

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-352-84-01

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 All authorities on this schedule were superseded by this body of disposition authorities.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# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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. **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
General Services Administration

2. MAJOR SUBDIVISION  
Office of Information Resources Management

3. MINOR SUBDIVISION  
Information Management Assistance Division

4. NAME OF PERSON WITH WHOM TO CONFER

Marria Braden

5. TEL EXT

535-7934

LEAVE BLANK

JOB NO

DATE RECEIVED

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

7-20-84 *Robert M. Kiser*  
Date Archivist of the United States

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 1 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

6/28/84

D. SIGNATURE OF AGENCY REPRESENTATIVE

*William W. Hiebert*  
William W. Hiebert

E. TITLE

GSA Records Officer

7.  
ITEM NO

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9.  
SAMPLE OR  
JOB NO.

10.  
ACTION TAKEN

Records and Information Management Program  
Records

~~Change to the disposition schedule for:~~

1. 76A15. Program survey file. Documents accumulated in analyzing and recommending changes in records management systems for Federal, State, and local governments, regardless of whether such actions resulted from a formal or informal arrangement with the affected organization. Included are contracts, interagency agreements, project outlines, final reports, agency plans for systems implementation, copies of surveys, and related records.

Cut off after final report is published, hold 2 years, and retire. Destroy when 8 years old.

NCI-64-77-4

1 item