

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-269-81-02

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 All authorities on this schedule were superseded by this body of disposition authorities.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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Rec'd RCD 4 Feb 81

REQUEST FOR RECORDS 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 Administrative Services

3. MINOR SUBDIVISION

Offices Service Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Ray Hershberger

5. TEL. EXT.

566-0673

LEAVE BLANK

JOB NO

NC1-269-81-2

DATE RECEIVED

2-4-81

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

5-6-81
Date

Paul H. May
Archivist of the United States

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 <u>1/29/81</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>John C. Gondo Jr.</i>	E. TITLE Acting Chief, Records Management Branch
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<u>Offices Service Program Files</u> Changes to descriptions, additions, and disposition schedules are contained in the enclosed chapter 19 to the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).	NN 168-103 NC1-269-78-1 NC1-269-80-7 NC1-269-80-8	

*Closed Out: 5-8-81 : K.T.D.
Copy to Agency*

10 items

19D20. Local transportation controls. Documents accumulated in obtaining, controlling, and issuing tokens, toll tickets, or passes used for public conveyances or in connection with transportation. Included are requisitions, vouchers, bills, control cards or registers, and similar or related records.

Cut off at end of fiscal year, destroy when 4 years old.

19D21. Parking control files. Documents accumulated in collecting and controlling fees for internal GSA employee parking. Included are parking permits; applications; reports; ADP listings of locations, fees, and names; collection vouchers; and related records.

Cut off annually, destroy when 3 years old.

19D22-19D24. Reserved.

19D25. Freight transportation. Documents accumulated in the shipment of office supplies, furniture, equipment, and household effects. Included are copies of Government or commercial bills of lading, receiving documents, transit certificates, and similar or related records.

Cut off at end of fiscal year, destroy when 4 years old.

19H1. Centralized mailing lists files. Documents accumulated in establishing, maintaining, and controlling GSA mailing lists. Included are applications, letters, transaction documents supporting changes to the mailing list, master detail cards, lists of bidders and their addresses, production reports, analysis billing documents, and related records. Titles and disposition instructions for these records are as follows:

a. Mailing lists.

Destroy when superseded, canceled, or obsolete.

b. Master detail cards.

Cut off inactive or deleted records at end of the fiscal year after each purge of the mailing list is completed, destroy when 2 years old.

c. Application forms and other source documents.

Cut off inactive files at end of the fiscal year after each purge of the mailing list is completed, destroy when 2 years old.

d. Exception listings.

Cut off at end of the fiscal year in which they become inactive, destroy when 1 year old.

e. Working papers. (Tickler files, suspense control documents, charge cards, etc.).

Destroy when no longer needed. *(Transfer to FAC not authorized)* *Adv*
WLO
229484

f. Billing documents.

Cut off at end of the fiscal year, destroy when 3 years old.

g. Statistical and historical records. Correspondence establishing policy, procedures, precedence, studies, analysis, production reports, and related records.

Place in inactive file when superseded, canceled, or obsolete, destroy when 1 year old.

19H2-19H5. Reserved.