Schedule Number: NC1-064-76-04

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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

U.S. Civil Service Commission
Bureau of Management Services, Office Services Division

3. MINOR SUBDIVISION

Records Administration Section

4. NAME OF PERSON WITH WHOM TO CONFER

Charles R. Chesek

5. TEL EXT

24510

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.

Roland E. Vergagni

Chief, Office Services Division

Date: 9-17-76

(Signature of Agency Representative)

9. SAMPLE OR JOB NO

10. ACTION TAKEN

Amend General Records Schedule 1 as follows:

1. Item 27.

EEO Affirmative Action Plans (AAP).

a. Agency copy of consolidated AAP(s).

   Destroy 5 years from date of plan.

b. Agency feeder plan to consolidated AAP(s).

   Destroy when no longer needed, but do not keep beyond 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner.

Approved for the U.S. Civil Service Commission

Name: Roland E. Vergagni

Date: 9-17-76

Title: Chief, Office Services Division

Copy to Agency: 9-29-76