INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-GRS-97-001

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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

**To:** NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA)  
WASHINGTON, DC 20408

**DATE RECEIVED:** 10/01/96

1. **FROM (Agency or establishment):**  
   National Archives and Records Administration

2. **MAJOR SUBDIVISION:**  
   Office of Records Administration

3. **MINOR SUBDIVISION:**  
   Records Appraisal Division

4. **NAME OF PERSON WITH WHOM TO CONFER:** Mary T. Donovan  
   **TELEPHONE:** (301) 713-7110  
   **DATE:** 4/28/97  
   **TELEPHONE DATE:** X257

5. **TELEPHONE DATE:** X257

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 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, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies,

   - [ ] is not required;  
   - [ ] is attached; or  
   - [ ] has been requested.

7. **DATE:** 2/1/97  
   **SIGNATURE OF AGENCY REPRESENTATIVE:**  
   **TITLE:** Director, Records Appraisal Division

8. **DESCRIPTION OF ITEM AND PROPOSED DISPOSITION:**  
   See attached.

9. **GRS OR SUPERSEDED JOB CITATION:**

10. **ACTION TAKEN (NARA USE ONLY):**
1. **Alternate Worksite Records**

   a. Approved requests or applications to participate in the program; agreements between employer and employee; records relating to the safety of the worksite; the installation and/or use of equipment, hardware, and software; and the use of secure, classified, or Privacy Act data.

      Destroy 1 year after employee terminates the program.

   b. Unapproved requests.

      Destroy 1 year after employee request rejected.

   c. Forms completed by employee or supervisor evaluating the alternate worksite program.

      Destroy 1 year after evaluation or when no longer needed, whichever is later.