

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-GRS-89-004

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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

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REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-GRS-89-4	DATE RECEIVED 7-18-89
1 FROM (Agency or establishment) National Archives and Records Administration		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Records Administration		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION Records Appraisal and Disposition Division		6.6.1	
4 NAME OF PERSON WITH WHOM TO CONFER Jeanne Young	5 TELEPHONE EXT. 724-1491	DATE 9/27/89	ARCHIVIST OF THE UNITED STATES <i>Claudia Mueller</i>

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 7-18-89	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth Rossman</i>	D TITLE Director, Records Appraisal and Disposition Division
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p>Change to General Records Schedule 14, Informational Services Records, item 25.</p> <p>Privacy Act Reports Files.</p> <p>Recurring reports and one-time information requirement relating to agency implementation, including biennial reports to the Office of Management and Budget, and the Report on New Systems at the departmental or agency level.</p> <p>Destroy when 2 years old.</p> <p>[NOTE: The GRS does not cover the biennial report to Congress from the Office of Management and Budget.]</p>		

b. Publication Data (5 U.S.C. 552a(o)): Provide the following information as of December 31, 1987:

(1) Total number of active systems:

nonexempt

exempt

(2) Number of new systems published during 1987:

nonexempt

exempt

(3) Number of systems deleted during 1987:

nonexempt

exempt

(4) Number of systems automated, either in whole or part, during 1987:

nonexempt

exempt

(5) Number of existing systems for which new routine uses were established, during 1987:

nonexempt

exempt

(6) Number of existing systems for which new exemptions were claimed.

(7) Number of existing systems from which exemptions were deleted.

(8) Number of public comments received on agency publication of rules or notices:

(9) Briefly discuss any comments received and any action taken based on comments received, including those received from OMB or the Congress. Attach continuation sheet if necessary. Attach copies of any Congressional correspondence.

- c. Individuals' Exercise of Rights of Access and Amendment:
(Note, access and amendment requests are defined as requests from record subjects for access to agency records about themselves in systems of records which cite the Privacy Act as the basis for the request).

(13) Number in which denial was overturned either in whole or in part:

(14) If your agency denied an individual access to his or her records in a system of records on any basis other than a Privacy Act exemption [(j) or (k)], describe below and provide the legal justification for the denial (use continuation sheet if needed):

(15) Number of instances in which individuals litigated the results of appeals of access or amendment:

(16) The results of such litigation.

d. Matching Programs (see the definition of a matching program in OMB's revised Matching Guidelines, 47 FR 21656, May 19, 1982):

(1) How many matching programs did your agency participate in as a matching agency during 1987?

(2) How many as a source agency?

(3) On what date(s) were any matching reports required by the Guidelines published in the Federal Register and provided to OMB and the Congress?

e. Agency Analysis of Implementation Activities: Submit a brief analysis of the data provided above. The analysis should show how the data supports the agency's efforts to comply with the objectives of the Act. The analysis should also consider the relationship of these data to data furnished for earlier reports. Agencies should also identify significant ongoing or completed activities designed to improve administration of the Act, e.g., review of routine uses, publication of revised rules, review of application of exemption provisions, improvements in public access to records, etc.

f. Agency Recommendations for Administrative/Legislative Changes: Identify problems, indicate their effect on agency activities, and submit recommendations for change.