

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-121-97-001

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 All authorities on this schedule were superseded by this body of disposition authorities.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INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 204081. FROM (Agency or establishment)
General Records Administration

2. MAJOR SUBDIVISION

Office of Administration

3. MINOR SUBDIVISION

Information Management Division

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

Mary Cunningham

(202) 501-3415

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-121-97-1

DATE RECEIVED

3-21-97

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE 10/19/97 ARCHIVIST OF THE UNITED STATES

9/26/97 [Signature]

6. 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 on the attached ____ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,



is not required;



is attached; or



has been requested.

DATE

3/19/97

SIGNATURE OF AGENCY REPRESENTATIVE

[Signature]

TITLE

GSA Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	Asbestos Program Records (see attached)	NI-121-91-1)	

OCT 17 1997 [Signature]

copy to: Agency, NWRE, NWDB, NR

Item 07E096

(N1-121-91-1, item 43F96)

Asbestos program records

Documents accumulated in support of the asbestos program regarding monitoring of the use of asbestos in Federal buildings.

NOTE: This category does not include circulars. Records of an individual's exposure to asbestos are maintained with the individual's medical record described in category 12F001.

- a. Hard copy of documents that are imaged and retained in electronic form.

Disposition: TEMPORARY. Cut off when records are imaged. Destroy hard copy after verification of image.

- b. Electronic image of asbestos program documents.

Disposition: TEMPORARY. Label as inactive when building is excessed or otherwise leaves GSA custody. Delete 10 years after placed in inactive status.

- c. Documents that are retained in hard copy.

Disposition: TEMPORARY. Cut off at the end of fiscal year after building is excessed or otherwise leaves GSA custody, and retire to FRC. Destroy 10 years after cutoff.

RECORD
SYMBOLDESCRIPTION OF RECORDAUTHORIZED DISPOSITION

1). Documents accumulated in support of the hazardous waste program.

a. Record copy.

Permanent. Cut off at end of fiscal year; hold 2 years and retire to FRC. Transfer to NARA 10 years after cutoff.

b. Copies retained for convenience of reference.

Disposable. Cut off at end of fiscal year; destroy 2 years after cutoff.

07E096.

Asbestos program records (00-000-000). Documents accumulated in support of the asbestos program. Documenting asbestos usage, exposure and related records. Excluding circulars.

Temporary. Cut off at the end of fiscal year after building is excessed or otherwise leaves GSA custody, and retire to FRC. Destroy 10 years after cutoff.

07E097.

Polychlorinated Biphenyls - PCB program records (NI-121-91-1). Documents accumulated in support of the PCB program.

Temporary. Cut off following the close of the project; hold 2 years and retire to FRC. Destroy 20 years after cutoff.

07E098.

Drinking water quality records (NI-121-91-1). Records associated with the quality and standards of drinking water.

a. Bacterial records.

Temporary. Cut off at the end of fiscal year. Destroy 5 years after cutoff.

b. Chemical records.

Temporary. Cut off at end of fiscal year; destroy 10 years after cutoff.

c. Sanitary survey reports.

Temporary. Cut off at end of fiscal year; destroy 10 years after cutoff.

07E099.

Underground storage tanks (NI-121-91-1). Records associated with underground storage tanks.

Temporary. Cut off at end of fiscal year; hold 2 years and retire to FRC. Destroy 20 years after cutoff.

07E100.

Civil defense and disaster planning records (NC1-121-82-1). Copies of building civil defense or disaster plans prepared by occupant agencies, damage control plans, similar plans, and correspondence, reports, and other records relating to their preparation, maintenance, and execution.

a. Copies of building civil defense or disaster plans prepared by occupant agencies, damage control plans, similar plans.

Disposable. Destroy when superseded, obsolete, or no longer needed.

b. Correspondence, reports, and other records relating to plan preparation, maintenance, and

Disposable. Cut off at the end of the fiscal year; destroy 2 years later.

Appendix 7-E