

Request for Records Disposition Authority

Records Schedule Number DAA-GRS-2018-0003
Schedule Status Approved

Agency or Establishment General Records Schedules (National Archives and Records Administration)
Record Group / Scheduling Group General Records Schedules
Records Schedule applies to Government-wide
Schedule Subject Additions to General Records Schedule 1.1: Financial Management and Reporting Records
Internal agency concurrences will be provided No

Background Information This schedule adds to GRS 1.1 one item covering records of applications for government credit cards, and one item to cover records created by offices of Small and Disadvantaged Business Utilization (known as offices of Small Business Programs in the Department of Defense), which are required of all agencies per the Small Business Act (15 U.S.C. 644(k), as supplemented).

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

0001

Outline of Records Schedule Items for DAA-GRS-2018-0003

Sequence Number	
1	Government purchase card and travel credit card application and approval records. Disposition Authority Number: DAA-GRS-2018-0003-0001
2	Small and Disadvantaged Business Utilization records. Disposition Authority Number: DAA-GRS-2018-0003-0002

Records Schedule Items

Sequence Number					
1	<p>Government purchase card and travel credit card application and approval records.</p> <p>Disposition Authority Number DAA-GRS-2018-0003-0001</p> <p>Applications by employees for Government credit cards issued in card-holder's name, whether for official travel expenses or for purchasing goods and services. May include: • application for credit card • credit release form • applicant credit report • cardholder agreement • acknowledgement of responsibilities and penalties for misuse • approving official agreement • certificate of appointment (warrant) • card training certificate</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Manual Citation</th> <th style="text-align: left;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>GRS 1.1, item 090</td> <td></td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Retention Period Destroy upon card holder separation or when card is returned to office and destroyed, as appropriate, but longer retention is authorized if required for business use.</p> <p>Additional Information</p> <p>GAO Approval Required and Received</p>	Manual Citation	Manual Title	GRS 1.1, item 090	
Manual Citation	Manual Title				
GRS 1.1, item 090					
2	<p>Small and Disadvantaged Business Utilization records.</p> <p>Disposition Authority Number DAA-GRS-2018-0003-0002</p> <p>Records maintained by offices of Small and Disadvantaged Business Utilization (offices of Small Business Programs in the Department of Defense) established pursuant to the Small Business Act (15 U.S.C. 644(k), as supplemented). Includes:</p> <ul style="list-style-type: none"> • inquiries or assistance requests from industry or the general public regarding 				

small business contracting, subcontracting, or other funding opportunities • materials negotiating and promoting small business contracting goals • records of outreach events such as workshops, conferences, specialized vendor outreach sessions, and award ceremonies • event evaluations, surveys, and other customer feedback • reviews of proposed agency acquisitions for bundling and small business contracting opportunities • spending management and goals • forecasting and studies • subcontracting and performance reports • data reported to and gathered from central reporting systems [Note: the systems are scheduled by their owners, not the GRS] • program director's recommendations to contracting officers regarding awards • complaints and responses to them • Small Business Administration requests or recommendations regarding set-aside of contracts or requirements or changes in acquisition strategies • records documenting receipt and referral of unsolicited proposals or small business capability statements containing proprietary or confidential contractor information • communications with the Small Business Administration Enforcement Ombudsman, per Public Law 104-121, section 30(b)(2) • correspondence

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? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 1.1, item 100	

Disposition Instruction

Retention Period Destroy when 3 years old, but longer retention is authorized if required for business use.

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
09/06/2018	Certify	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/20/2019	Submit for Concurrence	Galen Wilson	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/30/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/30/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
06/03/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist