

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-GRS-92-002

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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 <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-GRS-92-2
1. FROM (Agency or establishment) National Archives and Records Administration		DATE RECEIVED	10/20/91
2. MAJOR SUBDIVISION Office of Records Administration		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Records Appraisal and Disposition Division		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4. NAME OF PERSON WITH WHOM TO CONFER Richard Marcus	5. TELEPHONE 501-6052	DATE	ARCHIVIST OF THE UNITED STATES
		9/3/92	<i>C. S. [Signature]</i>

6 AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 10/20/91	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Director, Records Appraisal and Disposition Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Revision of the General Records Schedules (GRS): GRS 20, <u>Electronic Records</u> Item 1 Item 11 Item 12 GRS 23, <u>Records Common to Most Offices Within Agencies</u> Item 3 See attached.	N1-GRS-89-3/1 N1-GRS-87-5/17 New N1-GRS-89-3/3	

Copies sent to NSX GRS 9/19/92

ITEM

NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
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1. Files/Records Created in Central ADP Facilities, ADP Management, and ADP Support Operations to Create, Use, and Maintain Master Files.

[Change in title only.]

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11. Documentation.

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- b. Computer center copies of records relating to system security, including records documenting periodic audits or review and recertification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130.
- Destroy or delete when superseded or obsolete.

12. Downloaded and Copied Data.

Derived data and data files which are copied, extracted, merged or calculated from other data, when the original data is retained.

- a. Derived data used for ad hoc or one-time inspection, analysis or review, if the derived data is not needed to support the results of the inspection, analysis or review.
- Delete when no longer needed.
- b. Derived data which provide user access in lieu of hard copy reports which are authorized for disposal.
- Delete when no longer needed.
- c. Metadata or reference data, such as format, range or domain specifications, which is transferred from a host computer or server to another computer for input, updating, or transaction processing operations.
- Delete from the receiving system when the input operation is completed.

GENERAL RECORDS SCHEDULE 23

Records Common to Most Offices Within Agencies

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
3.	<u>Administrative Data Bases.</u> Data bases that support administrative or housekeeping functions, containing information derived from hard copy records authorized for destruction by the GRS or a NARA-approved SF 115.	
	a. When hard copy records are retained in order to meet recordkeeping requirements.	Delete information in the data base when no longer needed.
	b. When the data base takes the place of hard copy records.	Delete after the expiration of the retention period authorized for the hard copy file, or when no longer needed, whichever is later.
	c. Hard copy printouts created for short-term administrative purposes.	Destroy when no longer needed.