

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 All authorities on this schedule were superseded by this body of disposition authorities.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

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

LEAVE BLANK

JOB NO.

*NI-291-86-2*

DATE RECEIVED

*9-19-86*

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

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

General Services Administration

2. MAJOR SUBDIVISION

Federal Property Resources Service

3. MINOR SUBDIVISION

Office of Real Property

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4. NAME OF PERSON WITH WHOM TO CONFER

Gladys G. Franklin

5. TELEPHONE EXT.

535-7974

DATE

12-31-86

ARCHIVIST OF THE UNITED STATES

*J. Frank Bunker*

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 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

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

B. DATE <i>Sept 10, 1986</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	D. TITLE Chief, Records and Forms Management Branch
---------------------------------	---	--

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p align="center"><u>Office of Real Property Program Records</u></p> <p>Enclosed is a proposed disposition schedule adding a new category of records to Chapter 33, Appendix 33-D.</p>		

*2 items*

*GSA, NCF, NNF  
1-7-87*

~~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 listings may be destroyed when no longer needed.

33D56 — 33D58. Reserved.

33D59. *Case Files* 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 ~~retire~~ <sup>transfer</sup> to FRC. ~~Destroy after 15 years.~~ DESTROY WHEN 8 YEARS OLD

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.

Norman C. Miller  
Agency Representative

10/3/86  
Date

Ronald White  
NARA Appraiser

2 Oct 86  
Date