INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-269-80-11

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 All authorities on this schedule were superseded by this body of disposition authorities.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INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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 RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
   General Services Administration

2. MAJOR SUBDIVISION
   Office of Plans, Programs, and Financial Management

3. MINOR SUBDIVISION
   Office of Budget

4. NAME OF PERSON WITH WHOM TO CONFER
   Ray Hershberger

5. TEL EXT
   566-0673

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.

   □ A Request for immediate disposal.

   ✗ B Request for disposal after a specified period of time or request for permanent retention.

C DATE
D SIGNATURE OF AGENCY REPRESENTATIVE
E TITLE

William W. Herbert
Acting Chief, Records Management Branch

7. ITEM NO
8. DESCRIPTION OF ITEM
   Files descriptions and requested changes to program records are contained in the attached proposed chapter
   to the GSA HB, Records Maintenance and Disposition System.

9. SAMPLE OR JOB NO
   NN168-82

10. ACTION TAKEN

Performance Analysis Program Files

Files descriptions and requested changes to program records are contained in the attached proposed chapter
to the GSA HB, Records Maintenance and Disposition System.

Closed out: 9-29-80: K.T.
Copy sent to Agency.
SUBJECT: GSA Records Maintenance and Disposition System.

1. **Purpose.** This order transmits revised pages to ch. 14 of the HB, GSA Records Maintenance and Disposition System.

2. **Explanation of changes.** Appendix 14-B, Performance Analysis Program Files, is changed to provide for additions, deletions, and revisions to the schedules for disposition of records.

3. **Instructions.** Remove appendix 14-B, and insert the attached corresponding new pages.

W. M. PAZ
Assistant Administrator
for Human Resources and Organization

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**CENTRAL OFFICE**

60 copies to HRAR for distribution to service and staff office records officers for subsequent redistribution to the records custodians responsible for the records described herein and for reserve stock.

**REGIONAL OFFICES**

The copies specified below are to be distributed to regional records officers for subsequent redistribution to the regional offices and field activity records custodians responsible for files described herein.

<table>
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<tr>
<th>Region</th>
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Region W: 5 copies

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Figure 1. Supplemental distribution

Distribution: A; F; G; plus figure 1

Attachment
The records described by this appendix are accumulated in coordinating and assisting in the development and application of cost, workload, and productivity standards and systems for performance budgeting. Performance analysis program records are created as a result of responsibilities outlined in the GSA Organization Manual (OFA P 5440.1) and under to the provisions of orders and handbooks in the 2200 subject classification series. Documentation accumulated by other offices in handling performance analysis matters for their program area is covered by instructions in appendix 9-C.

Appendix 14-B. Performance Analysis Program Files

1 and 2
14B1. **Performance analysis system approvals.** Documents created in the review and approval of plans, procedures, and systems for collecting basic work measurement and cost data and in providing summarized analyses thereof to operating officials. Included are proposed procedures and systems descriptions, summary analyses, and directly related records.

Office of Organization and Management responsible for final approval: Cut off at end of the fiscal year following supersession or cancellation of the system concerned, destroy when 5 years old.

Note.—Related files accumulated by the operating office originating the system should be included in the case file for the prescribing directive.

14B2 - 14B4. **Reserved.**

14B5. **Performance analysis technical assistance.** Documents accumulated in providing technical assistance and advice to operating officials on the development, implementation, and evaluation of performance analysis reporting techniques, production rates and costs measuring techniques, system improvements, results, or activities. Included are requests for assistance, analyses and recommendations, and related records.

Cut off at the end of the fiscal year, destroy when 2 years old.

14B6 - 14B9. **Reserved.**

14B10. **Performance analysis reports.** Documents which reflect analyses of performance in terms of production and cost. Included are performance analysis reports, summary reports, and directly related records.

   a. Office with agencywide responsibility.

      (1) Cut off annually, hold 5 years, and retire to FRC. Destroy when 10 years old.

      (2) Other papers: Destroy when 3 years old.

   b. Other offices: Destroy when 2 years old.

14B11 - 14B14. **Reserved.**

14B15. **Performance analysis summaries and charts.** Documents reflecting work measurement and cost data summarized and presented to operating officials and which are forwarded to budget offices upon request. Included are tables, charts, and graphs, related texts or outlines of presentations, and similar records.

Destroy when no longer needed for reference purpose.

Appendix 14-B
14B20. Performance analysis statistical repository. Working or reference material maintained to provide a depository of statistical source data on resources, workload, and performance for all GSA programs.

Destroy when superseded or obsolete.