

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-GRS-87-011

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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)

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

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

4 NAME OF PERSON WITH WHOM TO CONFER

Jean E. Keeting

5 TEL EXT

724-1457

LEAVE BLANK

JOB NO

NI-GRS-87-11

DATE RECEIVED

4-9-87

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

9-2-87  
Date

James S. Bunker  
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 <u>4/8/87</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <u>Kenneth L. Rossman</u>	E. TITLE Director, Records Appraisal and Disposition Division
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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
1.	<p>Revision of GRS 4, Property Disposal Records</p> <p>6. <u>Surplus Property Case Files.</u></p> <p>Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.</p> <p>a. Transactions of more than \$25,000. Destroy 6 years after final payment.</p> <p>b. Transactions of \$25,000 or less. Destroy 3 years after final payment.</p>		

copies to GRS file, NCF  
9-3-87

TCT

2 items

NARA BULLETIN  
NO. 87-

TO: Heads of Federal agencies

SUBJECT: General Records Schedule change

1. Purpose. This bulletin announces a change in the General Records Schedule (GRS) disposition standard for surplus property case files.
2. Expiration. This bulletin expires September 30, 1988. The records schedule change announced in this bulletin will remain in effect until superseded or cancelled.
3. Background. In consultation with the General Services Administration and the General Accounting Office, NARA processed a change to GRS 4, Property Disposal Records, to bring the disposition of item 6, surplus property case files, into conformance with Federal Acquisition Regulation standards.
4. Explanation of change. The amount of the transaction determines whether the records must be kept for three years or six years. The revised disposition provides that records of transactions over \$25,000 must be kept six years. Previously, the cutoff was \$10,000.
5. Agency action. Agencies should instruct all holders of the General Records Schedules to make a pen-and-ink change to GRS 4, item 6, marking out \$10,000 and inserting \$25,000 in both subitems a and b.
6. Effect on existing files. If an agency determines that it would not be cost effective to segregate files closed prior to FY 1988 for transactions between \$10,000 and \$25,000 to effect the shorter retention period, those files may be retained for six years.

FRANK G. BURKE  
Acting Archivist  
of the United States