

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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)

LEAVE BLANK

DATE RECEIVED

JOB NO.

JAN 10 1975

NC - 64-75-4

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

NOTIFICATION TO AGENCY

1. FROM (AGENCY OR ESTABLISHMENT)

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

General Services Administration

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

5. TEL. EXT.

Thomas Wadlow

1-14-75

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

(Date)

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

1/13/75 Thomas Wadlow Director, Records Disposal Div.  
12/5/74 William R. Smith Director of Administration  
Date (Title)

7. ITEM NO.

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

9. SAMPLE OR  
JOB NO. 10. ACTION TAKEN

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

1. Contract, Requisition, purchase order, lease, and bond and surety records, including correspondence 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 extension of the amount procurable under small purchase negotiation authorities as stated in the Federal Register volume 9 n

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
2.	<p>General Records Schedule 4, item 6 is hereby amended as follows:</p> <p>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).</p> <p>a. Transactions after July 25, 1974, of more than \$10,000.</p> <p>Retention: 6 years after final payment.</p> <p>b. Transactions after July 25, 1974, of \$10,000 or less.</p> <p>Retention: 3 years after final payment.</p> <p>This change is based on the same authority as given for item 1.</p>		