

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-408-11-012

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 05/13/2021

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Items 1e1 and 1e2 remain active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1b was superseded by GRS 1.2, items 020 (DAA-GRS-2013-0008-0001) and 021 (DAA-GRS-2013-0008-0006)

<p style="text-align: center;">(2) <u>Accepted applications</u></p> <p>Disposition Temporary. Destroy when two years old</p> <p>b <u>Grant project files</u> Proposals or applications, contracts, project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to receipt, review, award, evaluation, status, and monitoring of individual grants, allocation of funds, and project budgets</p> <p style="text-align: center;">Disposition Temporary. Transfer to FRC upon close of project Destroy three years after project is closed</p> <p>e <u>Grant control files</u> Indexes, registers, logs, or other records relating to control of assigning numbers of identifying projects, applications, and grants</p> <p>Disposition Temporary. Destroy when two years old</p> <p>d <u>Correspondence and/or subject files</u> relating to routine operations and daily activities in administration of a grant program</p> <p>Disposition Temporary. Destroy when two years old</p> <p>e <u>Final product files</u> Published reports and studies that are the final product of a grant</p> <p style="text-align: center;">(1) <u>Record copy</u></p> <p style="text-align: center;">Disposition Permanent. Cut off at end of fiscal year Transfer inactive file to FRC four years after cut off Transfer to NARA ten years after cut off</p> <p style="text-align: center;">(2) <u>All other copies</u></p> <p style="text-align: center;">Disposition Temporary. Dispose of with related grant project files in three years</p>	<p>GRS 3, Item 14</p> <p>N1-408-05-1, Item 4900 (2)</p> <p>GRS 23, Item 8</p> <p>GRS 3, Item 14</p> <p>N1-408-05-1, Item, 4900 (5)a, 6100 (3)a</p> <p>N1-408-05-1, Item, 4900 (5)b, 6100 (3)b</p>	
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