

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-GRS-97-004

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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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REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER NI-GRS-97-4	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 8-6-97	
1. FROM (Agency or establishment) National Archives and Records Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Office of Records Services-WASH, DC			
3. MINOR SUBDIVISION Records Management Programs			
4. NAME OF PERSON WITH WHOM TO CONFER Jennie Diaz Guilbaud	5. TELEPHONE 301-713-7110 x 271	DATE 11/19/98 ARCHIVIST OF THE UNITED STATES <i>Michael M...</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 8/6/97	SIGNATURE OF AGENCY REPRESENTATIVE <i>Henry J. ...</i>	TITLE Ch. J. NWRC	

7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached.		

NOV 30 1997
 Copy to: Agency
 NR

GENERAL RECORDS SCHEDULE 1 CIVILIAN PERSONNEL RECORDS

10. Temporary Individual Employee Records.

- a. All copies of correspondence and forms maintained on the left side of the Official Personnel Folder in accordance with Chapter 3 of The Guide to Personnel Recordkeeping, EXCLUDING the Immigration and Naturalization Service Form I-9 and performance related records.

Disposition: Destroy when superseded or obsolete, or upon separation or transfer of the employee, unless specifically required to be transferred with the OPF. See item 10b of this schedule for disposition of I-9 Forms and item 23 of this schedule for disposition of temporary performance-related records.

- b. I-9 Forms.

Disposition: Destroy 3 years after employee separates from service or transfers to another agency.