

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-137-97-004

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 All authorities on this schedule were superseded by this body of disposition authorities.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

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REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-137-97-4</i>	
1 FROM (Agency or establishment) General Services Administration		DATE RECEIVED <i>10-11-96</i>	
2 MAJOR SUBDIVISION Office of Management Services		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Information Management Division			
4 NAME OF PERSON WITH WHOM TO CONFER Sharon Lighton	5 TELEPHONE (202) 501-2262	DATE <i>3-5-97</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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, <input type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>10/10/96</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	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)
	Customer Supply Center System See attached.		

**RECORD
SYMBOL****DESCRIPTION OF RECORD****AUTHORIZED DISPOSITION****04D026**

Customer Supply Center System. The CSC system supports GSA customers' order processing, shipment document creation and order confirmation by a wide range of media and by applying on-line real time information as to availability of stock. Sales, inventory, customer, receiving, sales adjustment and shipping data is contained in the database.

Temporary Data is kept in database for 2 years than deleted.

1. Database is updated daily via an online real time system whenever a transaction is placed by a customer.

temporary *Sc 12/17/94*
~~Disposable.~~ Delete information when superseded.

2 Management reports, sales and customer reports, daily transaction reports (GRS 20/6)

Delete when no longer needed.