

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-269-96-001

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 All authorities on this schedule were superseded by this body of disposition authorities.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

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REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-269-96-1	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 5/1/96	
1 FROM (Agency or establishment) General Services Administration		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Finance and Office of Congressional Affairs		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Sharon Lighton	5 TELEPHONE (202) 501-2262	DATE 9-3-96	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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>1</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 <i>April 25, 1996</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Sharon Lighton</i>	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)
	See attached		

- 08A010 **Financial management projects.** Case files created in studying developing, installing, and reviewing procedures for accounting and reporting programs and related systems Included are coordinating actions, project reports, and related records
- a Records accumulated by office directing and approving the project
NC1-269-90-4
item 16A10
- Temporary Withdraw and place in inactive file when a directive or other instruction resulting from the project is canceled, or when the project ends Hold 2 years and retire to FRC Destroy 12 years after cutoff
- b Records accumulated by Executive Office or other organizations participating in or coordinating portions of the project
NEW
- Temporary Cut off at end of the fiscal year after the project ends Destroy 3 years after cutoff
- 10B005 **Legislation cases.** Case files created in formulating, developing, and presenting proposed legislation of GSA Included are drafts of bills, clearance actions, reports, testimonies of GSA officials at hearings, and related records
- a Office of Congressional Affairs case files
NC1-269-80-12
item 20C5
- Permanent Cut off at end of each Congress, hold 4 years, and retire to FRC Transfer to NARA 15 years after cutoff, in 4-year blocks
- b Clearance Office records
NEW
- Temporary Cut off at end of fiscal year, hold 4 years, and retire to FRC Destroy 8 years after cutoff