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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 All authorities on this schedule were superseded by this body of disposition authorities.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

<table>
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<tr>
<th>JOB NUMBER</th>
<th>N1-269-96-1</th>
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<tr>
<td>To</td>
<td>NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)</td>
</tr>
<tr>
<td></td>
<td>WASHINGTON, DC 20408</td>
</tr>
<tr>
<td>DATE RECEIVED</td>
<td>5/1/96</td>
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1 FROM (Agency or establishment)

General Services Administration

2 MAJOR SUBDIVISION

Office of Finance and Office of Congressional Affairs

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

Sharon Lighten

5 TELEPHONE

(202) 501-2262

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 __ 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,

X is not required, □ is attached, or □ has been requested

7 Item No

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

See attached

9 GRS OR SUPERSEDED JOB CITATION

10 ACTION TAKEN

STANDARD FORM SF 115 (REV. 3-91)

Prev. Ed. Not Usable

Prescribed by NARA 36 CFR 1228
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

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

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

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

Temporary  Cut off at end of fiscal year, hold 4 years, and retire to FRC. Destroy 8 years after cutoff.