

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-GRS-87-007

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

In Fiscal Year 2013, the GRS Team began a five year project to update and revise the General Records Schedules (GRS) under OMB/NARA M 12 18, Managing Government Records Directive. The old GRS was completely superseded.

See <https://www.archives.gov/records mgmt/grs> for the revised GRS, crosswalks, FAQs, tools, and other resources.

Date Reported: 4/2/2019

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-GRS-87-7

DATE RECEIVED

2/20/87

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

National Archives and Records Administration

2. MAJOR SUBDIVISION

office of Records Administration

3. MINOR SUBDIVISION

Records Appraisal and Disposition Division

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4. NAME OF PERSON WITH WHOM TO CONFER

Jean Keeting

5. TELEPHONE EXT.

724-1457

DATE

5-14-87

ARCHIVIST OF THE UNITED STATES

J. Frank Bunker

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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE

2/20/87

C. SIGNATURE OF AGENCY REPRESENTATIVE

Ken. F. Roman

D. TITLE

Director, Records Appraisal & Disposition Division, NARS

7. ITEM NO.

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

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

Additions to General Records Schedule 14:
Information Services Records (attached)

Copies sent to
NMF, NNM +
NL 5/20/87
MCF 5/22/87

ITEM
NO.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

31. Mandatory Review For
Declassification Requests Files.

Files created in response to requests for information under the mandatory review provisions of Executive Order (E.O.) 12356 consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include the official file copy of requested records or a copy thereof.

a. Correspondence and supporting documents (EXCLUDING the official file copy of the records if filed herein, and sanitizing instructions, if applicable).

(1). Granting access to all the requested records.

Destroy 2 years after date of reply.

(2). Responding to requests for nonexistent records; to requestors who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.

(a). Request not appealed.

Destroy 2 years after date of reply.

(b). Request appealed.

Destroy as authorized under Item 32.

(3). Denying access to all or part of the records requested.

(a). Request not appealed.

Destroy 5 years after date of reply.

(b). Request appealed.

Destroy as authorized under Item 32.

b. Official file copy of

Dispose of in accordance

requested records.

with approved disposition instructions for the related records, or with the related mandatory review request, whichever is later.

c. Sanitizing instructions.

Destroy when superseded, or when requested documents are declassified or destroyed.

32. Mandatory Review for
Declassification Appeals Files.

Files created in responding to administrative appeals under the mandatory review provisions of E.O. 12356 and its predecessors for release of information denied by the agency. Files consist of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.

a. Correspondence and supporting documents (EXCLUDING the official file copy of the records under appeal if filed herein).

Destroy 4 years after final determination by agency.

b. Official file copy of records under appeal.

Dispose of in accordance with approved agency disposition instructions for the related records, or with the related mandatory review request, whichever is later.

33. Mandatory Review for
Declassification Control Files.

Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requestor.

a. Registers or listing.

Destroy 5 years after date

of last entry.

b. Other files.

Destroy 5 years after final action by the agency.

34. Mandatory Review for
Declassification Reports Files.

Reports relating to agency implementation of the mandatory review provisions of E.O. 12356, including annual reports submitted to the Information Security Oversight Office.

Destroy when 2 years old or sooner if no longer needed for administrative use.

35. Mandatory Review for
Declassification Administrative
Files.

Records relating to the general agency implementation of the mandatory review provisions of E.O. 12356, including notices, memoranda, correspondence, and related records.

Destroy when 2 years old or sooner if no longer needed for administrative use.