

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

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

LEAVE BLANK

JOB NO

NC1 GRS 78 2

DATE RECEIVED

30 NOV 1977

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

1-13-78 *[Signature]*
Date Archivist of the United States

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

☐ **A** Request for immediate disposal.

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

C. DATE

D. SIGNATURE OF AGENCY REPRESENTATIVE

E. TITLE

1/28/78 *[Signature]* **NCD**

7. ITEM NO

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

9. SAMPLE OR
JOB NO

10. ACTION TAKEN

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).

2a. Cards for employees separated or transferred on or before December 31, 1947.

Transfer to NPRC (CPR) St. Louis, Missouri.

NPRC will destroy ~~within~~ 60 years ~~after~~ after the earliest personnel action date.

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

~~Destroy 3 years after separation or transfer of employee.~~

*115-107
Sent to agency, NPRC (CPR), - 1/16/78*

1 item

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

GENERAL RECORDS SCHEDULE 1

ITEM
NO.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

(2) Separated employees.

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.

2.

Service Record Cards.

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

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

Transfer to NPRC (CPR) St. Louis, Missouri.

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

Destroy 3 years after separation or transfer of employee.

3.

Personnel Correspondence and Subject Files.

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.

Destroy when 3 years old.