

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-269-93-001

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 All authorities on this schedule were superseded by this body of disposition authorities.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INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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 (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
1 NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 FROM (Agency or establishment) General Services Administration		JOB NUMBER <i>N1-269-93-1</i>	
2 MAJOR SUBDIVISION Office of Administration		DATE RECEIVED <i>9-30-92</i>	
3 MINOR SUBDIVISION Information Management Division		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4. NAME OF PERSON WITH WHOM TO CONFER Sharon Lighton	5. TELEPHONE 202 501-2262	DATE <i>3-15-93</i>	ARCHIVIST OF THE UNITED STATES <i>Andy Huskamp Peterson</i>
6 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 on the attached <u>28</u> 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE <i>Mary Cunningham</i> MARY CUNNINGHAM	TITLE GSA RECORDS OFFICER	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<u>Property Program Records</u> Record descriptions and requested disposition instructions are contained in the attached proposed chapter (19) to the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).		

Agency Sent mw 3/17/93

Copies sent to NNA, NNW, NNT/CF, NIA 3/18/93

OAD P 1820.2 CHGE

CHAPTER 19. PROPERTY PROGRAM RECORDS

1. General. This chapter provides documentation and maintenance and disposition instructions for personal and real property program records. These instructions are contained in:
 - a. Appendix 19-A. Personal Property Utilization and Disposal Program Records
 - b. Appendix 19-B. Personal Property Rehabilitation Program Records
 - c. Appendix 19-C. Real Property Appraisal Program Records
 - d. Appendix 19-D. Real Property Disposal Program Records
 - e. Appendix 19-E. Real Estate Acquisition and Planning Records
 - f. Appendix 19-F. Art and Historic Preservation Records
2. Microfilming records. The records described in this chapter may be converted to microfilm and the original paper records destroyed provided that the requirements and standards of the HB, GSA Micrographics Management Program, chs. 3-1, 3-3, 4-3, and 4-4 (OAD P 1882.1) are met.
3. Electronic records.
 - a. The records described in this chapter are eligible for disposal in both hard copy and electronic form. Information designated for permanent retention in this chapter may be maintained on electronic media. This information must, however, be written on new or recertified one-half inch 7 or 9 track magnetic tape (in ASCII or EBCDIC) or paper or microfilm at the time specified for transfer to the National Archives.
 - b. The terms "document" and "information", used throughout this chapter, refer to electronic as well as textual (paper) records.

OAD P 1820.2 CHGE

This appendix provides documentation and maintenance and disposition instructions for personal property utilization and disposal program records. Utilization and disposal is concerned with the utilization and transfer of excess personal property between Federal agencies and their contractors or grantees; the disposal of surplus personal property by donation, sale, abandonment or destruction, and the establishment and operation of surplus personal property sales centers. These records are accumulated by offices in the Central Office and regional counterparts and by surplus property sales centers. This appendix does not apply to records created in using and disposing of ADP equipment described in ch 12.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
19A1.	<u>Excess property catalogs and bulletins (NC1-291-81-1)</u> . Information relating to the preparation and issuance of numbered publications used in screening excess personal property for utilization by other Federal agencies. Included are coordinating actions; official file copies of the published bulletins, catalogs or other publications; and related records.	Cut off at the end of the fiscal year; destroy 1 year after cutoff.
19A2-19A4.	<u>Reserved.</u>	
19A5.	<u>Excess property requirements (NC1-291-81-1)</u> . Information used in reviewing reports of excess personal property for items required, in special demand, used by specific agencies, for redistribution through the FSS stores system or for storage for future use. Included are agency requests for property, want lists, similar documents and related records.	Review at the end of the fiscal year; destroy individual items when no longer needed.
19A6-19A9.	<u>Reserved.</u>	
19A10.	<u>Personal property utilization case files (NC1-291-81-1)</u> . Information accumulated in receiving reports of, screening for utilization of, and transferring, excess personal property. Included are reports of excess, notifications of availability, lists of agencies notified, requests of transfer, notices of transfer and other transfer documents, determinations, correspondence and related records.	Withdraw and place in inactive file following completion of transfer or transaction. Cut off inactive file at the end of the fiscal year; destroy 3 years after cutoff.
19A11-19A14.	<u>Reserved.</u>	
19A15.	<u>Personal property donation files (NC1-291-81-1)</u> . Information relating to the donation of personal property to eligible non-Federal organizations and institutions. Included are reports of excess, requests for	Place in inactive file following completion of transaction. Cut off inactive file at the end of the fiscal year; destroy 3 years after cutoff.

OAD P 1820.2 CHGE

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	property, notices of availability, determinations relating to donation of property, surplus property releases, correspondence and related records.	
19A16-19A19	<u>Reserved</u>	
19A20	<u>Reserve excess property files (NC1-291-81-1)</u> Information accumulated in storing excess personal property that has a high utilization potential and was not transferred or selected for redistribution or rehabilitation during the screening phase. Included are inventories, cards and lists of property; excess property reports; correspondence concerning the property; and related records.	
	a. Case folders.	Withdraw upon initiation of disposition or rehabilitation action and file with the appropriate utilization, donation, rehabilitation or sales file.
	b. Inventories.	Destroy when superseded or when all items listed on the inventory are no longer in storage.
19A21-19A24.	<u>Reserved.</u>	
19A25.	<u>Personal property sales center establishment files.</u> Information accumulated in establishing, relocating, consolidating, or continuing surplus personal property sales centers. Included are requests for establishment or consolidation, feasibility studies, recommendations, justifications, final determinations, agreements and related records.	
	a. Records relating to established sales centers.	Cut off at the end of the fiscal year.
	(1) Central Office (NC1-291-81-1).	Hold 5 years and retire to FRC. Destroy 20 years after cutoff.
	(2) Other offices (N1-291-91-2).	
	(a) Annual report (N1-291-91-2).	Cut off at the end of the fiscal year; destroy 10 years after cutoff.
	(b) Other records (NC1-291-81-1).	Hold 1 year and retire to FRC. Destroy 4 years after cutoff.

OAD P 1820.2 CHGE

RECORD SYMBOL	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
	b. Records relating to sales centers not established (NCI-291-81-1).	Cut off at the end of the fiscal year following disapproval.
	(1) Central Office.	Destroy 5 years after cutoff.
	(2) Other offices.	Destroy 1 year after cutoff.
19A26-19A29.	<u>Reserved.</u>	
19A30.	<p><i>23170</i></p> <p><u>Personal property sales case files.</u> Information accumulated in the sale of Government personal property by GSA. These records consist of case files documenting sales of individual items or lots of personal property that include reports of excess property; reports of personal property for sale; sales letters; memorandum receipts; announcements of sale; advertising orders and vouchers; requests for bids; abstracts and tabulations of bids; registers of bidders and persons inspecting property; sales analysis reports; correspondence; and other related records. They also contain buyer contract files (documenting completed sales with each buyer of personal property) that include general terms and conditions, sale of Government property invitations, sales slips, spot and auction bid cards or similar bid forms from successful bidders, notices of award, certificates of release of property, correspondence with buyer and related documents.</p>	
	a. Case files with transactions of more than \$25,000 (GRS 4/3a).	<p><i>INACTIVE</i></p> <p>Cut off when final payment is received, place in active <i>inactive</i> file for 2 years, and retire to FRC. Destroy 6 years after cutoff.</p>
	b. Case files with transactions of \$25,000 or less (GRS 4/3b).	Cut off when final payment is received, place in inactive file and hold locally for 3 years, and destroy.
	c. Case files covering hazardous materials (- - -).	Cut off when final payment is received, place in inactive file and hold locally for 3 years, and retire to FRC. Destroy 10 years after cutoff.
	d. Case files covering sale of aircraft (- - -). <i>GRS 4/3a</i>	Cut off when final payment is received, place in inactive file and hold locally for 6 years, and destroy.

OAD P 1820 2 CHGE

RECORD SYMBOL	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
19A31-19A34.	<u>Reserved.</u>	
19A35.	<u>Surplus property precedential case files (- - -).</u> Case files on sales of surplus personal property documenting the initiation and development of transactions that deviate from established precedents with respect to general agency disposal or to major disposal programs.	Cut off upon completion of project or sale; destroy when no longer needed. <i>NOTE: IF THIS IS THE ORIGINAL CASE FILE, AND NOT A NON-RECORD COPY, THE ORIGINAL MUST BE RETAINED AT LEAST AS LONG AS PROVIDED FOR UNDER 19A30. NON-RECORD COPIES MAY NOT BE RETIRED TO THE FRC.</i>
19A36-19A39.	<u>Reserved.</u>	
19A40.	<u>Abandoned or destroyed property files (NC1-291-81-1).</u> Information accumulated in recommending, finding, determining and approving the abandonment or destruction of personal property that (1) has no commercial value, (2) care and maintenance exceeds the estimated proceeds from its sale, or (3) is determined to be a health hazard. Included are public announcements, invitations to bid, recommendations, inspection reports, determinations and findings, copies of research reports, board recommendations and approvals and related records.	
	a. Central Office.	Cut off at the end of the fiscal year; destroy 2 years after cutoff.
	b. Regional offices.	Cut off at the end of the fiscal year; hold 1 year and retire to FRC. Destroy 3 years after cutoff.
19A41-19A44.	<u>Reserved.</u>	
19A45.	<u>Holding agency sales files (NC1-291-81-1).</u> Information accumulated in assisting holding agencies in planning and conducting sales of surplus personal property and in receiving reports and other documents on sales conducted by holding agencies. Included are copies of agency invitations to bid, related literature and pertinent correspondence.	Cut off at the end of the fiscal year; destroy 3 years after cutoff.
19A46-19A49	<u>Reserved.</u>	

OAD P 1820.2 CHGE

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
19A50.	<u>Personal property activities register (NC1-291-81-1)</u> Registers containing data on personal property utilization and disposal activities, such as actions taken on reports of excess property, certificates of unavailability issued, utilization officers' activities, donation requests received and approved, utilizations achieved, surplus determinations made and similar matters.	Cut off after date of final entry; destroy 2 years after cutoff.
19A51-19A54.	<u>Reserved.</u>	
19A55.	<u>Utilization and disposal reports.</u> Information that reflects personal property utilization and disposal transactions and activities of GSA and other Government agencies. Included are regional, national, summary and consolidated reports of personal property reported as excess; agency reports on the utilization and disposal of excess and surplus personal property, including property replaced under the exchange/sale authority; machine-prepared reports on utilization, donation, transfer and sale of excess and surplus personal property, including property in contractor inventories; other reports and listings; and related records.	NOTE: Reports accumulated in office responsible for consolidating and preparing regional and GSA-wide reports are described in ch. 19.
	a. Governmentwide and agencywide consolidated and summary reports accumulated at the Central Office (NC1-291-81-1).	Cut off at the end of the fiscal year; hold 1 year and retire to FRC. Destroy 5 years after cutoff.
	b. Other reports (NC1-291-81-1).	Cut off at the end of the fiscal year; destroy 2 years after cutoff.
	c. Machine listings (NC1-291-81-1).	Destroy when no longer needed.
	d. Unusual cases (determined as significant by management) (NC1-291-81-1).	Destroy when no longer needed.
19A56-19A59.	<u>Reserved.</u>	
19A60.	<u>Property recovery records (NC1-291-81-1).</u> Information created in providing for the preservation or collection of wrecked, abandoned or derelict property within the jurisdiction of, and which should come to, the United States. These records may be referred to as "Treasure Trove" or "Hidden Treasure"	

OAD P 1820.2 CHGE

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	records. Included are records reflecting existence, description, location and plans for the recovery of the property or alleged treasure; inquiries, applications and copies of contracts; other agency comments; and related records.	
	a. Applications.	Remove applications and related records that result in a contract and file them in the contract case file in ch. 61. Cut off other applications at the end of the fiscal year; destroy 2 years after cutoff.
	b. Routine inquiries and replies.	Cut off at the end of the fiscal year; destroy 1 year after cutoff.
19A61-19A64.	<u>Reserved.</u>	
19A65.	<u>Compliance/noncompliance files (NC1-291-81-1).</u> Information pertaining to compliance/noncompliance by a State agency donee such as a copy of the Report of Compliance Activity, letters, memos, police reports, FBI reports, court judgments, criminal indictment reports, State agency invoices, distribution documents, newspaper accounts, State law and other supportive documentation.	Cut off upon completion of case and place in inactive file. Cut off inactive file at the end of the fiscal year; hold 2 years and retire to FRC. Destroy 5 years after cutoff.
19A66-19A69.	<u>Reserved.</u>	
19A70.	<u>Eligibility donation files (NC1-291-81-1).</u> Information consisting of the application; copy of the IRS letter of exemption; copy of approval, accreditation or license; copy of applicant's program narrative; copy of written authorization signed by the Chief administrative head or a resolution by the governing body of the applicant; copies of the necessary assurances; copy of a statement on the types and kind of equipment needed by applicant; and a copy of letter of determination.	Temporarily place in inactive file after determination of eligibility. Cut off inactive file at the end of the fiscal year; destroy 3 years after cutoff.
19A71-19A74.	<u>Reserved.</u>	

OAD P 1820.2 CHGE

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
19A75	<u>Special donation categories of property files.</u> Documents pertaining to the provisions under section 203(j)(4) of the Federal Property and Administrative Services Act of 1949, as amended, to impose appropriate conditions on the donation of property having characteristics that require special handling or use limitations, including: drugs, biologicals and reagents other than controlled substances; donation of aircraft; and vessels.	
	a. Records relating to the donation of hazardous materials (- - -).	Cut off upon donation of material; place in inactive file, hold locally for 3 years and retire to FRC. Destroy when 3 years old. 10
	b. Other records (NC1-291-81-1)	Destroy when no longer needed.
19A76- 19A79.	<u>Reserved.</u>	
19A80	<u>State plan files (NC1-291-81-1).</u> Information related to the detailed plan of operation of each State agency. The plan consists of operational authority, designation of the State agency, inventory control and accounting system, return of donated property, financing and service charges, terms and conditions on donable property, nonutilized donable property, fair and equitable distribution, eligibility, compliance and utilization, consultation with advisory bodies and public and private groups, audit, cooperative agreements, liquidation, standard issue forms and conditional transfer documents.	Destroy when no longer needed.

OAD P 1820.2 CHGE

This appendix provides documentation and maintenance and disposition instructions for records accumulated in the rehabilitation, maintenance, repair and reclamation of excess personal property; the establishment, consolidation or discontinuance of Government rehabilitation facilities; selection of property for rehabilitation; and storage of rehabilitated personal property for future use. These records are accumulated by offices in the Central Office and regions responsible for the personal property rehabilitation program and by rehabilitation facilities or centers.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
19B1.	<u>Rehabilitation facility establishment files (NC1-291-81-1)</u> . Information accumulated in establishing, relocating, consolidating or disestablishing Federal personal property rehabilitation facilities, and in determining whether to obtain rehabilitation services from other organizations instead of establishing Federal facilities. Included are requests for establishment or consolidation, feasibility studies, recommendations, justifications, final determinations, agreements and related records.	
	a. Records relating to established facilities.	Cut off at the end of the fiscal year; destroy 3 years after cutoff.
	b. Files relating to facilities not established.	Cut off at the end of the fiscal year; destroy 2 years after cutoff.
19B2-19B4.	<u>Reserved.</u>	
19B5.	<u>Rehabilitation program improvement projects (NC1-291-81-1)</u> . Information created in determining areas for potential growth, improvements or discontinuance of specific programs for the maintenance, repair, rehabilitation and reclamation of personal property. Included are comparability and capability studies and analyses, recommendations and determinations; statistics; and related records.	Cut off at the end of the fiscal year; hold 2 years and retire to FRC. Destroy 5 years after cutoff.
19B6-19B9.	<u>Reserved.</u>	
19B10.	<u>Property rehabilitation reports (NC1-291-81-1)</u> . Information created in collecting, preparing, computing, recording and submitting data on items of excess personal property rehabilitated or repaired by commercial and Federal facilities, including data on acquisition and rehabilitation costs. Included are commercial and Federal facilities	

OAD P 1820.2 CHGE

RECORD SYMBOL	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
	reports, correspondence, workpapers and other documents used in the preparation of the report.	
	a. GSA summary and regional consolidated reports.	Cut off at the end of the fiscal year; destroy 3 years after cutoff.
	b. Other reports.	Cut off at the end of the fiscal year; destroy 1 year after cutoff.
19B11-19B14.	<u>Reserved.</u>	
19B15.	<u>Rehabilitated excess stock files (NC1-291-81-1).</u> Information accumulated in inspecting, filling requisitions for, or issuing, storing and inventorying rehabilitated excess personal property. Included are inspection reports; requisitions; purchase orders; direct delivery orders; storage documents; agency requests; transfer, shipping and transportation documents; and directly related records. Files may be arranged by name, group or class of property.	Remove and place in inactive file following disposition of property. Cut off inactive file at the end of the fiscal year; hold 2 years and retire to FRC. Destroy 4 years after cutoff.
19B16-19B19.	<u>Reserved.</u>	
19B20.	<u>Rehabilitated property stock records (NC1-291-81-1).</u> Information containing descriptions, stock balances and other information on rehabilitated excess personal property placed in storage for future use. Included are cards, lists and similar records. Files may be arranged by name, group, class, location of property or using agency.	Remove and file in inactive file when all information is transferred to a new card or items appearing on record are no longer in storage. Cut off inactive file at the end of the fiscal year; destroy 2 years after cutoff.
19B21-19B24.	<u>Reserved.</u>	
19B25.	<u>Rehabilitation facility work controls (NC1-291-81-1).</u> Information used in scheduling and controlling work at rehabilitation facilities. These records reflect the name of agency requesting services; requisition, purchase order or invoice numbers; time in and approximate delivery date; charges for services; and related information.	Remove and file in inactive file following completion of services and delivery of property to owning agency. Cut off inactive file at the end of the fiscal year; destroy 2 years after cutoff.

OAD P 1820.2 CHGE

RECORD SYMBOL	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
19B27- 19B29.	<u>Reserved.</u>	
19B30	<u>Equipment logs (NC1-291-81-1).</u> Information relating to the operation, inspection, repair and maintenance of each item of rehabilitation facility equipment, including installed equipment. Included are log forms (may be attached to the equipment), equipment folders or similar records.	Transfer with equipment or destroy upon disposal, cannibalization or abandonment of equipment.
19B31- 19B34.	<u>Reserved.</u>	
19B35.	<u>Property rehabilitation files (NC1-291-81-1).</u> Information created in the management and administration of the property rehabilitation service contracting program covering some 30 commodities. Included are unique cases relating to rehabilitation operations not described elsewhere in this appendix.	Cut off at the end of the fiscal year; destroy 5 years after cutoff.
19B36- 19B39.	<u>Reserved.</u>	
19B40.	<u>Precious material recovery reports (NC1-291-81-1).</u> Information on methods used, savings resulting from, production figures for, surveys pertaining to, and other activities about the recovery of silver, other precious metals and critical materials from excess property. Included are agency reports and records directly related to the precious materials recovery program.	
	a. Governmentwide reports (maintained by the office responsible for preparation.)	Cut off at the end of the fiscal year; hold 2 years and retire to FRC. Destroy 6 years after cutoff.
	b. Other reports.	Cut off at the end of the fiscal year; hold 2 years and retire to FRC. Destroy 5 years after cutoff.

OAD P 1820.2 CHGE

This appendix describes records created in developing, coordinating and implementing procedures and methods for appraising real property to be acquired by the Government, excess and surplus real and personal property to be disposed of, and rights and interests related to managing real property held by GSA. Property appraisal records are created as a result of responsibilities outlined in the GSA Organization Manual (OHR P 5440.1) and other directives in the 1005 series. They are accumulated by Central Office and regional offices.

RECORD SYMBOL	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
19C1. 19C1	<u>General appraisal subjects (NC1-121-79-1).</u> Records relating to appraisal and acquisition of real property that cannot be logically filed in one of the categories of this appendix or in ch 9A1.	Cut off at the end of the fiscal year; hold 2 years and retire to FRC. Destroy 6 years after cutoff. NOTE: This record series contains emergency operating records.
19C2- 19C4.	<u>Reserved.</u>	
19C5 5-45	<u>Appraisal schedule and performance reports (NN-170-30).</u> Reports produced for job control and scheduling of appraisals, the status of appraisal and other control data.	Destroy when no longer needed. NOTE: This record series contains emergency operating records and records subject to the Privacy Act of 1974.
19C6- 19C9.	<u>Reserved.</u>	
19C10. 2 6	<u>Appraisal case files (NC1-121-84-1).</u> Information accumulated as a result of appraisals by GSA staff or by contract appraisers. Included are requests for appraisal estimates, proposals, notices of acceptance of proposals, contracts and amendments, specifications, appraisal reports and supporting documents.	NOTE: This record series contains emergency operating records.
	a. Reports received by the Central Office for spot check only.	Cut off at the end of the fiscal year; destroy 2 years after cutoff.
	b. Case files.	Place in inactive file after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens. Cut off the inactive file at the end of the fiscal year; hold 5 years and retire to FRC. Destroy 20 years after cutoff.
	c. Abstract or certificate of title (GRS 3/1b).	Transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens.

OAD P 1820.2 CHGE

This appendix provides documentation and maintenance and disposition instructions for records created in administering programs and activities for the utilization by, and the transfer among, Federal agencies and authorized organizations of excess real property and related personal property; the disposal of surplus real property and related personal property by sale, donation, exchange, lease, permit or transfer; and the care of surplus property pending its disposition. Program records documenting the real property disposal program are created as a result of responsibilities outlined in the GSA Organization Manual (OHR P 5440.1) and other orders and handbooks of the 4000 subject classification series.

RECORD SYMBOL	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
19D1.	<p><u>Real property disposal case files.</u> Information used in (1) reporting as excess real property and related personal property no longer required by Federal agencies, (2) screening for utilization, (3) transferring property between Federal agencies, and (4) disposing of property determined to be surplus to the needs of the Federal government. Included are reports of excess; notices of availability; requests for withdrawal from excess or surplus; inspection and appraisal reports; requests for property, including authorizations and approvals of disposition; applications for public use; determinations of surplus; transfer, donation, exchange, lease, use permit and assignment, and sales documents; easements and deeds; drawings and specifications; bids and invitations; documents relating to the care of property pending disposition; correspondence with other Federal agencies, State and local governments, private organizations or individuals; and related records.</p> <p>a. Central Office (NC1-291-83-1).</p> <p>b. Regional offices (NC1-291-83-1).</p>	<p>NOTE: This record series contains emergency operating records.</p> <p>Permanent. Cut off following completion of case and send to the appropriate region for retirement to FRC under par. 19D1b.</p> <p>NOTE: Central Office records cannot be retired to the Washington National Records Center (WNRC). Records retired to the WNRC before November 13, 1984, are permanent records and will be offered to NARA when 25 years old in 5-year blocks. In most cases, CO does not maintain disposal case files but may keep original documents that must be forwarded to the appropriate region for inclusion.</p> <p>Permanent. Cut off following completion of case; hold 1 year and retire to FRC. Transfer to NARA when 25 years old in 5-year blocks.</p>

OAD P 1820 2 CHGE

RECORD

SYMBOL DESCRIPTION OF RECORD

AUTHORIZED DISPOSITION

c Other records (NCI-291-83-1) Records necessary or convenient for the use of real property sold, donated, or traded to non-Federal ownership since August 21, 1935, including (if pertinent as determined by the releasing agency) site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records and allowance lists, as well as duplicate copies of title papers, provided that (1) the records are not scheduled for permanent retention elsewhere in this manual (see chs. 42 & 43), (2) the records can be segregated without harm to other documents of enduring value, (3) no responsibility is attached to the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance and (4) if the property is released for historical use or purpose, the user agrees to retain it and return it to the Federal Government immediately on the discontinuance of its use for historic purposes.

Transfer to new custodian on completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.

19D2-
19D4.

Reserved.

19D5.

Real property disposal general subject files (NCI-291-81-1). Information relating to real property disposal which cannot logically be filed in other categories of this appendix.

Cut off at the end of the fiscal year; hold 2 years and retire to FRC. Destroy 9 years after cutoff.

19D6-
19D9.

Reserved.

19D10

Holding agency real property disposal records (NCI-291-81-1). Information relating to the utilization and disposal of real property and related personal property declared as excess by holding agencies who are designated or delegated authority to act as the disposal agency. Included are reports of excess; descriptions of property; documents relating to the Government's title to the property, notices of availability; correspondence

Withdraw and place in inactive file following disposal by the holding agency. Cut off inactive file at the end of the fiscal year; destroy 1 year after cutoff.

NOTE: This record series contains emergency operating records.

OAD P 1820 2 CHGE

RECORD SYMBOL	DESCRIPTION OF RECORD	AUTHORIZED DESCRIPTION
	between GSA and other agencies, organizations or individuals; disposal activity control data; surplus determinations; and related records	
19D11- 19D14	<u>Reserved</u>	
19D15	<u>Agency real property requirements (NC1-291-81-1).</u> Information giving Federal agency requirements for real property. These records are used in screening (for Federal use) real property reported as excess.	Destroy when no longer needed. NOTE: This record series contains emergency operating records.
19D16- 19D19.	<u>Reserved.</u>	
19D20.	<u>Real property inventories (NC1-291-81-1).</u> Inventories of excess and surplus real property reported for disposition. These records are used to answer inquiries about or satisfy requirements for real property.	Destroy when no longer needed. NOTE: This record series contains emergency operating records.
19D21- 19D24.	<u>Reserved.</u>	
19D25.	<u>Real property activity reports (NC1-291-81-1).</u> Reports and related records containing data on real property utilization and disposal activities, such as actions taken on reports of excess property, certificates of unavailability, reports of utilization officers' activities, donation requests, utilization achieved, surplus determinations made, and similar matters.	Destroy when no longer needed. NOTE: This record series contains emergency operating records.
19D26- 19D29.	<u>Reserved.</u>	
19D30. 29D30	<u>Real property disposal activity controls (NC1-291-81-1).</u> Information used in controlling activities and scheduling disposition of excess and surplus real property. Included are surplus real property operational control notices, real property disposal activity controls and related records.	Withdraw and place in inactive file on removal of property from GSA inventory. Cut off inactive file at the end of the fiscal year; destroy 1 year after cutoff. NOTE: This record series contains emergency operating records.
19D31- 19D34.	<u>Reserved.</u>	

OAD P 1820.2 CHGE

RECORD

SYMBOL DESCRIPTION OF RECORD

AUTHORIZED DISPOSITION

19D35 Real property disposal reports (NC1-291-84-1). Information showing real property utilization and disposal transactions and activities of GSA and other Government agencies. Included are regional, national summary, and consolidated reports of real property reported as excess; agency reports on utilization and disposal; machine-prepared reports on utilization, donation, transfer and sale; and related records.

a. Central Office.

(1) Congressional and White House (Property Review Board) required reports.

Permanent. Cut off at the end of the fiscal year; hold 5 years and retire to FRC. Transfer to NARA when 25 years old in 10-year blocks.

NOTE: The official file of the Congressional Report, "Explanatory Statement of Proposed Negotiated Sale of Surplus Real Property," is filed with the appropriate case file under 19D1 and a copy is filed in 19D55.

(2) Other reports. *OTHER OFFICE COPIES*

Cut off at the end of the fiscal year. Destroy 2 years after cutoff except machine listings may be destroyed when no longer needed.

19D36-
19D39. Reserved.

19D40. Real property utilization surveys (- - -). Information relating to the utilization of real property. Included are survey reports, photos, maps and related correspondence.

Permanent. Cut off following issuance of a new survey report or after 6 years and retire to FRC. Transfer to NARA when 25 years old in 5-year blocks.

NOTE: This record series contains emergency operating records.

*See
NEXT
PAGE
FOR
CORRECT
DISPOSITION*

19D41-
19D44. Reserved.

19D45 Pre-excess files (NC1-291-81-1) Correspondence and related documents concerning real property that may be reported as excess to GSA in the future.

Cut off at the end of the fiscal year; destroy 5 years after cutoff. Earlier disposal is authorized on receipt of information that property will not be reported as excess.

NOTES: On receipt of report of excess, withdraw the related file and place it in 19D1.

This records series contains emergency operating records.

April 22, 1988

OAD P 1820.2 CHGE 85

and retire to FRC. Offer to NARA when 25 years old in 10-year blocks.

Note: The official file of the Congressional Report "Explanatory Statement of Proposed Negotiated Sale of Surplus Real Property" is filed with the appropriate case file under 33D1, and a copy is filed in 33D55.

(2) Other reports: Cut off annually. Destroy when superseded, canceled, obsolete or no longer needed.

b. Other offices: Cut off annually. Destroy when 2 years old, except machine listings may be destroyed when no longer needed.

33D56--33D58. Reserved.

^{1924D}
~~33D59~~. Real Property Utilization Survey (N1-291-86-2). Documents relating to the utilization of Real Property. Included are survey reports, photos, maps, and related correspondence.

a. Central Office: Cut off following completion of case, hold 1 year and transfer to FRC. Destroy when 8 years old.

b. Regional Offices: Cut off following completion of case, destroy when 1 year old.

~~33D60~~. Preexcess files (N1-291-81-1). Correspondence and related documents concerning real property that may be reported as excess to GSA in the future.

Destroy after 5 years. Earlier disposal is authorized on receipt of information that property will not be reported as excess.

Note: On receipt of report of excess, withdraw the related file and place it in 33D1.

Appendix 3C-D

OAD P 1820.2 CHGE

This appendix describes records created in planning for, acquiring and developing real property. It also includes planning for, assigning and using space in Government buildings and operating a space management reporting system. The records are created under responsibilities outlined in the GSA Organization Manual (OHR P 5440 1) and orders and handbooks in the 1600 and 7000 subject classification series

RECORD

SYMBOL DESCRIPTION OF RECORDAUTHORIZED DISPOSITION

19E1.	<u>Environmental records (NC1-121-81-1).</u> Documents created and accumulated in preparing, reviewing, and maintaining environmental projects. Included are environmental impact assessments (EIA), findings of no significant impact, environmental impact statements (EIS), historical records on EIA/EIS master plans, environmental quarterly reports, coastal zone management records, records related to floodplains and wetlands, site studies, landscape plans, specialty contract studies, and related records.	
	a. Central Office (- - -).	Place in inactive file after review of project is completed; hold 2 years and destroy.
	<i>Regional</i> b. Other offices (NC1-121-81-1).	Permanent. Place in inactive file on completing project; cut off at the end of fiscal year, hold 5 years and return to FRC. Transfer to NARA when 10 years old.
	c. Environmental Quarterly Reports (- - -).	
	(1) Central Office.	Destroy when 2 years old.
	(2) Other offices.	Destroy when 4 years old.
19E2- 19E4.	<u>Reserved.</u>	
19E5.	<u>Capital improvement and leasing program planning records (- - -).</u> Documents created in providing guidance, direction, planning and scheduling to assist regions in developing their programs.	
	a. Central Office.	Place in inactive file when superseded or obsolete. Cut off inactive file at the end of the fiscal year, destroy 10 years after cutoff.
	b. Other offices.	Destroy when superseded or obsolete.

OAD P 1820.2 CHGE

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
19E6- 19E9.	<u>Reserved</u>	
19E10	<u>National program records (NC1-121-81-1)</u> Long-range planning documents created in planning for and identifying proposed projects for new buildings and for extending, converting, or acquiring existing buildings as recommended for programming in the 5-year plan, as follows a. Program records Documents on border station projects, SSA District Offices, postal acquisitions, historic preservation, policy and procedures reports, and related records. These records are arranged in alphabetical order by subject. b. Budget records Documents created in the budget formulation for preparing the presentation for construction and acquisition of facilities. These records are arranged chronologically by fiscal year.	Cut off at the end of fiscal year; hold 3 years and return to FRC. Destroy 3 years after cutoff. Cut off at the end of fiscal year; destroy 4 years after cutoff.
19E11- 19E14.	<u>Reserved</u>	
19E15.	<u>New building file records (- - -)</u> . Documents accumulated in preliminary space assignment and utilization planning before occupancy of a new building or conversion or extension of an existing building. Included are copies of written contacts with the agency involved, preliminary space study data sheets, space requirements survey worksheets, functional diagrams, layout drawings, layout approvals, final partition plans, and related records	Cut off upon occupancy of the building and establishment of the official space assignment file; hold 3 years and return to FRC. Destroy 5 years after cutoff. NOTE: Bring forward to the space assignment file, 40A25 , any records needed as supporting data. 19 E 50
19E16- 19E19.	<u>Reserved.</u>	
19E20.	<u>Project development program records (NC1-121-81-1)</u> . Documents accumulated by Central Office and other offices in planning projects for new buildings, leased buildings, and for extending, converting, or acquiring existing buildings. Listed below are descriptions of and disposition instructions for the segments comprising this record category.	NOTE: These records are arranged first by state, then city, and finally, according to the segment identified in subpars. b thru e below. Records identified in subpar a are arranged by region.

OAD P 1820 2 CHGE

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	a. General building records. Documents accumulated that refer to buildings or plans pertaining to a city or state, but that do not fit into categories b thru e or other records described in this chapter.	Cut off at the end of fiscal year; destroy 2 years after cutoff
	b. Existing building records. Documents created in managing space assignment and use in buildings under GSA control. Included are space studies with supporting documents, utilization survey reports and recommendations, utilization studies, fact sheets, reviews and approvals, retention or disposal evaluations, correspondence, maps and photographs, and related records.	Cut off at the end of fiscal year; hold 3 years and retire to FRC. Destroy 4 years after cutoff NOTE. Files for projects not completed at the time of cutoff shall be withdrawn and brought forward to the current files.
	c. Project development records. Documents created in planning for new buildings, leased buildings, and for extending, converting, or acquiring existing buildings. Included are survey reports; cost estimates; drafts and copies of final prospectuses; copies of project authorizations, fact sheets; space and site directives with supporting documents; congressional, agency, and internal correspondence; and related records.	Cut off on completing or canceling project; hold 2 years and retire to FRC. Destroy 5 years after cutoff.
	d. Facility planning reports. Documents created in developing short-range plans covering current and projected Federal agency space requirements. Included are planning reports containing community surveys, maps, photographs, narrative statements, supporting data, summary and approval records, agency space tabulations, building evaluations, regional planning memorandums and related records	
	(1) Central Office.	Cut off on completing or canceling project, hold 2 years and retire to FRC. Destroy 5 years after cutoff
	(2) Other offices.	Destroy 2 years after cut off.
	e. Space requirement records. Documents created in planning for new buildings and for extending, converting, and acquiring existing buildings. Included are requests for space on GSA Form 144, Net Space Requirements for Future Federal Building Construction, and	

OAD P 1820 2 CHGE

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	related records	
	(1) Central Office	Cut off on completing or canceling project, hold 2 years and retire to FRC. Destroy 5 years after cutoff.
	(2) Other offices	Destroy 3 years after cut off
19E21-19E24	<u>Reserved</u>	
19E25.	<u>Project prospectus records (NCN-121-81-1).</u> A record set of (1) original prospectus and reports of buildings project surveys signed by the Commissioner, PBS, and the Administrator and (2) project authorizations (Central Office).	Permanent. Cut off in 5-year blocks; hold 5 years and retire to FRC. Offer to NARA 15 years after cutoff.
19E26-19E29	<u>Reserved.</u>	
19E30.	<u>Project scheduling records (NCN-121-81-1).</u> Documents created in the planning, programming, scheduling, administering, managing and reporting on space management projects. Included are GSA Forms 1829, Schedule and Performance-Space Management Site Selection and 1830, Schedule and Performance-Space Management Site Acquisition, supporting papers, correspondence, and related documents.	
	a. Central Office	Cut off at the end of the month, destroy 4 years after cutoff.
	b. Other offices	Destroy after transferring incomplete projects to new fiscal year schedule.
19E31-19E34	<u>Reserved.</u>	
19E35.	<u>Real property acquisition records.</u> Title papers and related information documenting the acquisition of real property by purchase, transfer, condemnation, donation, exchange or other action.	NOTE: This record series contains rights and interests records.
	a. Records relating to property acquired after December 31, 1920, other than abstract or certificate of title (GRS 3/1a)	Retain in the regional office. Cut off after unconditional sale or release by the Government of conditions, restrictions,

OAD P 1820.2 CHGE

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
		mortgages or other liens. Destroy 10 years after cutoff.
	b Records relating to property acquired before January 1, 1921 (NC1-121-81-1).	Permanent. Cut off at the end of the fiscal year after acquiring title or rendering final judgment on condemnation cases. Transfer to NARA 10 years after cutoff.
	c Abstract or certificate of title (GRS 3/1b)	Transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens.
19E36-19E39	<u>Reserved.</u>	
19E40.	<u>Relocation records (NC1-121-81-1).</u> Documents created in displacing people, businesses, or farm operations. Included are contracts for relocation services, relocation plans, surveys appraisals, general and individual claim files, claim forms, payment vouchers, interview and contact reports, negotiations reports, public body coordination reports, claim appeals, disclaimers, and related records.	Cut off at the end of fiscal year, after completing final relocation and payment of relocation claims, hold 2 years and return to FRC. Destroy 5 years after cutoff.
19E41-19E44.	<u>Reserved.</u>	
19E45.	<u>Space allocation standard records (NC1-121-81-1).</u> Documents created in the preparation, clearance, and publication of guides for the use of space by individual agencies. Included are coordinating actions, record copies of the guides, and communications pertaining to the published guides	Place in inactive file when superseded or obsolete; destroy 2 years after cutoff.
19E46-19E49.	<u>Reserved.</u>	
19E50.	<u>Space assignment and utilization records (- - -).</u> Documents created by regional offices in analyzing space requirements, assigning space to Federal agencies and managing space in buildings under GSA control. Included are space assignment requests, on-site survey and inspection reports, fact sheets, review and approval actions, utilization reports and studies, retention or disposal studies, maps, photographs,	Cut off at the end of fiscal year after assignment ends; destroy 5 years after cutoff. NOTE: Bring forward to the current file periodic inspection and utilization survey reports on recommended actions that have not been completed.

OAD P 1820 2 CHGE

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	correspondence and related records	
19E51- 19E54.	<u>Reserved.</u>	
19E55	<u>Space management report records (NC1-121-81-1).</u> Descriptions of, and disposal instructions for, official copies of these records are as follows:	
	a. Master inventory reports. Reports showing real property owned and leased by the United States and consisting of machine listings for the current year and bound printed copies.	
	(1) Machine listing.	Destroy upon receiving new edition.
	(2) Bound volumes.	Destroy when no longer needed for reference. (Permanent copies are maintained by the Office of Finance.)
	b. Feeder reports. Reports providing feeder information for the master inventory report and consisting of input data from other Government agencies, regional consolidated reports, and supporting records.	Cut off at the end of fiscal year; destroy 2 years after cutoff.
	c. GSA inventory report. Reports showing inventory of buildings under GSA assignment control, building identification data, occupiable space per building, and similar data.	Cut off at the end of fiscal year; destroy 2 years after cutoff.
	d. Space assignment reports. Reports showing space assignment by building, agency, occupancy right, and providing data on the building, the agency, location, space, and similar information.	Cut off at the end of fiscal year; destroy 2 years after cutoff. NOTE: Quarterly reports may be destroyed when no longer needed or when a new printout is received.
	e. Occupiable space and summary reports. Reports showing space summary by urban center, city, and occupancy right; space utilization by agency and bureau; space summaries by occupancy right and by agency; leases in effect; regional leased space and annual rentals; summary of buildings and active leases (including Metropolitan District of Columbia); vacant space by occupancy right; and list of inactive records.	Cut off at the end of fiscal year; destroy 5 years after cutoff.

Appendix 19-E

OAD P 1820.2 CHGE

RECORD SYMBOL	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
	f. Building and other reports. Master building records, building register change listings, master building inventories, master assignment records, lease activity and expiration date records, personnel census listings, and similar reports.	Cut off at the end of fiscal year; destroy 1 year later.
19E56- 19E59.	<u>Reserved.</u>	
19E60.	<u>Space offer records (N1-121-81-1).</u> Documents accumulated as the result of offers of space for lease to GSA by private individuals or organizations.	Cut off at the end of the fiscal year; destroy 3 years after cutoff.
19E61- 19E64.	<u>Reserved.</u>	
19E65.	<u>Site acquisition records (N1-121-90-1).</u> Documents created in acquiring real property and easements through purchase, exchange, transfer, donation, or condemnation. Included are site investigation directives; public notices; offers to sell and synopses of offers; site investigation, inspection, appraisal, and negotiation reports; condemnation assemblies; excess property records and reports; copies of title reports; property surveys; certificates of inspection and possession; disclaimers; and related documents.	Cut off at the end of fiscal year after final acquisition of title and/or rendering of final judgment on condemnation cases; hold 2 years and retire to FRC. Destroy 8 years after cutoff. NOTE: This record series contains emergency operating records.
19E66- 19E69.	<u>Reserved.</u>	
19E70.	<u>Site management records.</u> a. Undeveloped site files (N1-121-90-1). Documents created in administering, supervising, and controlling undeveloped sites. Included are site directives and supporting documents, site management plans, site inspection survey reports, site conditioning actions and reports, out-lease actions and supporting documents, lease termination survey reports, licenses, permits, easement grants, encroachment data, jurisdictional	Cut off at the end of fiscal year on completing construction or disposing of site. Hold 2 years and retire to FRC; destroy 1 year later. NOTE: This record series contains emergency operating records.

OAD P 1820.2 CHGE

RECORD

<u>SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
---------------	------------------------------	-------------------------------

	transfer actions and similar records, correspondence, and other related records.	
--	--	--

	b. Developed site records (NC1-121-81-1). Documents created in administering, supervising, and controlling developed sites. Included are licenses, permits, easement grants, encroachment data, jurisdictional transfers, correspondence, and related records.	
--	--	--

	(1) Central Office.	
--	---------------------	--

		Place in inactive file after execution. Cut off at the end of fiscal year; destroy 1 year later.
--	--	--

	(2) Regional offices.	
--	-----------------------	--

		Place in inactive file on termination, expiration, or revocation of instrument. Cut off at the end of fiscal year; destroy 1 year later.
--	--	--

	c. Outlease records (NC1-121-81-1). Documents created in leasing public buildings and grounds on developed sites, including Government-leased facilities for commercial use. Included are documents deciding the availability of space for outleasing; approvals; consultants' and real estate brokers' reports; appraisals, analyses, and cost statements; Central Office approvals; bids, abstracts, and analyses; letters of acceptance and rejection; originals of leases and amendments; insurance documentation; initial condition survey reports; alteration, improvement, and repair records; rental collection records; claims; and related records.	
--	---	--

	(1) Central Office.	
--	---------------------	--

		Place in inactive file after award. Cut off at the end of fiscal year; destroy 1 year later.
--	--	--

	(2) Regional offices.	
--	-----------------------	--

		Cut off at the end of fiscal year; following termination or expiration of the lease, hold 1 year and return to FRC. Destroy 5 years later.
--	--	--

OAD P 1820 2 CHGE

This appendix provides maintenance and disposition instructions for records relating to the arts and historic preservation programs and managing the Federal art collection. Art and historic preservation records are created as the result of responsibilities and functions assigned in the GSA Organization Manual (OHR P 5440 1), ch 23-55

RECORD SYMBOL	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
19F1	<u>Fine arts program records (N1-121-91s2)</u>	
19F1	a. Art inventories.	
	(1) Art Inventories Registers, photographs and slides relating to inventories of artworks that are located in Federal facilities	Destroy after related third generation inventory.
	(2) Museum files. Information relating to portable, Federally owned, New Deal artworks in museum collections. Includes correspondence and other pertinent information.	Cut off on return of artwork to Federal custody. Create an Art History Case File and file under 19F1c.
	(3) Disputed Federal ownership files. Includes registers, photographs and slides of artworks for which Federal ownership is in question.	Cut off when Federal ownership is established, file information in related art history case file (19F1c).
	(4) Art disposition files. Includes information on artwork that has been deaccessioned, donated or destroyed by either natural or man-made occurrences.	Cut off when artwork is deaccessioned; file information in related art history case file (19F1c).
	b. Artists files. Biographical and other information, including correspondence with artists whose artworks are owned by the Federal government.	Permanent. Cut off in 10-year blocks; transfer to NARA 5 years after cutoff.
	c. Art history case files. Documentation relating to acquisition; conservation, exhibitions and loans; and the deaccession of Federally owned works of art, including Art Examination Worksheet (source of acquisition, e.g. donation or transfer), audiovisual documentation, Questionnaire for Loan of GSA Artworks for Exhibition, all completed GSA loan forms including GSA Form 10048, Liability Agreement for Loan of GSA Artworks, conservation and inspection reports, missing artwork information, correspondence and other related information.	Permanent. Cut off at the end of the fiscal year in which artwork is donated, destroyed or otherwise deaccessioned. Transfer immediately to NARA

OAD P 1820.2 CHGE

RECORD SYMBOL	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
	d Exhibition and loan requests Requests by museums to borrow Federally owned portable artworks for exhibition Includes Questionnaire for Loan of GSA Artworks for Exhibition, correspondence and related information.	
	(1) Requests granted.	File with related art history case file.
	(2) Requests not granted	Cut off at the end of the fiscal year; destroy 2 years after cutoff.
19F2- 19F4.	<u>Reserved.</u>	
19F5.	<u>Art-in-Architecture (A-I-A) program records (N1-121-91-2).</u>	
33F5	a. Art inventories. Registers, photographs and slides relating to inventories of artworks that are located in Federal facilities.	Destroy after related third generation inventory.
	b Artists files.	
	(1) Artists represented in the A-I-A program. Biographical and other information, including correspondence with commissioned artists whose artworks are incorporated into the architecture of Federal facilities.	Permanent. Cut off in 10-year blocks; transfer to NARA 5 years after cutoff.
	(2) National Registry of Artists. Information submitted by artists who want to be commissioned for the GSA A-I-A Program. Includes correspondence and background information necessary to determine an artist's qualifications and work in a specific art media, such as resumes, catalogs, art reviews, slides of the artist's work and related information.	Return slides to artist when s/he no longer wants to be considered for commission. Destroy remaining information when no longer needed. NOTES: Information about artists may be subject to the Privacy Act of 1974 Information in this category may be donated to the public when no longer needed, provided permission from the artist is secured before such donation and the instructions contained in ch. 3-21a(2) are followed.
	(3) Project case files. Documentation relating to acquisition, commission, placement, conservation and deaccession of artworks in Federal facilities Information includes backgrounds about proposed and selected artists, photographs and slides, minutes from	Permanent. Cut off at the end of the fiscal year in which artwork is donated, destroyed or otherwise deaccessioned Transfer immediately to NARA.

OAD P 1820 2 CHGE

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	the Artist Selection Panel meetings, copies of artist's contracts, building plans related to the placement of artworks, conservation information and art inspection forms	
19F6-19F9	<u>Reserved.</u>	
19F10	<u>Art maintenance records (N1-121-91-2)</u>	
	a. Proposed conservator files. Information about conservators who desire to be considered for GSA contracts. Included are GSA Conservator Qualifications Questionnaire, correspondence and related records.	Destroy when conservator no longer wants to be considered for GSA contracts or when no longer needed. NOTE: Information about conservators may be subject to the Privacy Act of 1974.
	b. Miscellaneous art management files. Correspondence, slides, photographs, drawings and nontextual information relating to the management of artworks that cannot be filed within specific categories elsewhere in this appendix.	Cut off at the end of the fiscal year; destroy 2 years after cutoff.
19F11-19F14.	<u>Reserved.</u>	
19F15.	<u>Historic buildings preservation program records (N1-121-91-2).</u>	
	a. Historic structures reports/historic building preservation plans. Reports and program plans to identify and maintain historically and architecturally significant buildings under GSA ownership.	Permanent. Cut off at the end of the fiscal year in which the building is sold or demolished. Transfer immediately to NARA.
	b. Historic properties files. Information relating to specific historic buildings under GSA ownership. Includes correspondence between Central Office and the regions, between GSA and state historic preservation officers and related information.	Permanent. Cut off at the end of the fiscal year in which building is sold or demolished. Transfer immediately to NARA.

OAD P 1820 2 CHGE

RECORD
SYMBOLDESCRIPTION OF RECORDAUTHORIZED DISPOSITION

e Miscellaneous preservation management files. Correspondence and other documents, slides, photographs, drawings and nontextual information relating to the preservation of historic structures that cannot be filed within specific categories elsewhere in this appendix

Cut off at the end of the fiscal year, destroy 2 years after cutoff.

PROPOSED CHAPTEREXISTING CHAPTER

19A1	33A10
19A5	33A45
19A10	33A20
19A15	33A25
19A20	33A35
19A25	33A45
✓19A30*	33A70
✓19A35*	33A75 33A75 AW
19A40	33A80
19A45	33A85
19A50	33A90
19A55	33A95
19A60	33A100
19A65	33A105
19A70	33A110
✓19A75*	33A115 33A125
19A80	33A130
19B1	33B1
19B5	33B10
19B10	33B20
19B15	33B30
19B20	33B35
19B25	33B40
19B30	33B45
19B35	33B46
19B40	33B50
19C1	30A1
19C5	30A5
19C10	30A15
19D1	33D1
19D5	33D2
19D10	33D5
19D15	33D10
19D20	33D15
19D25	33D25
19D30	33D30

CONT'D

PROPOSED CHAPTEREXISTING CHAPTER

19D35	33D55
✓19D40*	33D59
19D45	33D60
19E1*	40A61
✓19E5*	NEW
19E10	40A10
✓19E15*	40A45
19E20	40A15
19E25	40A90
19E30	40A4
19E35	40A60
19E40	40A58
19E45	40A40
✓19E50*	40A25 AND 40A30 (COMBINED)
19E55	40A95
19E60	40A70
19E65	40A55
19E70	40A65
19F1	33F1
19F5	33F5
19F10	33F10
19F15	33F15

*AUTHORIZED DISPOSITION HAS BEEN CHANGED