superseded or canceled; destroy 56 years after cutoff.</p>

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4		<p>proposal briefs; permissions for use of copyrighted information; clearance sheets; memorandums reconciling comments; comments of other Federal agencies, industrial firms, and professional groups; published directives; printing requisitions; and related records.</p> <p>a. Internal and external directive case files maintained by the Central Office Directives and Correspondence Management Branch (- - -). One copy of each directive with background information, exclusive of requisitions.</p>	<p>Temporary. Cut off at the end of the fiscal year and retire to FRC after case file is placed on microfilm. Destroy 20 years after case file is retired.</p> <p>Permanent. Cut off at the end of the fiscal year; destroy 1 year after cutoff.</p>
		(1) Hard copy.	Destroy
		(2) Microfilm.	50
5	70A1.	<p><u>Contract clearance records (- - -).</u> Copies of information created in reviewing contract actions by Central Office and regional services and staff offices. Included are findings, deficiency reports, correspondence, and related records.</p>	<p>Cut off at the end of the fiscal year; destroy 1 year after cutoff. NI-269-87-2</p>
6	70A5.	<p><u>Contract clearance reports (- - -).</u> Information accumulated in creating reports and briefing information on the effectiveness of the Contract Clearance Program. Included are reports, statistics, correspondence, and related records.</p>	<p>Cut off at the end of the fiscal year; destroy 1 year after cutoff. NI-269-87-2</p>
7	70A9.	<p><u>GSA Contracting Intern Program (- - -).</u> Information created in establishing and maintaining the Contracting Intern Program. Included are the intern recruitment package and related records.</p>	<p>Cut off when Contracting Intern Program is completed; destroy 1 year after cutoff. NI-269-87-2</p>

*SUPERSEDED -
SEE previous pages.
NCI-269-80-5*