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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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
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

3. MINOR SUBDIVISION

4. ITEM NO.

5. TEL. EXT.

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.

[Signature]

Date (Title)

7. ITEM NO.

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

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

STANDARD FORM 115
Revised January 1973
Prescribed by General Services Administration
FPMR (41 CFR-101-11.4)
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.