Schedule Number: N1-291-86-002

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 All authorities on this schedule were superseded by this body of disposition authorities.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
   Federal Property Resources Service

3. MINOR SUBDIVISION
   Office of Real Property

4. NAME OF PERSON WITH WHOM TO CONFER
   Gladys G. Franklin

5. TELEPHONE EXT. DATE
   535-7974 12-31-86

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 1 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, if required under the provisions of Title B of the GAO Manual for Guidance of Federal Agencies, is attached.

   A. GAO concurrence: □ is attached; or □ is unnecessary.

B. DATE
   Chief, Records and Forms Management Branch

C. SIGNATURE OF AGENCY REPRESENTATIVE
   [Signature]

D. TITLE
   Office of Real Property Program Records

8. DESCRIPTION OF ITEM
   Office of Real Property Program Records

Enclosed is a proposed disposition schedule adding a new category of records to Chapter 33, Appendix 33-D.
and retire to FRC. Offer to NARA when 25 years old in 10-year blocks.

Note. — The official file of the Congressional Report "Explanatory Statement of Proposed Negotiated Sale of Surplus Real Property" is filed with the appropriate case file under 33D1, and a copy is filed in 33D55.

(2) Other reports: Cut off annually. Destroy when superseded, canceled, obsolete or no longer needed.

b. Other offices: Cut off annually. Destroy when 2 years old, except machine images may be destroyed when no longer needed.

33D56 — 33D58. Reserved.

33D59. Real Property Utilization Survey ( ). Documents relating to the utilization of Real Property. Included are survey reports, photos, maps, and related correspondence.

a. Central Office: Cut off following completion of case; hold 1 year and transfer to FRC. Destroy after 15 years.

b. Regional Offices: Cut off following completion of case, destroy when 1 year old.

33D60. Preexcess files (NC1-291-81-1). Correspondence and related documents concerning real property that may be reported as excess to GSA in the future.

Destroy after 5 years. Earlier disposal is authorized on receipt of information that property will not be reported as excess.

Note. — On receipt of report of excess, withdraw the related file and place it in 33D1.

I concur in the revision to 33D59.

[Signature: Norman C. Miller]
Agency Representative
[Signature: ]
NARA Appraiser

10/3/86
Date

2/6
Date

Appendix 33-D

7 and 8