

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-GRS-92-006

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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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<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <b>N1-GRS-92-6</b>	
1. FROM (Agency or establishment) <b>National Archives and Records Administration</b>		DATE RECEIVED <b>3/16/92</b>	
2. MAJOR SUBDIVISION <b>Office of Records Administration</b>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION <b>Records Appraisal and Disposition Division</b>			
4. NAME OF PERSON WITH WHOM TO CONFER <b>Jean E. Keeting</b>		5. TELEPHONE <b>501-6036</b>	
		DATE <i>for</i> <b>3/16/92</b> ARCHIVIST OF THE UNITED STATES <i>J. E. Keeting</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, <input type="checkbox"/> is not required; <input checked="" type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <b>3/16/92</b>		SIGNATURE OF AGENCY REPRESENTATIVE <i>J. E. Keeting</i>	
		TITLE <b>Director, Records Appraisal and Disposition Division</b>	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	Revision of General Records Schedule 2, Pay and Payrolling Records, item 3  <u>Time and Attendance Reports Files</u>  a. Optional Form 1130 or equivalent.  (1) Payroll preparation and processing copies.  Destroy after GAO audit or when 6 years old, whichever is sooner.		

cc: NCF 3/17/92 JK