

Rec'd NCO 23p 80/14

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NCl-269-80-9	
DATE RECEIVED	
September 5, 1980	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
WITHDRAWN	
Date	Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)

General Services Administration

2. MAJOR SUBDIVISION

Office of Plans, Programs, and Financial Management

3. MINOR SUBDIVISION

Office of Planning and Analysis

4. NAME OF PERSON WITH WHOM TO CONFER

Ray Hershberger

5. TEL. EXT.

566-0673

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 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**A** Request for immediate disposal.

**B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE <u>8/25/80</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <u>William Hiebert</u> William Hiebert	E. TITLE Acting Chief, Records Management Branch
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Planning and Analysis Program Records  File descriptions and requested disposition authorizations are contained in the attached proposed chapter of the HB, GSA Records Maintenance and Disposition System.	NN168-71	

CHAPTER 13. PLANNING AND ANALYSIS PROGRAM RECORDS

1. General. This chapter provides documentation, maintenance, and disposition instructions for planning and analysis program records. These instructions are contained in appendix 13-A.

2. Reserved.

WITHDRAWN

This appendix describes records relating to the operation of the GSA planning and analysis systems. The planning and analysis systems are concerned with identifying missions; establishing long-range mission goals and objectives; developing plans for accomplishing goals and objectives; conducting cost/benefit studies to develop and contrast alternatives with current methods; planning, developing, and operating an agencywide management information system; performing research in advanced management, statistical econometric ADP and operations research techniques and methods; conducting special analytical studies; and evaluating the progress and accomplishment in meeting the goals and objectives established by long-range plans. Planning and analysis program records are created by offices responsible for carrying out the assigned functions set forth in the GSA Organization Manual (OFA P 5440.1). Orders and handbooks in the 2200 and 5400 subject classification series are the primary media for carrying out these functions.

WITHDRAWN

13A1. Long Range Planning Council and Committee files. Documents created in the deliberations of the GSA Planning Council and Planning Committee, established to advise and assist the Administrator in formulating and executing the GSA long-range system. Included are agenda, minutes of committee meetings, and directly related papers.

Cut off at the end of the year, hold 5 years, and retire to FRC. Destroy when 10 years old.

13A2 - 13A4. Reserved.

13A5. Planning assumptions. Documents accumulated in calling for, preparing, and approving assumptions or predictions of the circumstances and conditions under which program subcategories and elements will operate during the forthcoming planning period. These documents provide a basis for preparing planning memoranda and long-range plans. Included are "calls" for planning assumptions, clearance actions, transmittal memorandums, and directly related records.

Cut off annually at the end of the year, hold 5 years, and retire to FRC. Destroy when 10 years old.

13A6 - 13A9. Reserved.

13A10. Withdrawn by CHGE .

13A11 - 13A14. Reserved.

13A15. Planning memoranda and resource analysis. Documents created in preparing, reviewing, clearing, and approving memoranda reflecting the factual and analytic basis for long-range planning proposals; detailed and summary plans reflecting outputs and gross resources required; and summaries of program costs and program outputs. Included are planning memoranda, detailed and summary plans, special tabulations, clearance actions, transmittal memoranda, and related records.

Cut off at the end of the year, hold 5 years, and retire to FRC. Destroy when 10 years old.

13A16 - 13A19. Reserved.

13A20. Withdrawn by CHGE .

13A21 - 13A24. Reserved.

13A25. Planning briefings. Documents accumulated in periodically briefing the Administrator or other officials on the status of progress in meeting planning goals, major problem areas, and similar matters. Included are briefing

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Appendix 13-A

schedules and agenda, status reports on previous briefing action items, reports on status of planning projects, progress reports, reproduced graphs and charts, briefing minutes and clearance actions, and related records.

Cut off at the end of the year, hold 5 years, and retire to FRC. Destroy when 10 years old.

13A26 - 13A29. Reserved.

13A30. Withdrawn by CHGE.

13A31 - 13A34. Reserved.

13A35. Study project files. Descriptions of, and disposition instructions for, these files are contained in subparagraphs a and b.

a. Controlled projects. Documents created in proposing, assigning, conducting, and reporting on analytic study projects. These study projects are directed toward developing ways to conduct GSA's business in a cost effective manner. Included are requests for conduct of studies, including Office of Management and Budget requests (Program Issues/Special Studies); project proposals and clearance actions; disapproved project proposals; progress and final reports; and directly related records.

Cut off at the end of the year following completion of the project, hold 5 years, and retire to FRC. Destroy when 10 years old.

b. Study project controls. Registers or other control devices used to record project assignments, ensure reporting deadlines are met, and to make sure progress toward completion is on target.

- (1) Control devices serving as finding aids for retained project files: Destroy when no longer needed.
- (2) Other control devices: Destroy when the project(s) listed thereon are completed or canceled.

13A36 - 13A39. Reserved.

13A40. Withdrawn by CHGE.

WITHDRAWN