Schedule Number: NC1-269-83-01

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 All authorities on this schedule were superseded by this body of disposition authorities.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 GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (AGENCY OR ESTABLISHMENT)  
General Services Administration

2 MAJOR SUBDIVISION  
Administrative Services Division

3 MINOR SUBDIVISION  
Information Management Branch (R-8)

4. NAME OF PERSON WITH WHOM TO CONFERENCE  
Peggy B. Futrell  
TEL EXT 566-1879

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 for ______ 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  
4/27/83

D. SIGNATURE OF AGENCY REPRESENTATIVE  
William W. Neibert

E. TITLE  
Chief, Records and Forms Management Branch

7 ITEM NO  
Office Service Program Files

8 DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

Changes to descriptions, additions, and disposition schedules are contained in the enclosed chapter 19-H to the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2). NCI-269-81-2
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/data printouts.**
   Destroy when replaced with superseded card/printout or when cancellation of mail list is requested by the applicant.

c. **Active and inactive application forms and other source documents.**
   (Includes correspondence from customers requesting changes to their mail lists.)
   1. Mail list 301 (Standard Form 129, Bidder's Mailing List Application for FSS procurement bidders) and 306 (GSA Form 457, FSS Publications Mailing List Application): Cut off files at the end of each quarter, destroy 18 months after the date initially input into computer.
   2. All other mail lists: Cut off files at the end of each quarter, destroy 6 months after the date initially input into computer.

d. **Error listings.**
   Cut off at the end of each quarter, hold 3 months and destroy.

e. **Working papers.** (Tickler files, suspense control documents, etc.)
   Destroy when no longer needed (transfer to FARC not authorized).

f. **Billing documents.**
   Cut off at end of fiscal year, hold 3 years and destroy.

g. **Statistical and historical records.** (Correspondence establishing policy, procedures, precedence, studies, analysis, production reports, and related records.)
   Cut off at end of fiscal year, hold 2 years and destroy.

19H2-19H5. **Reserved.**

Appendix 19-H

3 and 4