Schedule Number: N1-269-96-003

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 All authorities on this schedule were superseded by this body of disposition authorities.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

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1 FROM (Agency or establishment)
General Services Administration

2 MAJOR SUBDIVISION
Office of Management Services

3 MINOR SUBDIVISION
Information Management Division

4 NAME OF PERSON WITH WHOM TO CONFERENCE
Sharon Lighton

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,

☐ is not required; ☐ is attached; or ☐ has been requested.

DATE
7/31/96

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE
GSA Records Officer

ITEM NO
8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

See attached.

9 GRS OR SUPERSEDED JOB CITATION

10 ACTION TAKEN (NARA USE ONLY)

115-109 NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

JUN 23 1997 COPY TO: AGENCY, NWDD, NR

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228
Management improvement reports (---).
Documents created in reporting management improvement goals, progress reports, and accomplishments for GSA internal and Governmentwide programs. Included are written statements from agency managers assessing their systems of control, semiannual improved manpower management reports, and GSA's annual report to the President and Congress concerning its systems of control.

a GSA's annual report

Reserved.

Temporary Cut off at the end of the fiscal year, hold 2 years, and return to FRC. Destroy 5 years after cutoff.

OMB Circular A-76 (NC1-269-80-1).
Documents created under GSA Order ADM P 5400 40, GSA handbook, Implementation of the OMB Circular A-76/Productivity Improvement Program, to implement the provision of OMB Circular A-76 and the Supplement, OMB Circular A-76. Included are documents created in conjunction with Circular A-76 implementation directives, reporting requirements and submissions, including inventories and tracking schedules, and program management, such as A-76 Studies and Post-Most Efficient Operation (MEO) Reviews and related records.

a OMB Circular A-76, implementation directives and documents

Disposable. Review at the end of the fiscal year, destroy when superseded or obsolete.
b A-76 studies

Temporary  Cut off at the end of the fiscal year after study completed, hold 5 years and retire to FRC  Destroy 10 years after cutoff

c Post-MEO reviews

Temporary  Cut off at end of fiscal year after review completed, hold 4 years, and retire to FRC  Destroy 10 years after cutoff

d Documents other than implementation directives, studies, or post MEO reviews

Disposable  Cut off at end of fiscal year, destroy 3 years after cutoff

Reserved.

11A051-11A054

11A055

Quality management files ( - - ). Documents created for the implementation of quality management in GSA. Included are assessment documents, reports and surveys, Administrator's quality award criteria and quality management newsletter data and related records

a Quality management and climate assessment documents

Temporary  Cut off at the end of the fiscal year, hold 2 years and retire to FRC  Destroy 5 years after cutoff

b Other records

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

Reserved.

11A056-11A059

11A060

GSA Strategic and Tactical Planning and General Management Review (GMR) records ( - - ). Documents created in developing, issuing and implementing GSA's strategic and tactical plans and coordinating the GMR process

a Office responsible for promulgating plans

Temporary  Cut off at the end of the fiscal year, destroy 5 years after cutoff

b Clearance office copies of documents created in developing, issuing and implementing GSA's strategic and tactical plans and coordinating the GMR process

Temporary  Cut off at the end of the fiscal year, destroy 5 years after cutoff