Schedule Number: N1-291-91-002

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 All authorities on this schedule were superseded by this body of disposition authorities.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
Changes in retention periods are requested for the following records series in Chapter 33 - Property Program Records: 33A45a(2), 33A95d, 33Bl, and 33Dlb. These records series are contained in the GSA Records Maintenance and Disposition System (OAD P 1820.2).
RECORD SYMBOL  |  DESCRIPTION OF RECORD  |  AUTHORIZED DISPOSITION
---|---|---
33A45.  |  Personal property sales center establishment files. Information accumulated in establishing, relocating, consolidating, or continuing surplus personal property sales centers. Included are requests for establishment or consolidation, feasibility studies, recommendations, justifications, final determinations, agreements and related records.  
   a. Records relating to established sales centers.  
      (1) Central Office (NC-291-81-1).  
      (2) Other offices:  
         (a) Annual report.  
         (b) Other records (NC-291-81-1).  
   b. Records relating to sales centers not established (NC-291-81-1).  
      (1) Central Office.  
      (2) Other Office.
33A95.  |  Utilization and disposal reports. Information that reflects personal property utilization and disposal transactions and activities of GSA and other Government agencies. Included are regional, national, summary and consolidated reports of personal property reported as excess; agency reports on the utilization and disposal of excess and surplus personal property, including property replaced under the exchange sale authority; machine-prepared reports on utilization, donation, transfer and sale of excess and surplus personal property, including property in contractor inventories; other reports and listings; and related records.  
   a. Government-wide and agencywide consolidated and summary reports accumulated at the Central Office (NC-291-81-1).  
      Cut off at the end of the fiscal year; hold 2 years and retire to FRC. Destroy 5 years after cutoff.  
   NOTE: Reports accumulated in office responsible for consolidating and preparing regional and GSA-wide reports are described in ch. 19.
### 33B1. Rehabilitation facility establishment files

Information accumulated in establishing, relocating, consolidating or disestablishing Federal personal property rehabilitation facilities, and in determining whether to obtain rehabilitation services from other organizations instead of establishing Federal facilities. Included are requests for establishment or consolidation, feasibility studies, recommendations, justifications, final determinations, agreements and related records.

- a. Records relating to established facilities.
- b. Files relating to facilities not established.

### 33D1. Real property disposal case files

Information used in (1) reporting as excess real property and related personal property no longer required by Federal agencies, (2) screening for utilization, (3) transferring property between Federal agencies, and (4) disposing of property determined to be surplus to the needs of the Federal government. Included are reports of excess; notices of availability; requests for withdrawal from excess or surplus; inspection and appraisal reports; requests for property, including authorizations and approvals of disposition; applications for public use; determinations of surplus; transfer, donation, exchange, lease, use permit and assignment, and sales documents; easements and deeds; drawings and specifications; bids and invitations; documents relating to the care of property pending disposition; correspondence with other Federal agencies, State and local governments, private organizations or individuals; and related records.

**Authorized Disposition**

- Cut off at the end of the fiscal year; destroy 2 years after cutoff.
- Cut off at the end of the fiscal year; destroy 3 years after cutoff.
- Cut off at the end of the fiscal year; destroy 2 years after cutoff.

**Note:** This record series contains emergency operating records.
RECORD SYMBOL  DESCRIPTION OF RECORD  AUTHORIZED DISPOSITION

a. Central Office (NC1-291-83-1).  Permanent. Cut off following completion of case and send to the appropriate region for retirement to FRC under par. 33D1b.

NOTE: Central Office records cannot be retired to the Washington National Records Center (WNRC). Records retired to the WNRC before November 13, 1984, are permanent records and will be offered to NARA when 25 years old in 5-year blocks. In most cases, CO does not maintain disposal case files but may keep original documents that must be forwarded to the appropriate region for inclusion in the regional case file.

b. Regional offices (- - -).  Permanent. Cut off following completion of case; hold 1 year and retire to FRC. Transfer to NARA when 50 years old in 5-year blocks.

c. Other records. Records necessary or convenient for the use of real property sold, donated, or traded to non-Federal ownership since August 21, 1935, including (if pertinent as determined by the releasing agency) site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records and allowance lists, as well as duplicate copies of title papers, provided that (1) the records can be segregated without harm to other documents of enduring value, (2) no responsibility is attached to the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance and (3) if the property is released for historical use or purpose, the user agrees to retain it and return it to the Federal Government immediately on the discontinuance of its use for historic purposes (NC1-291-83-1).

1) The records are not scheduled for permanent retention elsewhere in this manual (see ch. 42 § 93).

All changes to this page, including the withdrawal of item (b) were agreed to by Marc Simms of GSA on 8/5/99.

Marc Wolfe