INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-GRS-92-003

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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 NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
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
Wilda Willis

5. TELEPHONE
501-6033

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 SIGNATURE OF AGENCY REPRESENTATIVE TITLE
11/12/91 Director, Records Appraisal and Disposition Division

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

Revision of the General Records Schedules (GRS):

GRS 1, Civilian Personnel Records, item 25, Equal Employment Opportunity Records, subitem c, Background Files.


   c. Preliminary and Background Files.

   (1) Background records not filed in the Official Discrimination Complaint Case Files.

   Destroy 2 years after final resolution of the case.

   (2) Records documenting complaints that do not develop into Official Discrimination Complaint Cases.

   Destroy when 2 years old.

9. GRS OR SUPERSEDED JOB CITATION
   NC1-64-77-10

10. ACTION TAKEN (NARA USE ONLY)
   item 26c

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-GRS-92-3

DATE RECEIVED
11/12/91

NOTIFICATION TO AGENCY

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.

DATE ARCHIVIST OF THE UNITED STATES
2/19/92

STANDARD FORM 115 (REV. 3-91)

PREVIOUS EDITION NOT USABLE

NSN 7540-00-634-4064

PREScribed by NARA
36 CFR 1228