# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-137-91-001

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 All authorities on this schedule were superseded by this body of disposition authorities.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**INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE** 

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Committee   Com	REQUEST FOR RECORDS DISPOSITION AUTHORITY					
NATIONAL ARCHIVES ANIM RECORDS SERVICE, WASHINGTON, DC 20408   1-22-9	(See Instructions on reverse)			N1-137-91-1		
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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	- 11711112 01 121	Solv William to Com En		4/29/		(
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			301 2303	191	Z->>>>	<u> </u>
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S DESCRIPTION OF ITEM (With Inclusive Dutes or Retenant Periods)  1. FSS-19 Supply System. An automated information system consisting of eight modules: Project Control (PC), Logistics Data Management (LDM), Order Processing (OP), Inventory Management (IM), Procurement (PR), Quality Control (QC), Supply Distribution (SD), and Financial Interface (FI).  Disposition instructions for FSS-19 are attached.	that the reco agency or w Accounting ( attached	ords proposed for disposal in this Request of ill not be needed after the retention period Office, if required under the provisions of T	f <u>2</u> page(ds specified, and itle 8 of the GAC	s) are not now that written	w needed for the bu concurrence from	isiness of this the General
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## OAD P 1820.2 CHGE

RECORD SYMBOL	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
27F1.	FSS-19 Supply System ( ). An automated information system consisting of eight modules: Project Control (PC), Logistics Data Management (LDM), Order Processing (OP), Inventory Management (IM), Procurement (PR), Quality Control (QC), Supply Distribution (SD), and Financial Interface (FI).	
	a. The PC module controls data flowing in and out of the FSS-19 system.	Temporary. Delete information in the module when no longer needed.
	b. The LDM module maintains compatibility between GSA-managed National Stock Numbers and the DLSC cataloging and supply management data.	
	(1) General purpose demand file.	Temporary. Cut off at the end of the fiscal vear and write off-line to magnetic tape. Delete information from tape 5 years and 6 months after cutoff.
	(2) Other files.	Temporary. Delete information when no longer needed.
	c. The OP module receives and processes requisitions and generates status reports.	
	(1) Customer address and consummated requisition history files.	Temporary. Delete information when no longer needed on-line and transfer to microfiche. Destroy microfiche when no longer needed.
	(2) Other files.	Temporary. Delete information when no longer needed.
	d. The IM module processes orders against master records that reflect nationwide assets and related management data.	
	(1) Stock status inquiry file.	Temporary. Cut off at the end of the month; delete all nonreceipt data at the end of the second month. Delete remaining (receipt) data 14 months after cutoff.
	(2) Other files.	Temporary. Delete information when no longer needed.

#### **OAD P 1820.2 CHGE**

RECORD	
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### DESCRIPTION OF RECORD

- e. The PR module processes orders from OP, stock replenishment requests from IM, and purchase orders. It formats inquiries and generates records for other FSS-19 modules and the procurement management information system.
- (1) Purchase order summary and detail history files.
  - (2) Contract history files.
  - (3) 72A files.
  - (4) Other files.
- f. The QC module provides a daily update capability for all supplier/contracts in order to plan and schedule workload.
- g. The SD module processes requisitions directed to the depots
- h The FI module provides an interface with finance systems, such as NEAR.

### **AUTHORIZED DISPOSITION**

Temporary. Cut off at the end of the fiscal year; write off-line to magnetic tape. Delete information 5 years after cutoff.

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Temporary. Delete information when no longer needed.

Temporary Delete information in the module when no longer needed.

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