Schedule Number: N1-GRS-87-016

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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.
**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

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

**FROM:** (Agency or establishment)

National Archives and Records Administration

Office of Records Administration

Records Appraisal and Disposition Division

**NAME OF PERSON WITH WHOM TO CONFERENCE:**
Jean E. Keeting

**DATE RECEIVED:** 6-18-87

**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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

**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.

**ITEM NO** | **DATE** | **DESCRIPTION OF ITEM** (With Inclusive Dates or Retention Periods) | **D TITLE** | **10 ACTION TAKEN (NARS USE ONLY)**
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1. | 7/18/87 | Addition to General Records Schedule 16, Administrative Management Records: 16. Information Collection Budget Files. Reports required by the Office of Management and Budget under the Paperwork Reduction Act about the number of hours the public spends fulfilling agency reporting requirements. Included are associated feeder reports, report exhibits, correspondence, directives, and statistical compilations. Destroy when 7 years old. | Director, Records Appraisal |