Schedule Number: NC1-GRS-78-02

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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 RECORDS DISPOSITION AUTHORITY
(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
   National Archives and Records Service

3. MINOR SUBDIVISION
   Office of Federal Records Centers

4. NAME OF PERSON WITH WHOM TO CONFER
   Daniel J. Rooney

5. TEL EXT
   8-279-5722

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.

   ☑️ B Request for disposal after a specified period of time or request for permanent retention.

7. ITEM NO

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

   General Records Schedule 1, item 2, is hereby amended to provide a destruction date for part A.

   Service Record Cards.

   Service Record Card (Standard Form 7 or its equivalent).

   Cards for employees separated or transferred on or before December 31, 1947.

   Transfer to NPRC (CPR) St. Louis, Missouri. NPRC will destroy 60 years after the earliest personnel action date.

   Cards for employees separated or transferred on or after January 1, 1948.

   Destroy 7 years after separation or transfer of employee.

9. SAMPLE OR JOB NO

10. ACTION TAKEN

   Item

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF RECORDS</th>
<th>AUTHORIZED DISPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>(2) Separated employees.</td>
<td>Transfer folder to National Personnel Records Center (CPR) St. Louis, Missouri, 30 days after separation. NPRC will destroy 75 years after birth date of employee or 60 years after the date of the earliest document in the folder if the date of birth cannot be ascertained, provided the employee has been separated for at least 5 years.</td>
</tr>
<tr>
<td></td>
<td>Service Record Cards.</td>
<td>Transfer to NPRC (CPR) St. Louis, Missouri.</td>
</tr>
<tr>
<td>2</td>
<td>Service Record Card (Standard Form 7 or its equivalent).</td>
<td>Destroy 3 years after separation or transfer of employee.</td>
</tr>
<tr>
<td></td>
<td>a. Cards for employees separated or transferred on or before December 31, 1947.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Cards for employees separated or transferred on or after January 1, 1948.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Personnel Correspondence and Subject Files.</td>
<td>Destroy when 3 years old.</td>
</tr>
<tr>
<td></td>
<td>a. Files relating to the general administration and operation of personnel functions and including college programs, selective placement (handicapped, veterans, and ex-offenders) programs, special careers (Summer Aid, Inter-governmental Affairs Fellowship, Stay in School, etc.) programs, examinations, paid recruitment advertising, executive development program, merit promotion, employee safety program, and others not specifically described elsewhere in this schedule, excluding those at agency staff planning levels.</td>
<td></td>
</tr>
</tbody>
</table>