

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-137-97-003

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 All authorities on this schedule were superseded by this body of disposition authorities.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INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-137-97-3

DATE RECEIVED

10-11-96

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

ARCHIVIST OF THE UNITED STATES

3-5-97

John W. Carl

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1 FROM (Agency or establishment)

General Services Administration

2 MAJOR SUBDIVISION

Office of Management Services

3 MINOR SUBDIVISION

Information Management Division

4 NAME OF PERSON WITH WHOM TO CONFER

Sharon Lighton

5 TELEPHONE

(202) 501-2262

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

10/10/96

SIGNATURE OF AGENCY REPRESENTATIVE

Sharon Lighton

TITLE

GSA Records Officer

7
ITEM
NO

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9 GRS OR
SUPERSEDED
JOB CITATION10 ACTION
TAKEN (NARA
USE ONLY)

Fleet Management System (FMS)

See Attached

MAR 11 1997 MAR copy to Agency
NIR/FN

**RECORD
SYMBOL****DESCRIPTION OF RECORD****AUTHORIZED DISPOSITION****04D025**

The Fleet Management System (FMS). FMS is an automated system for managing the GSA fleet of motor vehicles. It automates the inventory and maintenance schedules of all vehicles, monitors vehicle maintenance, assignment to other agencies and billing, and produces the necessary management reports to effectively manage the fleet.

1 Updates are made on vehicles as maintenance or a change of status occurs. Changes are received electronically from the FSS Automotive Commodity Center's ROADs system.

2 Vehicle inventory and repair information reports

Temporary Cutoff history data after vehicle is sold or auctioned and copy to on-line archive. Delete or destroy after cutoff.

Temporary
~~Disposable~~ Information is deleted when superseded

SL 12/19/96

Temporary. Review annually and delete
~~Disposable~~ Delete when no longer needed *obsolete information*