Schedule Number: NC-174-000119

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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.
TO: GENERAL SERVICES ADMINISTRATION, 
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 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 
   Thomas W. Wadlow

5. TEL. EXT. 
   22213

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.

   Date: 12-17-73
   Signature of Agency Representative: [Signature]

7. ITEM NO. | 8. DESCRIPTION OF ITEM | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN

   1. Item No. 6 of General Records Schedule No. 6

   Administrative correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.

   a. Files used for workload and personnel management purposes. Dispose after 2 years.

   b. All other files. Dispose after 3 years.