Schedule Number: NC-064-75-001

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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 AUTHORITY
TO DISPOSE OF RECORDS
(See Instructions on Reverse)

TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (AGENCY OR ESTABLISHMENT)
General Services Administration

2 MAJOR SUBDIVISION
National Archives and Records Service

3 MINOR SUBDIVISION
Office of Federal Records Centers

4 NAME OF PERSON WITH WHOM TO CONFER
William Wooten, NCD

5 TEL EXT 22243

6 CERTIFICATE OF AGENCY REPRESENTATIVE
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records that the records proposed for disposal in this Request of ___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

7 7/10/74
Date

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

1. This job amends the provisions of the General Records Schedules which presently limit the applicability of the various disposal authorizations to those records created after a specific time period.

Agencies may now destroy records based on the disposal authorizations in these schedules without any further concurrence from the National Archives and Records Service (GSA), except that any records created prior to the specific dates, as given in the individual schedules must first be offered to the National Archives for permanent retention. If the offer is rejected, the records may be disposed of by the agency without further authorization from the National Archives.

The paragraphs in the individual schedules and the general introduction will be so amended before they are reissued. The specific exclusion of certain types of records as called for in the individual schedules is continued in force.

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