INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC-064-75-004

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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Date Reported: 4/2/2019 INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

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)

<u>General Services Administ</u>

3. MINOR SUBDIVISION

Thomas Wadlow 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.

Sint Re Loding, dir. <u>Director of Administration</u> (Title)

T.

8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) 9. 10. SAMPLE OR ACTION TAKENe JOB NO.

General Records Schedule 3, item 4 is hereby amended as follows:

- Contract, Requisition, purchase order, lease, and bond and surety records, including correspondenc and related papers pertaining to award, administration, receipt, inspection, and payment (other than those covered in items 1, 2, and 13.
 - a. Procurement or purchase organization copy, and related papers.

(1) Transactions after July 25, 1974, of more than \$10,000 and all construction contracts exceeding \$2000.

Retention: 6 years after Final Payment.

(2) Transactions after July 25, 1974, of \$10,000 or less and construction contracts under \$2000.

Retention: 3 years after final payment.

This change is based on the extention of the amount procurable under small purchase negotiation authorities as stated in the Federal Re ister vo ume 9 n

DATE RECEIVED JOB

JAN 1 0 1975

1-14-75

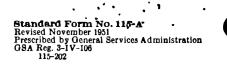
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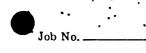
NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

5. TEL. EXT.

LEAVE BLANK JOB NO.





Page 2 of 2 pages

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS-Continuation Sheet

7. ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	General Records Schedule 4, item 6 is hereby amended as follows:		
2.	Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence (other than those covered in items 1 and 2).		
	 a. Transactions after July 25, 1974, of more than \$10,000. 		
	Retention: 6 years after final payment.		
	b. Transactions after July 25, 1974, of \$10,000 or less.		
	Retention: 3 years after final payment.		
	This change is based on the same authority as given for item 1.		