



May 11, 2023

Dr. Jacqueline Stevens 601 University Place Political Science Department Evanston, IL 60208

Dear Dr. Stevens:

This letter is in response to your U.S. General Services Administration (GSA) Freedom of Information Act (FOIA) request number (GSA-2023-000902), which was perfected on March 3, 2023. You requested:

"Request all SF 258 forms created since January 1,1996 for Federal Acquisition Regulation (FAR) permanent records relating to FAR 15-404 "Profit," including predecessor acquisition rules on "Negotiation." These forms are created by agencies such as the General Services Administration (GSA) for the transfer of records to the National Archives and Records Administration (NARA)."

Enclosed please find the documents responsive to your request. Upon conducting a thorough search of our records, we were unable to locate any SF 258 forms that meet your request's criteria. However, we did find five relevant SF 135 forms that may be of interest to you.

The main difference between SF 258 and SF 135 forms is their purpose. The SF 258 form, as you mentioned, is an "Agreement to Transfer Records to the National Archives of the United States." It is used when agencies transfer permanent records to the National Archives and Records Administration (NARA) for preservation. The SF 135 form, "Records Transmittal and Receipt," is used when agencies transfer temporary and pre-archival records to a Federal Records Center for storage until their final disposition.

To assist you in your research, we have attached the five identified SF 135 forms for your review. If you have any further questions or need additional information, please do not hesitate to contact us, and we will be more than happy to help.

Please note, in the process of answering this request, GSA came into the possession of the information responsive to your previous request; GSA-2022-001237. Provided is a copy of the public comments that GSA received in 2004 for FAR Case 2004-002.

In processing your request, GSA withheld the signatures of certain individuals pursuant to the FOIA, 5 U.S.C. § 552(b)(6). Disclosure of this information would constitute a clearly unwarranted invasion of personal privacy.

U.S General Services Administration 1800 F. Street, NW Washington, DC 20405 Toll Free: (855)-675-3642 Fax: (202) 501-2727 If you are not satisfied with our response to your request, you may file an administrative appeal. You may submit an appeal online at https://www.foiaonline.gov/foiaonline/action/public/home or in writing to the following

address:

U.S. General Services Administration FOIA Requester Service Center (LG) 1800 F Street, NW Washington, DC 20405

Your appeal must be postmarked or electronically submitted within 90 days of the date of the response to your FOIA request. In addition, your correspondence must contain a brief statement regarding the basis of your appeal. Please enclose a copy of your initial request and this response letter with your appeal. Finally, both the appeal letter and envelope or online submission should be prominently marked, "Freedom of Information Act Appeal."

This completes our action on this FOIA request. You may contact the GSA FOIA Public Liaison, David Eby, at (202) 213-2745 or by email at david.eby@gsa.gov for any additional assistance or to discuss any aspect of your FOIA request.

Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, email at ogis@nara.gov; telephone at (202) 741-5770; toll free at (877) 684-6448; or facsimile at (202) 741-5769.

Sincerely,

Amanda Jones

Amanda Jones FOIA Program Manager Senior Assistant General Counsel Office of General Counsel General Services Administration

Enclosure(s)

U.S General Services Administration 1800 F. Street, NW Washington, DC 20405 Toll Free: (855)-675-3642 Fax: (202) 501-2727

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Standard Form 135 (Rev. 7-5B) Prescribed by NARA 36 CFR 1228.152

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