

Rev NCO 2 29 80/14

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO  NC1-269-80-11	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
9-19-80 <i>Joseph Lander</i> Date <i>acting</i> 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 Budget

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

A Request for immediate disposal.

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

C DATE 9/25/80	D SIGNATURE OF AGENCY REPRESENTATIVE <i>William W Heibert</i>	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
	<p><u>Performance Analysis Program Files</u></p> <p>Files descriptions and requested changes to program records are contained in the attached proposed chapter to the GSA HB, Records Maintenance and Disposition System.</p>	NN168-82	

7 items

115-107  
OAP P 1810.2  
Chy 45  
Closed out: 9-29-80: K.T.D.  
Copy sent to Agency

GSA ORDER

SUBJECT: GSA Records Maintenance and Disposition System.

1. Purpose. This order transmits revised pages to ch. 14 of the HB, GSA Records Maintenance and Disposition System.
2. Explanation of changes. Appendix 14-B, Performance Analysis Program Files, is changed to provide for additions, deletions, and revisions to the schedules for disposition of records.
3. Instructions. Remove appendix 14-B, and insert the attached corresponding new pages.

W. M. PAZ  
Assistant Administrator  
for Human Resources and Organization

<u>CENTRAL OFFICE</u>	
60 copies to HRAR for distribution to service and staff office records officers for subsequent redistribution to the records custodians responsible for the records described herein and for reserve stock.	
<u>REGIONAL OFFICES</u>	
The copies specified below are to be distributed to regional records officers for subsequent redistribution to the regional offices and field activity records custodians responsible for files described herein.	
Region 1: 5 copies	Region 7: 5 copies
Region 2: 5 copies	Region 8: 5 copies
Region 3: 5 copies	Region 9: 5 copies
Region 4: 5 copies	Region 10: 5 copies
Region 5: 5 copies	Region W: 5 copies
Region 6: 5 copies	

Figure 1. Supplemental distribution

The records described by this appendix are accumulated in coordinating and assisting in the development and application of cost, workload, and productivity standards and systems for performance budgeting. Performance analysis program records are created as a result of responsibilities outlined in the GSA Organization Manual (OFA P 5440.1) and under to the provisions of orders and handbooks in the 2200 subject classification series. Documentation accumulated by other offices in handling performance analysis matters for their program area is covered by instructions in appendix 9-C.

14B1. Performance analysis system approvals. Documents created in the review and approval of plans, procedures, and systems for collecting basic work measurement and cost data and in providing summarized analyses thereof to operating officials. Included are proposed procedures and systems descriptions, summary analyses, and directly related records.

Office of Organization and Management responsible for final approval: Cut off at end of the fiscal year following supersession or cancellation of the system concerned, destroy when 5 years old.

Note.—Related files accumulated by the operating office originating the system should be included in the case file for the prescribing directive.

14B2 - 14B4. Reserved.

14B5. Performance analysis technical assistance. Documents accumulated in providing technical assistance and advice to operating officials on the development, implementation, and evaluation of performance analysis reporting techniques, production rates and costs measuring techniques, system improvements, results, or activities. Included are requests for assistance, analyses and recommendations, and related records.

Cut off at the end of the fiscal year, destroy when 2 years old.

14B6 - 14B9. Reserved.

14B10. Performance analysis reports. Documents which reflect analyses of performance in terms of production and cost. Included are performance analysis reports, summary reports, and directly related records.

a. Office with agencywide responsibility.

(1) Cut off annually, hold 5 years, and retire to FRC.  
Destroy when 10 years old.

(2) Other papers: Destroy when 3 years old.

b. Other offices: Destroy when 2 years old.

14B11 - 14B14. Reserved.

14B15. Performance analysis summaries and charts. Documents reflecting work measurement and cost data summarized and presented to operating officials and which are forwarded to budget offices upon request. Included are tables, charts, and graphs, related texts or outlines of presentations, and similar records.

Destroy when no longer needed for reference purpose.

OAD P 1820.2 CHGE

14B16 - 14B19. Reserved.

14B20. Performance analysis statistical repository. Working or reference material maintained to provide a depository of statistical source data on resources, workload, and performance for all GSA programs.

Destroy when superseded or obsolete.

