Schedule Number: N1-GRS-89-001

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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
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
Office of Records Administration
Records Appraisal and Disposition Division

4 NAME OF PERSON WITH WHOM TO CONFER
Patricia Richter

5 TELEPHONE EXT
724-1450

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, 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 C SIGNATURE OF AGENCY REPRESENTATIVE
4/11/89 Jean E. Keating

D TITLE Acting Director
Records Appraisal and Disposition Division

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

Addition to General Records Schedule 16, Administrative Management Records.

1. 16/8c. Records maintained by agency Committee Management Officers for committees established under the Federal Advisory Committee Act, including copies of charters, membership lists, agendas, policy statements, and material required to be available for public information. This item excludes records maintained at the General Services Administration and material covered elsewhere in this schedule.

Disposition: Destroy 5 years after termination of committee.