Schedule Number: NC-064-75-002

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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 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)
National Archives and Records Centers

2 MAJOR SUBDIVISION
Office of Federal Records Centers

3 MINOR SUBDIVISION
Records Disposition Division

4 NAME OF PERSON WITH WHOM TO CONFER
Thomas Wadlow

5 TEL EXT
35183

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

Amend the following items in the General Records Schedules to provide for a three year retention (as opposed to the present four year retention).

GRS 2 Items 4, 7, 9, 17b, 18 thru 23
GRS 3 Items 7a and b, 11, 13
GRS 5 Item 5b
GRS 7 Item 14a
GRS 8 Items 3, 4, 7a and b, 8a

This action will bring the retention periods for these items into conformity with other fiscal records listed in GRS 6 which recently were reduced to a standard 3 year retention.

Approved

8/5/74

Date