

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NN-173-000042

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 All authorities on this schedule were superseded by this body of disposition authorities.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INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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 OR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
General Services Administration

2. MAJOR SUBDIVISION
OAD, Office of Management Services (BR)

3. MINOR SUBDIVISION
Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER
Raymond Hershberger

5. TEL. EXT.
183-5132

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED SEP 5 - 1972	JOB NO. 173-42
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date 9-10-72	Signature <i>James B. Choad</i> Archivist of the United States

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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

9-1-72 *Michael G. Barbour*
(Date) (Signature of Agency Representative) (Title)
Michael G. Barbour, Acting Chief, Records Management Branch (BRAR)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	File description and requested disposition authorizations are contained in the attached proposed changes to the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2). The proposed changes are identified by vertical lines in the right margin.		
	Chapter 14-A	NN168-82	
	Chapter 42C, 42D	NN171-42	
	Chapter 51A	NN171-5	

14A51 - 14A54. Reserved.

14A55. Deficiency reports. Reports and directly related papers reflecting the circumstances surrounding and other data pertinent to violations of the Anti-Deficiency Act, Public Law 85-48 (71 Stat.49), but not reports accumulated by investigative offices which involved possible criminality.

Cut off annually:

Central Office elements responsible for agencywide and service- or staff office-wide budgeting: Hold 5 years **DISPOSAL APPROVED** and destroy.

Other offices: Hold 2 years and destroy.

DISPOSAL APPROVED

14A56. Planning assumptions. Documents accumulated in calling for, preparing, and approving assumptions or predictions of the circumstances and conditions under which program plans will operate during the forthcoming planning period. Included are "calls" for planning assumptions, clearance actions, planning assumptions and revisions thereto, transmittal letters, and directly related papers.

Cut off at the end of the fiscal year, hold 3 years, and destroy. **DISPOSAL APPROVED**

14A57. Program plans. Documents created in preparing, reviewing, clearing, and approving plans reflecting the factual and analytic basis for 5-year program proposals; detailed and summary financial plans reflecting gross resources required; and summaries of program costs and program outputs. Included are program plans, detailed and summary financial plans, special tabulations, clearance actions, transmittal plans, and related papers.

Cut off at the end of the fiscal year, hold 3 years, and destroy. **DISPOSAL APPROVED**

14A58. Operating schedules. Documents created in preparing, clearing, and approving schedules which translate current fiscal year portions of plans into quarterly operating targets to be achieved through the application of available manpower and funds. Included are "calls" for schedules, operating schedules and revisions thereto, transmittal letters, and directly related papers.

Cut off at the end of the fiscal year, hold 1 years, and destroy. **DISPOSAL APPROVED**

14A59. Programing reports. Reports reflecting highlights and progress in program accomplishments and performance. Included are monthly highlight

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reports, quarterly progress reports, other program reports, and papers directly related to them.

Cut off at the end of the fiscal year, hold 1 year, and destroy **DISPOSAL APPROVAL**

14A60. Budget digests. Documents reflecting, in digest form, a comprehensive history of appropriations; programs; obligations; expenditures; workload, performance, and cost data; employment data; and similar information about annual and supplemental budgets. (Budget digests are updated annually by page changes.)

Office responsible for preparation and issue: Permanent.
Cut off revised pages in 5-year blocks, hold 5 years, and retire.

42C1. Design concept drawings. Reproducible drawings depicting site plans; floor and roof plans; elevations; transverse and longitudinal sections; basic designs; circulation areas; entrances; stairways; elevators, if any; space assignments; mechanical and electrical equipment spaces; toilet rooms; stacks; wire closets; column locations; grades; and story heights.

Place in inactive file following completion of construction contract or when contract is terminated. Cut off inactive file annually, hold 2 years, and retire. Destroy after 8 **DISPOSAL APPROVED** additional years.

42C2 - 42C4. Reserved.

42C5. Tentative drawings. Drawings which expand the diagrammatics into the initial comprehensive presentation of the basic design. These drawings identify rooms and spaces; special space requirements; unusual mechanical, electrical, or structural needs; floor dimensions; ceiling heights; details of exterior walls; and similar data.

Place in inactive file following completion of construction contract or when contract is terminated. Cut off inactive file annually, hold 2 years, and retire. Destroy after **DISPOSAL APPROVED** 8 additional years.

42C6 - 42C9. Reserved.

42C10. Design data drawings. Drawings prepared for use in developing project drawings and in communicating project design requirements for bid and contract documents. Included are design data drawings and documents created in their preparation.

Destroy when no longer needed. **DISPOSAL APPROVED**

42C11 - 42C14. Reserved.

42C15. Standard detail drawings. Drawings reflecting standard design requirements for use in developing contract plans and specifications. Copies of these drawings may supplement or become part of the bid or contract documents. Included are standard detail drawings and documents created in their preparation.

Destroy when no longer needed. **DISPOSAL APPROVED**

42C16 - 42C19. Reserved.

42C20. Working drawings. Intermediate and prefinal working drawings that reflect architectural, structural, and topographical details; details of building approaches and landscaping; and electrical, mechanical, air-conditioning, and elevator details. These drawings are submitted for review and for preparing final tracings or reproduces.

Destroy after completion of construction contract and receipt of contractor's release of claims.

DISPOSAL APPROVED

42C21 - 42C24. Reserved.

42C25. Drawing files indexes. Documents showing description, number, location, and other data on, all drawings prepared for each D&C project.

Destroy on transfer or destruction of the original drawings.

DISPOSAL APPROVED

42C26 - 42C29. Reserved.

42C30. "Original" drawings. Record set of architectural and engineering drawings consisting of master tracings and acceptable reproduces. These drawings reflect information on architectural, structural, and topographical details; details of building approaches and landscaping; and electrical, mechanical, air-conditioning, and elevator details.

Drawings for buildings listed in the National Register of Historical Places: Permanent. Place in inactive file on completion of building sale, trade, or donation proceedings. Cut off the inactive file annually and retire.

Other drawings: Destroy on demolition of the building or on completion of building sale, trade, or donation proceedings, except that if requested these drawings may be turned over to the new owner or custodian.

DISPOSAL APPROVED

42C31 - 42C34. Reserved.

42C35. Contract drawings. Copies of final working drawings on which contract negotiations are based.

Place in inactive file following completion of construction contract by delivery and acceptance of all work and material, or when contract is terminated. Cut off inactive file annually, hold 2 years, and retire. Destroy after 4 additional years.

DISPOSAL APPROVED

42C36 - 42C39. Reserved.

42C40. Full size detail drawings. Tracings and reproducible prints of drawings reflecting full size details of moldings, ornaments, and decorations; cornerstones or date stones; terra-cotta and stone work; cabinet and mill work; architectural models; and similar details.

Destroy following completion of construction contract and final acceptance of all work and material, or when contract is terminated.

DISPOSAL APPROVED

42C41 - 42C44. Reserved.

42C45. Blueprints (bound sets). Bound sets of blueprints for construction of and changes to buildings.

Destroy when building is sold, traded, or demolished, except that if requested, these drawings may be turned over to new owner or custodian.

DISPOSAL APPROVED

42C46 - 42C49. Reserved.

42C50. Shop drawing controls. GSA Form 2400, Shop Drawing Record, comparable forms, letters to contractors, and related documents reflecting the drawings submitted, approved, disapproved, and resubmitted for each project.

Cut off in 2-year blocks, hold 3 years, and retire. Destroy after 5 additional years.

DISPOSAL APPROVED

42C51 - 42C54. Reserved.

42C55. Shop drawings. Architectural, structural, and mechanical or electrical drawings prepared by manufacturers of products to be made or assembled in their shops. They are also prepared as guides for assembling products at the job site.

Cut off in 2-year blocks, hold 3 years, and retire. Destroy after 5 additional years.

DISPOSAL APPROVED

42C56 - 42C59. Reserved.

42C60. Outline floor plans. Drawings depicting skeleton floor plans for buildings and building improvement, alteration, extension, and conversion projects which are for use in the assignment of space. Included are plastic reproducible and reproduced plans, including other plans and sketches created in their preparation.

Reproducibles: Destroy when superseded or when building is sold, traded, or demolished.

DISPOSAL APPROVED

Plans and sketches used in preparation of reproducibles:
Destroy on approval of the reproducibles.

Reproduced plans: Destroy when no longer needed.

DISPOSAL APPROVED

42C61 - 42C64. Reserved.

42C65. Guide and standard specifications. Documents relating to the preparation, coordination, and issue of guide and standard specifications governing basic requirements and quality standards for the selection and use of construction material and equipment. Included are copies of the issued guide and standard specifications and related documents.

Destroy when no longer needed.

DISPOSAL APPROVED

42C66 - 42C69. Reserved.

42C70. Project specifications. Specifications prepared for specific construction, extension, conversion, remodeling, repair, and improvement projects. These specifications describe material requirements for the project and prescribe the materials and manufactured items depicted on the related drawings.

Record sets of specifications: Destroy on demolition of the building or on completion of building sale, trade, or donation proceedings, except that if requested, the specifications may be turned over to the new owner or custodian.

DISPOSAL APPROVED

Other copies: Destroy when no longer needed.

DISPOSAL APPROVED

42D1. Project control schedule files. GSA Form 2318, Status of New Construction Projects - Project Control Schedule, and related documents accumulated in scheduling and reporting progress on construction projects. These files are accumulated by schedule and control representatives and offices generating feeder information. This paragraph is not applicable to records described in chap. 13.

Schedule and control representatives' files: Place in inactive file following completion of project. Cut off inactive file in 5-year blocks and retire. Destroy after 5 additional years.

DISPOSAL APPROVED

Other offices: Destroy when no longer needed.

DISPOSAL APPROVED

42D2 - 42D4. Reserved.

42D5. D&C project files. Documents accumulated in planning, designing, and supervising the construction, conversion, extension, remodeling, alteration, and repair of buildings and grounds. Included are preconstruction conference reports, change estimates and orders, specification clarifications, drawing approvals and rejections, inspection reports, and related papers.

Cut off annually, hold 2 years, and retire. Destroy after 8 additional years.

DISPOSAL APPROVED

42D6 - 42D9. Reserved.

42D10. Project cost estimates. Documents accumulated in preparing and reviewing cost estimates for proposed projects and for authorized building design, construction, modification, remodeling, and lease restoration projects. Included are preauthorization estimates, project feasibility confirmations, sketches, detailed estimates, and related papers.

Remove and file in inactive file following completion of contract by acceptance of all work and material, termination of the contract, or on disapproval of the project. Cut off the inactive file annually, hold 3 years, and retire. Destroy after 7 additional years. Earlier retirement is authorized.

DISPOSAL APPROVED

42D11 - 42D14. Reserved.

42D15. Cost estimate cards. Cards showing summaries of estimated cost details abstracted from other records and used for reference during project construction.

Destroy when building is sold, traded, donated, or demolished.

DISPOSAL APPROVED

Appendix 42-D

42D16 - 42D19. Reserved.

42D20. Design data cards. Cards containing design data on each Federal building, such as design floor load, foundation design and construction, and related data. These cards are used to provide quick approximations in regard to design problems.

Destroy when building is sold, traded, donated, or demolished.

DISPOSAL APPROVED

42D21 - 42D24. Reserved.

42D25. Structural project files Documents containing structural engineering data related to existing and proposed Federal buildings. Included are foundation investigation reports, soil tests and boring data, drawings and topographical survey reports, site survey reports, construction data, correspondence, and related papers.

Destroy when building is sold, traded, donated, or demolished; transfer to new owner or custodian if requested.

DISPOSAL APPROVED

42D26 - 42D29. Reserved.

42D30. Structural computations. Documents (prepared either manually or by computer for each project) reflecting engineering computations for structural framings and foundations, including design loadings and assumptions, design techniques, unit loadings, and material stresses.

Place in inactive file following completion of contract, hold 2 years, and retire. Destroy when building is sold, traded, donated, or demolished; transfer to new owner or custodian if requested.

DISPOSAL APPROVED

51A1. Motor vehicle jacket files. Documents created in establishing a historical data file pertaining to each motor pool vehicle. Included are copies of the vehicle transaction record, certificates of origin, repair orders, delivery or purchase orders, handbills, invoices, service and inspection work orders or stubs, tire requisitions and delivery or purchase orders, motor vehicle accident resumes, modification and special device records, and related documents.

Place in inactive file on disposal or transfer of the vehicle outside GSA, cut off annually, hold 1 year, and destroy.

DISPOSAL APPROVED

51A2 - 51A4. Reserved.

51A5. Dispatch vehicle study files. Documents created as a result of studies undertaken to determine the optimum vehicle requirements to meet dispatch demands of the motor pool. Included are records of filled and unfilled dispatch vehicle demand, cost/benefit analysis studies, documentation of agency requirements for assigned vehicles, studies regarding vehicle dispatch service at airports, and related documents.

Cut off annually, hold 1 year, and destroy.

DISPOSAL APPROVED

51A6 - 51A9. Reserved.

51A10. Vehicle and equipment acquisition files. Documents created in requesting procurement of and in the receipt of vehicles from non-Government sources. Included are copies of requisitions; purchase orders; invoices; receiving reports; unsatisfactory equipment reports; correspondence dealing with warranties, mechanical failures, and similar discrepancies; and related documents.

Cut off annually, hold 2 years, and destroy.

DISPOSAL APPROVED

51A11 - 51A14. Reserved.

51A15. Vehicle transfer files. Documents created in the transfer of vehicles within the region, between regions, and from other agencies. Included are authorizations for transfer of property or similar documents, copies of vehicle transaction records, and related documents.

Cut off annually, hold 1 year, and destroy.

DISPOSAL APPROVED

51A16 - 51A19. Reserved.

51A20. Vehicle disposal files. Documents created upon exchange/sale of a vehicle or its declaration as excess. Included are reports of personal property for sale or reports of excess personal property, as applicable; copies of vehicle transaction records; and related documents.

Appendix 51-A

Place in inactive file upon disposal of vehicle, cut off annually, hold 1 year, and destroy.

DISPOSAL APPROVED

51A21 - 51A24. Reserved.

51A25. Vehicle identification files. Documents created in the procurement and assignment of vehicle identification (license) tags. Included are requisitioning records, shipping instructions, receiving reports, and related documents.

Cut off annually, hold 1 year, and destroy.

DISPOSAL APPROVED

51A26 - 51A29. Reserved.

51A30. Vehicle repair contract files. Documents created in arranging for and monitoring contracts (awarded by FSS) for servicing and repairing motor vehicles. Included are copies of contracts, performance evaluation reports, and related documents.

Place in inactive file on termination of contract or on completion of contract by delivery and acceptance of all materials, property, or services. Cut off the inactive file at the end of the fiscal year, hold 1 year, and destroy.

DISPOSAL APPROVED

51A31 - 51A34. Reserved.

51A35. Agreement files. Documents relating to agreements with cost-plus contractors, grantees, other Government agencies, commercial transportation enterprises, and other organizations for providing motor vehicle and related transportation supplies and services, normally on a reimbursable basis. Included are requests for, authorizations of certifications concerning, and compliance reviews involving cross-service or other agreements; copies of the agreements; and related documents.

Cut off annually following supersession, expiration, cancellation, or obsolescence of the agreements; hold 1 year; and retire. Destroy after 5 additional years.

DISPOSAL APPROVED

which serve as vouchers for receipt and issue of tokens, and related supporting documents.

Stock record cards: Withdraw and place in inactive file when card is filled and balances are brought forward to a new card or when final entry is made on the card. Cut off the inactive file at the end of the year, hold 2 years, and destroy.

DISPOSAL APPROVED

Voucher records: Cut off annually, hold 2 years, and destroy.

DISPOSAL APPROVED

51A86 - 51A89. Reserved.

51A90. Shop and repair order registers. GSA Form 1458B, Motor Vehicle Repair and Shop Orders Record, maintained for recording in numerical sequence the control numbers assigned to shop and repair orders and for reflecting other required data concerning them.

Cut off annually, hold 1 year, and destroy.

DISPOSAL APPROVED

51A91. Inventory of parts and supplies. Documents accumulated in conducting and reporting on inventories taken to reconcile property accounting records with property on hand for motor equipment parts, materials, and supplies. Included are stock record cards, listings, and related papers.

Cut off annually, hold 1 year after stock item is discontinued or reconciled or after stock balance is transferred to new card, and destroy.

DISPOSAL APPROVED

51A92 - 51A94. Reserved.

51A95. Motor pool document transmittal files. Documents used in forwarding source documents to the financial activity. Included are agency motor pool document transmittals, supporting papers, and related documents.

Cut off annually, hold 1 year, and destroy.

DISPOSAL APPROVED

51A96 - 51A99. Reserved.

51A100. Motor transportation request files. This file consists of agency requests for the issue of vehicles or related services, agency travel orders or other authorizing documents, and related records.

Cut off annually, hold 1 year, and destroy.

DISPOSAL APPROVED

51A101 - 51A104. Reserved.

Appendix 51-A

51A105. Vehicle authorization files. Lists reflecting individuals authorized to draw vehicles from the motor pool, permits to operate vehicles between home and place of employment, similar authorizations, and directly related papers.

Withdraw and destroy on supersession, cancellation, or obsolescence of the authorization.

DISPOSAL APPROVED

51A106 - 51A109. Reserved.

51A110. Road test examination files. Documents accumulated by GSA examiners for the U.S. Civil Service Commission in giving road tests prior to issue of a U.S. Government motor vehicle operator's identification card.

Cut off annually, hold 3 years, and destroy.

DISPOSAL APPROVED

MCT

UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION



DATE: September 18, 1972

National Archives and Records Service
Washington, D.C. 20408

REPLY TO
ATTN OF: Katherine H. Davidson

SUBJECT: Job No. NN-173-42

Director, Records Appraisal Division

This job, which amends three previous jobs, deals with records covered by the GSA records handbook. The purpose of this memo is to describe the rationale for record group designations, to discuss the retention period changes in some items, and to indicate the new file subjects and other minor changes.

1. RG designation for this job. The records to which this job and the previous jobs relate are in different RG's but are all described in the GSA records handbook. One amended job, No. NN-168-82, covers GSA Budget Program files, handbook chapter 14A, RG 269. The second amended job, No. NN-171-42, covers Public Buildings Service Design and Construction files, handbook chapters 42C and 42D, RG 121. The third amended job, No. NN-171-5, covers Transportation and Communications Service Motor Pool Program files, handbook chapter 51A. The T&CS (RG 352) was recently redesignated the Automated Data and Telecommunications Service and its transportation activities were transferred to the Federal Supply Service (RG 137). The motor pool program records already in the FRCs have probably been allocated to RG 352 and those transferred in the future will probably be allocated to RG 137. Therefore this NN-173-42 schedule should be annotated with all four RG numbers and appropriate cross reference sheets should be placed in our files. Probably we should notify NCO of the RG designations for this job. (Attached is a draft of a proposed memo to NCO.)

2. Retention period changes. The main purpose of this schedule is to amend the "permanent" retention period for records of long term administrative use. The records officer was able to get the period changed by pointing out to the operating people that "permanent" means "forever." In making the changes he found it advisable to lengthen the retention period of some related items. Most of the records affected by these changes are preliminary or interim drawings and related controls or indexes. The records which had been designated "permanent" and are now authorized for disposal are described in items No. 42C10, 42C15, 42C25, and 42C55. The items for which the retention period was lengthened are 42C1, 42C5, and 42C50. (It should be noted that item No. 42C30 describes the "record set" of drawings.)

The project files described in items No. 42D1 and 42D5 were formerly designated for permanent retention and are now recommended for ultimate disposal. The retention period for item No. 51A1 records has been shortened.

3. New file subjects and other changes. The new schedule adds five file subjects--No. 14A56 through 14A59 and 51A91. File titles for items No. 14A55 and 51A95 have been amended. The title for the office of record has been amended in items No. 14A60, 42C1.

4. Miscellaneous. Other item entries are unchanged.

Katherine H Davidson