Schedule Number: N1-GRS-92-005

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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

5. TELEPHONE
(202) 219-0578

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 1/2/92
SIGNATURE OF AGENCY REPRESENTATIVE

TITLE Director
Records Appraisal and Disposition Division

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

For inclusion in General Records Schedule 1, as Item 37.

1. Donated Leave Program Case Files.

Case files documenting the receipt and donation of leave for medical emergencies, including recipient applications, agency approvals or denials, medical or physician certifications, leave donation records or OF 630-A, supervisor/timekeeper approvals, leave transfer records, payroll notification records, and leave program termination records.

AUTHORIZED DISPOSITION

Cutoff closed case files at the end of each fiscal year, and destroy one year later.

BEGINNING IN JANUARY, 1994, DESTROY CLOSED CASES ONE YEAR AFTER THE END OF THE YEAR IN WHICH THE FILES ARE CLOSED.

Cooperating with agency: NCR GRS 4/5/92

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-GRS 92-5

DATE RECEIVED
12-15-91

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 4/3/92
ARCHIVIST OF THE UNITED STATES

STANDARD FORM 115 (REV. 3-91)
Prepared by NARA
36 CFR 1228