INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 All authorities on this schedule were superseded by this body of disposition authorities.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
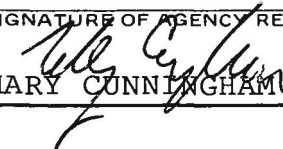Public Building Service Records DAA-0121-2015-0001

Date Reported: 04/02/2019

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

LEAVE BLANK
JOB NO
NI-137-91-l
DATE RECEIVED
1-22-91

1 FROM *(Agency or establishment)*

GENERAL SERVICES ADMINISTRATION

2 MAJOR SUBDIVISION

OFFICE OF ADMINISTRATION

3 MINOR SUBDIVISION

INFORMATION MANAGEMENT DIVISION~

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U S C 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 If no records are proposed for disposal, the signature of the Archivist is not required

4 NAME OF PERSON WITH WHOM TO CONFER

MAURY GRUNDY

5 TELEPHONE EXT. 501-2983

DATE 4/29/91

ARCHIVIST OF THE UNITED STATES

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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence ☐ is attached, or ☒ is unnecessary

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
1/17/91	MARY CUNNINGHAM	GSA RECORDS OFFICER

7 ITEM NO	8 DESCRIPTION OF ITEM *(With Inclusive Dates or Retention Periods)*	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN *(NARS USE ONLY)*
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.		

Copies sent to agency, NN-W, NNT, NNX 5/1/91

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 year 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.

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RECORD SYMBOL	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
	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.	Temporary. Cut off at the end of the fiscal year; write off-line to magnetic tape. Delete information 5 years after cutoff.
	(2) Contract history files.	Temporary. Cut off at the end of the fiscal year; write off-line to magnetic tape. Delete information 5 years after cutoff.
	(3) 72A files.	Temporary. Cut off at the end of the fiscal year; write off-line to magnetic tape. Delete information 5 years after cutoff.
	(4) Other files.	Temporary. Delete information when no longer needed.
	f. The QC module provides a daily update capability for all supplier/contracts in order to plan and schedule workload.	Temporary Delete information in the module when no longer needed.
	g. The SD module processes requisitions directed to the depots	Temporary. Delete information in the module when no longer needed.
	h The FI module provides an interface with finance systems, such as NEAR.	Temporary. Delete information in the module when no longer needed.

Appendix 27-F