

Rec NCD 21944 8044

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-269-80-7
DATE RECEIVED	4-21-80
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
4-30-80 <i>James E. O'Neill</i> Date Acting 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 Administrative Services

3 MINOR SUBDIVISION  
Administrative Operations Division

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 10 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 4/18/80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Michael G. Barbour</i> MICHAEL G. BARBOUR	E. TITLE Chief, Records Management Branch (HRAR)
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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
	OFFICE SERVICES PROGRAM FILES  Files descriptions and requested disposition authorizations are contained in the attached proposed ch. 19, to the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).	NN-172-223 NN-168-103 NC1-269-78	

30 items

Copy to (agency, only NFA)

CHAPTER 19. OFFICE SERVICES PROGRAM FILES

1. General. This chapter provides maintenance and disposition instructions for files relating to the GSA office services program. The office services program is concerned with GSA internal acquisition, management, and disposal of personal property, space, and telecommunications, and the provision of library, mail, and other miscellaneous services. These instructions are contained in:

- a. Appendix 19-A. Personal Property Files
- b. Appendix 19-B. Space Management Files
- c. Appendix 19-C. Telecommunications Files
- d. Appendix 19-D. Transportation Files
- e. Appendix 19-E. Credentials Files
- f. Appendix 19-F. Library Services Files
- g. Appendix 19-G. Mailroom Operations Files

2. Reserved.

This appendix provides documentation, maintenance, and disposition instructions for records created in receiving, issuing, controlling the utilization of, maintaining, repairing, rehabilitating, and disposing of GSA personal property (administrative and operating equipment) but not records relating to real property or records relating to the Government-wide personal property programs. These personal property records are accumulated in the Central Office and regional office elements having program responsibilities for office services. Personal property management records are created in carrying out the processes specified in the HB, Management of GSA Internal Personal Property (OAD P 7800.3), and other directives in the 7800 subject classification series. This appendix does not apply to records maintained by the Office of Finance, nor the offices of designated property management officers (PMO) or accountable officers (AO) who file their records in ch. 9.

19A1. Property control designation files. Documents containing data on the designation of employees responsible for the acquisition and control of GSA personal property within their areas of jurisdiction (PMO's/AO's).

Destroy 2 years after termination of designation.

19A2 - 19A4. Reserved.

19A5. Personal property account files. Documents accumulated in controlling and accounting for personal property in GSA inventory.

a. Loan agreements. Included are hand receipts; issue slips; GSA Forms 715, Equipment Control Record, or equivalent documents showing items by class, value, serial number, and physical location; and related records.

Withdraw after all items shown on record are returned, brought forward to a new record, transferred, disposed of, or otherwise removed from inventory; place in inactive file, ~~hold 3 years, and~~ *destroy when 3 years old,*

b. Registers and master files. Included are registers of source documents; master files or purchase orders; FEDSTRIP requisitions; reports of property for survey; and similar records.

Cut off at the end of the fiscal year, destroy when 3 years old.

19A6. Congressional property documents. Documents accumulated in controlling congressional property in the possession of and purchased for a Member of Congress. Included are those documents reflecting additions to, changes in, and status of the individual Members personal property account.

a. Source documents. These documents include GSA Forms 300, Purchase Order; GSA Forms 49, Requisition for Equipment Supplies and Services; GSA Forms 526, Report of Property for Survey; GSA Forms 528, Physical Inventory Report; GSA Forms 2479 and 2479A, ADP Coding/Property Transfer Document; Standard Forms (SF) 120, Report of Excess Personal Property; SF 122, Transfer Order Excess Personal Property; GSA Forms 2576, Acquisition and Fund Control Record Administrative Equipment; over, short, or damage reports; and similar records.

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b. Registers and master files. Included are registers of source documents; master files or purchase orders, FEDSTRIP requisitions; reports of property for survey; and similar records.

*a.r.b.* Cut off when Member closes office, hold pending all final transactions, place in inactive file for 1 year, ~~then~~ *Destroy when 1 year old.*

9A7 - 9A9. Reserved.

19A10. Personal property source documents. Documents reflecting additions to, changes in, and status of personal property accounts. Included are GSA Forms 300, Purchase Order; GSA Forms 49, Requisition for Equipment Supplies and Services; GSA Forms 525, Property Transfer Authorization; GSA Forms 526, Report of Property for Survey; GSA Forms 528, Physical Inventory Report; GSA Forms 2479 and 2479A, ADP Coding/Property Transfer Document; SF 120, Report of Excess Personal Property; SF 122, Transfer Order Excess Personal Property; over, short, or damage reports; and similar records.

a. Source documents in suspense file. Documents described above on which action has not been completed.

After action is completed and verified with monthly history list, place in PMO/AO case file.

b. PMO/AO case files. Documents described above on which action has been completed; verified monthly personal property master records and history lists; and similar records.

Place in inactive file after next complete physical inventory is taken, reconciled, and approved. Destroy when 1 year old.

19A11 - 19A14. Reserved.

19A15. Property listings. Duplicate copies of property listings showing items of personal property on GSA inventory by class, value, serial number, and accountable officer account.

a. Monthly personal property history lists (administrative equipment):

Destroy when new listing is received.

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b. Monthly personal property master records list (administrative equipment):

Destroy when new listing is received.

c. Other listings pertaining to administrative equipment and operating equipment. Includes office machines and program equipment (serially numbered items) and intransit property reports.

Destroy when replaced by a new listing or when no longer needed.

19A16 - 19A19. Reserved.

19A20. Excess property screening. Documents accumulated in screening reports of excess personal and real property for possible use. Included are reports of excess and related records.

Destroy when no longer needed for reference.

19A21 - 19A24. Reserved.

19A25. Annual plan files. Documents created in developing, controlling, and summarizing annual and supplemental plans that show administrative equipment requirements of Congressional and GSA offices. Included are interim funding authorizations; information pertinent to development of the plans; annual, supplemental, and consolidated plans, including GSA-wide summaries; control of expenditure documents; and reports, and related records.

Cut off annually, destroy when 2 years old.

19A26 - 19A29. Reserved.

19A30. Equipment procurement statistics. Documents containing statistics on administrative and operating equipment procurement, exchange/sale, or other transactions. Included are statistical reports, consolidated reports, listings, and related records.

Cut off annually, destroy when 2 years old.

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19B1. Space allocation and utilization files. Documents relating to the acquisition, allocation, use, and release of GSA internal space. Included are Standard Forms 81, Request for Space; Standard Level User Charge (SLUC) bills and projections; GSA Forms 2972, Agency Request for Adjustment to FBF SLUC Billing; GSA Forms 2979, Building Occupancy Data; GSA Forms 2979-A, Service/Staff Office Occupancy Record (Regional Summary); surveys; records used for internal space planning; requests for adjustments; and related records.

a. Internal space assignment documents (reassignments between bureau codes), Standard Forms 81, Request for Space; SLUC bills; budget projections; correspondence; studies; and surveys and reports:

Cut off annually, destroy when 2 years old.

b. GSA Forms 2972, Agency Request for Adjustment to FBF SLUC Billing; GSA Forms 2979, Building Occupancy Record (Regional Summary); and floor plans and space layouts:

Destroy, 1 year after updating or revising.

c. Documents assigning space to GSA for internal use by Public Buildings Service (PBS).

Destroy, 1 year after termination of assignment.

19B2 - 19B4. Reserved.

19B5. Withdrawn by CHGE 21.

19B6 - 19B9. Reserved.

19B10. Maintenance and moving services files. These documents are accumulated by Administrative Services Division offices in obtaining alterations and repairs and providing moving services for GSA offices. Included are requests from services and staff offices, work authorizations, drawings, estimates and bills, and related data.

Cut off annually following completion or cancellation of requisition, destroy when 2 years old.

This appendix provides documentation, maintenance, and disposition instructions for records created in controlling and issuing Government transportation requests (GTR's); providing travel services; obtaining and controlling official passports; controlling and issuing airline tickets received through teleticketing service; obtaining, controlling, and issuing tokens, tickets, passes, and certificates used for public conveyances or employee travel; and arranging for freight transportation.

19D1. Travel information. Documents used in answering requests for travel information and determining rates or routes. Includes requests for information and replies, brochures, and related records.

- a. Correspondence: Cut off at end of fiscal year, destroy when 1 year old.
- b. Publications: Destroy when superseded or obsolete.

19D2 - 19D4. Reserved.

19D5. Transportation request controls. Documents accumulated in controlling the issue of Government transportation requests. Included are requests, receipts, control registers, and related records.

- a. Transportation requests canceled or spoiled in preparation, as well as empty book covers: Destroy after they are accounted for.
- b. Other documents: Cut off at end of fiscal year, destroy when 4 years old.

19D6 - 19D9. Reserved.

19D10. Teleticketing service. Documents showing airline tickets furnished to GSA travelers. Included are machine listings of airline tickets for billing purposes and related records.

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

19D11 - 19D14. Reserved.

19D15. Passport controls. Documents accumulated by the officially designated custodian in obtaining and controlling official passports and visas for GSA employees. Included are requests for passports, receipts, master register, and related records.

- a. Master register: Destroy when 10 years old.
- b. Other documents: Destroy when related passport is returned to the Department of State.

19D16 - 19D19. Reserved.

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19D20. Local transportation controls. Documents accumulated in obtaining, controlling, and issuing tokens, toll tickets, or passes used for public conveyances or in connection with transportation. Included are requisitions, vouchers, bills, control cards or registers, and similar or related records.

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

19D21 - 19D24. Reserved.

19D25. Freight transportation. Documents accumulated in the shipment of office supplies, furniture, equipment, and household effects. Included are copies of Government or commercial bills of lading, receiving documents, transit certificates, and similar or related records.

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

19E1. Credentials. ID cards, parking permits, building and dining room passes, driver licenses, and similar credentials.

Destroy when credential is returned to issuing office and accounted for.

19E2 - 19E4. Reserved.

19E5. Credential controls. Documents created in issuing and controlling GSA internal identification credentials. Included are requests for credentials, listings, receipts, indexes, reports of losses of credentials, other accountability control records, and related records.

- a. Listings of credentials issued or lost: Destroy when no longer needed for administrative purposes.
- b. Documents relating to individual credentials: Destroy on return of, or satisfactory accounting for, the related credential.
- c. Other documents: Cut off annually, destroy when 1 year old.