

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-291-84-01

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 All authorities on this schedule were superseded by this body of disposition authorities.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

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

<b>LEAVE BLANK</b>	
JOB NO	NC1-291-84-1
DATE RECEIVED	1-23-84
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 USC 3303a the disposal request including amendments, is approved except for items that may be stamped 'disposal not approved' or 'withdrawn' in column 10	
3-12-84 <i>Date</i>	 <i>Archivist of the United States</i>

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  
Sandy Groves

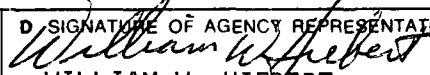
5 TEL EXT  
566-1643

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 2 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 12/27/83	D SIGNATURE OF AGENCY REPRESENTATIVE  WILLIAM W. HIEBERT	E TITLE Chief, Records and Forms Mgmt Branch
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>33D55. <u>Real property disposal reports.</u> Documents reflecting real property utilization and disposal transactions and activities of GSA and other government agencies. Included are regional, national summary, and consolidated reports of real property reported as excess; agency reports on utilization and disposal; machine-prepared reports on utilization, donation, transfer, and sale, other reports and listings, and related records.</p> <p>a. Central Office responsible for preparation and/or consolidation of:</p> <p>(1) Congressional and White House (Property Review Board) required reports:</p> <p>PERMANENT. Cut off annually, hold 5 years, and retire to FRC. Offer to NARS when 25 years old <i>17 10 yr blocks,</i></p> <p>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.</p> <p><i>NCW, NMF, NNB &amp; Agency sent 3-19-84 by DMW</i></p>	NC1-291-84-1	<i>3 items</i>

**MASS DATA CHANGE SHEET NOT REQUIRED**

Request for Records Disposition Authority – Continuation		JOB NO	PAGE OF 2 of 2
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>(2) Other reports:</p> <p>        Cut off annually, destroy when superseded, canceled, obsolete or no longer needed.</p> <p>        b. Other offices: Cut off annually, destroy when 2 years old, except machine listings which may be destroyed when no longer needed.</p>		