

Request for Records Disposition Authority

Records Schedule Number **DAA-0352-2016-0001**

Schedule Status **Approved**

Agency or Establishment **General Services Administration**

Record Group / Scheduling Group **Records of the Information Resources Management Service**

Records Schedule applies to **Agency-wide**

Schedule Subject **352 - Information Technology Hosting and Shared Services to Other Agencies**

Internal agency concurrences will be provided **No**

Background Information **GSA supports a variety of information technology hosting and shared services to other agencies. Such activities include providing research and standards for agency contract development, conducting source selection or technical evaluations as part of a contract source selection, identifying technologies and vendors to provide those technologies (FAS Schedule 70), creating and supporting national technology standards and specifications, and contracting to provide both information hosting and IT shared services. Additionally, GSA manages, on behalf of all agencies websites, hosts authoritative information resources (such as the FAR, FTR, and FMR), and web information for the general public and other agencies (gsa.gov, data.gov, fed.gov, etc.) . This record group has undergone many transformations. Telecommunications services has been transferred to RG 137, and a division was made between IT services to GSA (269.7) and those services provided outside of GSA (RG 352).**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	0	5	0

GAO Approval

Outline of Records Schedule Items for DAA-0352-2016-0001

Sequence Number	
1	352.1 - Information Technology Services to Other Agencies
1.1	011 – Interagency IT Service Agreement Records Disposition Authority Number: DAA-0352-2016-0001-0001
1.2	021 – Interagency IT Hosting and Shared Services Program Records Disposition Authority Number: DAA-0352-2016-0001-0002
1.3	031 – IT Universal Standards and Specifications Disposition Authority Number: DAA-0352-2016-0001-0003
2	352.2 – Information Hosting Records
2.1	011 - Publicly-posted Information Disposition Authority Number: DAA-0352-2016-0001-0004
2.2	012 – Information Service Program Management Records Disposition Authority Number: DAA-0352-2016-0001-0005

Records Schedule Items

Sequence Number																					
1	<p>352.1 - Information Technology Services to Other Agencies GSA Supports a variety of Information Technology Services to federal agencies. Such services include hosting an email service, providing secure communications services (COMSEC), publishing federal IT standards and specifications, providing contact centers to support a given technology, assisting in the compilation of common services for federal agencies. Formerly referred to as "ADP" or "automated data processing" services, this has been renamed to "Information Technology" services to encompass the variety of platforms, technologies, and software that are brought to bear on this function.</p>																				
1.1	<p>011 – Interagency IT Service Agreement Records Disposition Authority Number DAA-0352-2016-0001-0001</p> <p>This series of records is focused on the arrangements, service level agreements, and terms used to supply IT services to non-GSA clients. Such records include IT Service Agreements, Service Level Agreements (SLAs), Authority to Operate (ATO) Memorandums, Memorandums of Understanding or Agreement, delegations of authority, modifications, correspondence, and related records.</p> <table> <tr> <td>Final Disposition</td><td>Temporary</td></tr> <tr> <td>Item Status</td><td>Active</td></tr> <tr> <td>Is this item media neutral?</td><td>Yes</td></tr> <tr> <td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td>No</td></tr> <tr> <td>GRS or Superseded Authority Citation</td><td>NC1-352-83-001 / 27D10</td></tr> <tr> <td colspan="2">Disposition Instruction</td></tr> <tr> <td>Cutoff Instruction</td><td>Cut off at the end of the fiscal year when the agreement is terminated/expired.</td></tr> <tr> <td>Retention Period</td><td>Destroy 10 years after cutoff.</td></tr> <tr> <td colspan="2">Additional Information</td></tr> <tr> <td>GAO Approval</td><td>Not Required</td></tr> </table>	Final Disposition	Temporary	Item Status	Active	Is this item media neutral?	Yes	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No	GRS or Superseded Authority Citation	NC1-352-83-001 / 27D10	Disposition Instruction		Cutoff Instruction	Cut off at the end of the fiscal year when the agreement is terminated/expired.	Retention Period	Destroy 10 years after cutoff.	Additional Information		GAO Approval	Not Required
Final Disposition	Temporary																				
Item Status	Active																				
Is this item media neutral?	Yes																				
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No																				
GRS or Superseded Authority Citation	NC1-352-83-001 / 27D10																				
Disposition Instruction																					
Cutoff Instruction	Cut off at the end of the fiscal year when the agreement is terminated/expired.																				
Retention Period	Destroy 10 years after cutoff.																				
Additional Information																					
GAO Approval	Not Required																				
1.2	<p>021 – Interagency IT Hosting and Shared Services Program Records Disposition Authority Number DAA-0352-2016-0001-0002</p>																				

This series of records is concerned with setting up, managing, and closing down information technology services, shared services, or contact centers for non-GSA clients. Records include reference and resource documentation used to support the service, contact center transactions and reports and recommendations, correspondence, and related records. Examples of such services include COMSEC (Communication Security) services, IT equipment and software purchasing services, and other IT service contact center services provided to other Federal, state or local government agencies.

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
GRS or Superseded Authority Citation	NC1-352-81-002 / 27D55 NC1-352-81-002 / 27D1/a NC1-352-81-002 / 27D5/a NC1-352-81-002 / 27D5/b NC1-352-81-002 / 27D15 NC1-352-81-002 / 27D20/a NC1-352-81-002 / 27D20/b NC1-352-81-002 / 27C1 NC1-352-81-002 / 27D25 NC1-352-80-001 / 55F1/a/1 NC1-352-80-001 / 55F1/a/2 NC1-352-80-001 / 55F1/b/2 NC1-352-80-001 / 55F5 NC1-352-80-001 / 55F20/b NC1-352-80-001 / 55F45 NC1-352-80-001 / 55F50 NC1-352-80-001 / 55F55 NC1-352-80-001 / 55F60 NC1-352-80-001 / 55F65/a NC1-352-80-001 / 55F65/b NC1-352-80-001 / 55F70 NC1-352-80-001 / 55F75 NC1-352-80-001 / 55F80/a NC1-352-80-001 / 55F80/b NC1-352-80-001 / 55F85/a/1 NC1-352-80-001 / 55F85/a/2 NC1-352-80-001 / 55F85/d/1 NC1-352-80-001 / 55F85/d/2 NC1-352-80-001 / 55F85/f

NC1-352-80-001 / 55F90/a
NC1-352-80-001 / 55F90/b
NC1-352-81-002 / 27D1/b
NC1-137-78-003 / 62A20
NC1-137-82-001 / 63A10
NC1-352-81-002 / 27E1
NC1-352-81-002 / 27E5
NC1-352-81-002 / 27E10/a
NC1-352-81-002 / 27E10/b
NC1-352-81-002 / 27E15
NC1-352-81-002 / 27E40
NC1-352-81-001 / 55I55
NC1-352-81-002 / 27D30/b
NC1-352-81-002 / 27D30/a
NC1-352-81-002 / 27D35
NC1-352-81-002 / 27D40
NC1-352-81-002 / 27D45
NC1-352-81-002 / 27D50
NC1-352-81-002 / 27E50
NC1-352-80-001 / 55F1/b/1
NC1-352-80-001 / 55F20/a
NC1-352-80-001 / 55F85/c
NC1-352-80-001 / 55F85/e
NC1-352-80-001 / 55F85/g
N1-269-85-001 / 16E5

Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year.
Retention Period Destroy 5 years after cutoff.

Additional Information

GAO Approval Not Required

1.3

031 – IT Universal Standards and Specifications

Disposition Authority Number DAA-0352-2016-0001-0003

This series of records is concerned with the preparation, coordination, approval, maintenance and cancellation of information technology standards and specifications applied in sponsoring interagency IT services. Included are technology "white papers" and studies, lists of approved standards, industry standards and specifications, federally-adopted standards, standards and review committee materials, correspondence, and related records.

Final Disposition Temporary
Item Status Active

	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	NC1-352-81-002 / 27C5/a NC1-352-81-002 / 27C5/b NC1-352-81-002 / 27E25 NC1-352-81-002 / 27E30
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the fiscal year when the standard or specification is superseded or no longer needed, or when the committee is disbanded.
	Retention Period	Destroy 5 years after cutoff.
	Additional Information	
	GAO Approval	Not Required
2	352.2 – Information Hosting Records	
	This group of records is focused on the information services that GSA provides to others outside of GSA. Examples include Data.gov and USA.gov. Such activities include creating and maintaining web content for both the public and outside the agency, and related records in developing and managing and closing down such a service.	
2.1	011 - Publicly-posted Information	
	Disposition Authority Number	DAA-0352-2016-0001-0004
	This series consists of content (information and documents) in a variety of formats posted by GSA on agency web sites hosted by GSA, and content posted on, or submitted via, those web sites by the public. Included are static web pages, historically insignificant public dialogues such as forums, surveys, and comment postings, regulatory or statutorily mandated public postings, and related records. This schedule item covers copies of content received from agencies and posted by GSA on the web sites. The record copy of the content (retained by the originating agency) is covered by the records schedules of the agencies that originated the content. The content posted to the web sites by the public is covered by this schedule item.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in	No

2.2	electronic format(s) other than e-mail and word processing?	
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of the fiscal year in which the posting becomes superseded, obsolete, or canceled.
	Retention Period	Destroy 3 years after cutoff. Longer retention is authorized in order to comply with requirements for public posting stipulated by regulation, agency directives, OMB or GAO mandates, or similar authorities.
	Additional Information	
	GAO Approval	Not Required
	012 – Information Service Program Management Records	
	Disposition Authority Number	DAA-0352-2016-0001-0005
	This series of records is concerned with creating and managing an information resource (e.g., Data.gov and USA.gov) for use or reference by the public and/or Federal agencies in carrying out their work. Included are change management decisions, planning documents, promotional materials, review reports, correspondence, and related records.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the fiscal year.
	Retention Period	Destroy 3 years after cutoff. Longer retention is authorized if required to comply with requirements set forth in statutes, directives, agreements, contracts, OMB or GAO mandates, or similar authorities.
	Additional Information	
	GAO Approval	Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
05/11/2016	Certify	Robert Smudde	National Records Officer	Office of the Chief Information Officer - Office of Policy and Compliance
07/18/2016	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
08/02/2016	Submit For Certification	David Simmons	Knowledge Management Specialist	Public Buildings Service - All os Region 5 GSA
08/11/2016	Certify	Robert Smudde	National Records Officer	Office of the Chief Information Officer - Office of Policy and Compliance
08/11/2016	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
08/11/2016	Submit For Certification	David Simmons	Knowledge Management Specialist	Public Buildings Service - All os Region 5 GSA
08/12/2016	Return to Submitter	Robert Smudde	National Records Officer	Office of the Chief Information Officer - Office of Policy and Compliance
08/12/2016	Submit For Certification	David Simmons	Knowledge Management Specialist	Public Buildings Service - All os Region 5 GSA
08/12/2016	Certify	Robert Smudde	National Records Officer	Office of the Chief Information Officer - Office of Policy and Compliance
10/20/2016	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration

				- ACRA Appraisal Team 1
10/24/2016	Submit For Certification	David Simmons	Knowledge Management Specialist	Public Buildings Service - All os Region 5 GSA
10/24/2016	Certify	Robert Smudde	National Records Officer	Office of the Chief Information Officer - Office of Policy and Compliance
04/06/2017	Submit for Concurrence	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
04/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/20/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

ITEM	BUCKET TITLE	New Retention	Series Level Cut off Instructions, where applicable	Current Series Title	Superseded Authority	Superseded Retention
DAA-0352-2016-0001-0001	011 – Interagency IT Service Agreement Records	Temporary - Destroy 10 years after cutoff.	Cut off at the end of the fiscal year when the agreement is terminated/expired.	ADP agreements and delegations.	NC1-352-83-001 / 27D10	Destroy when 10 years old.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	Property accounting technical assistance	N1-269-85-001 / 16E5	destroy when 5 years old.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	SC ADP project files.	NC1-137-78-003 / 62A20	destroy when 2 years old.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	Supply ADP project files	NC1-137-82-001 / 63A10	destroy when 2 years old.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	GSA COMSEC services files. Central Office: Other papers.	NC1-352-80-001 / 55F1/a/1	Destroy when superseded by a later inspection report.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	GSA COMSEC services files. Central Office: Technical inspection reports.	NC1-352-80-001 / 55F1/a/2	Destroy when years old.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	GSA COMSEC services files. Regional Offices: Technical inspection reports.	NC1-352-80-001 / 55F1/b/1	Destroy when superseded by a later inspection report.

ITEM	BUCKET TITLE	New Retention	Series Level Cut off Instructions, where applicable	Current Series Title	Superseded Authority	Superseded Retention
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	GSA COMSEC services files. Regional Offices: Other papers.	NC1-352-80-001 / 55F1/b/2	destroy when 2 years old.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	COMSEC depot project files - Drawings and layouts:	NC1-352-80-001 / 55F20/a	Destroy on supersession or cancellation of the drawing, layout, or on discontinuance of the facility.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	COMSEC depot project files - Other papers:	NC1-352-80-001 / 55F20/b	destroy when 1 year old.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	COMSEC equipment evaluation files.	NC1-352-80-001 / 55F45	destroy when 2 years old.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	Other agency COMSEC facility files	NC1-352-80-001 / 55F5	destroy when 2 years old.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	Installation and maintenance schedules.	NC1-352-80-001 / 55F50	Destroy when superseded. canceled. or when schedule has expired.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	Encrypted traffic reports	NC1-352-80-001 / 55F55	destroy when 1 year old.

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DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	COMSEC designations.	NC1-352-80-001 / 55F60	Destroy on cancellation or other relief from the assignment or designation.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	Crypto access files. Central Office	NC1-352-80-001 / 55F65/a	destroy when 2 years old.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	Crypto access files. Other offices:	NC1-352-80-001 / 55F65/b	Destroy on separation of the employee. or on termination of the access authorization.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	COMSEC signature records.	NC1-352-80-001 / 55F70	destroy when 1 year old.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	Security procedure review logs.	NC1-352-80-001 / 55F75	Destroy 2 years after log book or sheet is filled.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	Encrypted message text files. Encrypted page copies:	NC1-352-80-001 / 55F80/a	Destroy when 1 month old.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	Encrypted message text files. Encrypted tapes:	NC1-352-80-001 / 55F80/b	destroy when 1 year old.

ITEM	BUCKET TITLE	New Retention	Series Level Cut off Instructions, where applicable	Current Series Title	Superseded Authority	Superseded Retention
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	COMSEC accounting report files - COMSEC accounting vouchers. Accounts:	NC1-352-80-001 / 55F85/a/1	destroy when 2 years old.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	COMSEC accounting report files - COMSEC accounting vouchers. Central Office of Record	NC1-352-80-001 / 55F85/a/2	destroy when 5 years old.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	COMSEC accounting report files - COMSEC hand receipts	NC1-352-80-001 / 55F85/c	The borrower is encouraged to immediately destroy the returned hand receipt.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	COMSEC accounting report files - COMSEC inventory reports. Accounts:	NC1-352-80-001 / 55F85/d/1	destroy when 3 years old.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	COMSEC accounting report files - COMSEC inventory reports. central Office of record:	NC1-352-80-001 / 55F85/d/2	The emergency operating center will destroy it receipt of the the next succeeding (superseded) inventory report
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	COMSEC accounting report files - Package receipts.	NC1-352-80-001 / 55F85/e	Destroy when 6 months old.

ITEM	BUCKET TITLE	New Retention	Series Level Cut off Instructions, where applicable	Current Series Title	Superseded Authority	Superseded Retention
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	COMSEC accounting report files - COMSEC material records.	NC1-352-80-001 / 55F85/f	Destroy when 6 months old.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	COMSEC accounting report files - COMSEC material correspondence files	NC1-352-80-001 / 55F85/g	destroy when 1 year old.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	COMSEC evaluations. Central Office of Record	NC1-352-80-001 / 55F90/a	destroy when 5 years old.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	COMSEC evaluations. Other offices	NC1-352-80-001 / 55F90/b	destroy when 2 years old.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	Communications technical assistance.	NC1-352-81-001 / 55I55	destroy when 3 years old.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	ADP technical assistance.	NC1-352-81-002 / 27C1	destroy when 3 years old.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	ADP organization files - Central Office:	NC1-352-81-002 / 27D1/a	destroy when 5 years old.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	ADP organization files - Regional offices:	NC1-352-81-002 / 27D1/b	destroy when 2 years old.

ITEM	BUCKET TITLE	New Retention	Series Level Cut off Instructions, where applicable	Current Series Title	Superseded Authority	Superseded Retention
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	ADP resources availability files	NC1-352-81-002 / 27D15	Destroy when superseded or obsolete.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	ADP service requirements. Filled ADP service of requests	NC1-352-81-002 / 27D20/a	Withdraw when agreement for provslon of service is reached, complete the form, and return it to the requesting agency.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	ADP service requirements. Noncurrent requirements:	NC1-352-81-002 / 27D20/b	Destroy when revised, canceled, or obsolete.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	ADP services requests	NC1-352-81-002 / 27D25	destroy when 1 year old.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	ADP utilization reports other reports	NC1-352-81-002 / 27D30/a	destroy when 5 years old.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	ADP utilization reports Government-wide reports	NC1-352-81-002 / 27D30/b	destroy when 2 years old.

ITEM	BUCKET TITLE	New Retention	Series Level Cut off Instructions, where applicable	Current Series Title	Superseded Authority	Superseded Retention
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	ADP inventory reports	NC1-352-81-002 / 27D35	destroy when 5 years old.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	Excess ADP equipment	NC1-352-81-002 / 27D40	destroy when 3 years old.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	ADP equipment excess notices registers.	NC1-352-81-002 / 27D45	destroy when 2 years old.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	ADP service center exemptions. Central Office	NC1-352-81-002 / 27D5/a	destroy when 5 years old.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	ADP service center exemptions. Other offices	NC1-352-81-002 / 27D5/b	destroy when 3 years old.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	Excess equipment statistical reports.	NC1-352-81-002 / 27D50	destroy when 2 years old.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	ADP information publications.	NC1-352-81-002 / 27D55	destroy when 5 years old.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	ADP acquisition case files	NC1-352-81-002 / 27E1	destroy when 5 years old.

ITEM	BUCKET TITLE	New Retention	Series Level Cut off Instructions, where applicable	Current Series Title	Superseded Authority	Superseded Retention
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	ADP system files - Other Offices	NC1-352-81-002 / 27E10/a	destroy when 5 years old.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	ADP system files - Office responsible for development of the system	NC1-352-81-002 / 27E10/b	destroy when 2 years old.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	Invoice certification.	NC1-352-81-002 / 27E15	destroy when 4 years old.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	ADP supply files	NC1-352-81-002 / 27E40	destroy when 2 years old.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	ADP equipment requests	NC1-352-81-002 / 27E5	destroy when 2 years old.
DAA-0352-2016-0001-0002	021 – Interagency IT Hosting and Shared Services Program Records	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year.	Tape transmittals	NC1-352-81-002 / 27E50	destroy when 1 year old.
DAA-0352-2016-0001-0003	031 – IT Universal Standards and Specifications	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year when the standard or specification is superseded or no longer needed, or when the committee is disbanded.	ADP standardization files - Office responsible for preparation of the ADP standard	NC1-352-81-002 / 27C5/a	destroy when 5 years old.

ITEM	BUCKET TITLE	New Retention	Series Level Cut off Instructions, where applicable	Current Series Title	Superseded Authority	Superseded Retention
DAA-0352-2016-0001-0003	031 – IT Universal Standards and Specifications	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year when the standard or specification is superseded or no longer needed, or when the committee is disbanded.	ADP standardization files - Other offices	NC1-352-81-002 / 27C5/b	destroy when 2 years old.
DAA-0352-2016-0001-0003	031 – IT Universal Standards and Specifications	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year when the standard or specification is superseded or no longer needed, or when the committee is disbanded.	Technical information memorandums.	NC1-352-81-002 / 27E25	destroy when 5 years old.
DAA-0352-2016-0001-0003	031 – IT Universal Standards and Specifications	Temporary - Destroy 5 years after cutoff.	Cut off at the end of the fiscal year when the standard or specification is superseded or no longer needed, or when the committee is disbanded.	Technical information dispatches.	NC1-352-81-002 / 27E30	destroy when 2 years old.

Attachment

RG	Disposition Authority	Original DA Number	BBS Schedule	Records in FRC	Checkbox/ Transfers	Research
352	NC1-352-81-002	27/D/010	352.1/011	n		
352	NC1-352-83-001	27/D/010	352.1/011	n		
269	N1-269-90-004	16/E/05	352.1/021	n		
137	NC1-137-78-003	62/A/20	352.1/021	n		see NC1/352/81/002
137	NC1-137-82-001	63/A/10	352.1/021	n		see NC1/352/81/002
352	NC1-352-80-001	55/F/001/a/1	352.1/021	n		
352	NC1-352-80-001	55/F/001/a/2	352.1/021	n		
352	NC1-352-80-001	55/F/001/b/1	352.1/021	n		
352	NC1-352-80-001	55/F/001/b/2	352.1/021	n		
352	NC1-352-80-001	55/F/005	352.1/021	n		
352	NC1-352-80-001	55/F/020/a	352.1/021	n		
352	NC1-352-80-001	55/F/020/b	352.1/021	n		
352	NC1-352-80-001	55/F/045	352.1/021	n		
352	NC1-352-80-001	55/F/050	352.1/021	n		
352	NC1-352-80-001	55/F/055	352.1/021	n		
352	NC1-352-80-001	55/F/060	352.1/021	n		
352	NC1-352-80-001	55/F/065/a	352.1/021	n		
352	NC1-352-80-001	55/F/065/b	352.1/021	n		
352	NC1-352-80-001	55/F/070	352.1/021	n		
352	NC1-352-80-001	55/F/075	352.1/021	n		
352	NC1-352-80-001	55/F/080/a	352.1/021	n		
352	NC1-352-80-001	55/F/080/b	352.1/021	n		
352	NC1-352-80-001	55/F/085/a/1	352.1/021	n		
352	NC1-352-80-001	55/F/085/a/2	352.1/021	n		
352	NC1-352-80-001	55/F/085/c	352.1/021	n		
352	NC1-352-80-001	55/F/085/d/1	352.1/021	n		
352	NC1-352-80-001	55/F/085/d/2	352.1/021	n		
352	NC1-352-80-001	55/F/085/e	352.1/021	n		
352	NC1-352-80-001	55/F/085/f	352.1/021	n		
352	NC1-352-80-001	55/F/085/g	352.1/021	n		
352	NC1-352-80-001	55/F/090/a	352.1/021	n		

superseded

didn't supersede

352	NC1-352-80-001	55/F/090/b	352.1/021	n		
352	NC1-352-81-001	55/I/055	352.1/021	n		Communications technical assistance
352	NC1-352-81-002	27/C/001	352.1/021	n		
352	NC1-352-81-002	27/D/001/a	352.1/021	n		
352	NC1-352-81-002	27/D/001/b	352.1/021	n		
352	NC1-352-81-002	27/D/005/a	352.1/021	n		
352	NC1-352-81-002	27/D/005/b	352.1/021	n		
352	NC1-352-81-002	27/D/015	352.1/021	n		
352	NC1-352-81-002	27/D/020/a	352.1/021	n		
352	NC1-352-81-002	27/D/020/b	352.1/021	n		
352	NC1-352-81-002	27/D/025	352.1/021	n		
352	NC1-352-81-002	27/D/030	352.1/021	n		
352	NC1-352-81-002	27/D/030/a	352.1/021	n		
352	NC1-352-81-002	27/D/030/b	352.1/021	n		
352	NC1-352-81-002	27/D/035	352.1/021	n		
352	NC1-352-81-002	27/D/040	352.1/021	n		
352	NC1-352-81-002	27/D/045	352.1/021	n		
352	NC1-352-81-002	27/D/050	352.1/021	n		
352	NC1-352-81-002	27/D/055	352.1/021	n		
352	NC1-352-81-002	27/E/001	352.1/021	n		
352	NC1-352-81-002	27/E/005	352.1/021	n		
352	NC1-352-81-002	27/E/010/a	352.1/021	n		
352	NC1-352-81-002	27/E/010/b	352.1/021	n		
352	NC1-352-81-002	27/E/015	352.1/021	n		
352	NC1-352-81-002	27/E/040	352.1/021	n		
352	NC1-352-81-002	27/E/050	352.1/021	n		
352	NC1-352-81-002	27/C/005/a	352.1/031	n		
352	NC1-352-81-002	27/C/005/b	352.1/031	n		
352	NC1-352-81-002	27/E/025	352.1/031	n		
352	NC1-352-81-002	27/E/030	352.1/031	n		
121	N1-121-91-003	One times series transfer		n		