

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-GRS-79-01

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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 DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

NC1-GRS-79-1

DATE RECEIVED
January 15, 1979

1. FROM (AGENCY OR ESTABLISHMENT)

National Archives and Records

2. MAJOR SUBDIVISION

Office of Federal Records Management

3. MINOR SUBDIVISION

Records Disposition Division

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

Jean K. Frale

Date

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 2 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.

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

9. SAMPLE OR
JOB NO. 10. ACTION TAKEN

The following item will be included in the new General Records Schedule 23, Records Common to most offices.

1. Schedules of Daily Activities.

Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of Federal employees.

a. Records containing substantive information relating to the official activities of high level officials, the substance of which has not been incorporated into memoranda reports, correspondence, or other records included in the official files. (High level officials include the heads of departments and independent agencies, their deputies and assistants; the heads of program offices and staff offices including assistant secretaries, administrators, and commissioners; directors of offices, bureaus, or equivalent; principal regional officials; staff assistants to those forementioned officials, such as special assistants, confidential assistants, and administrative assistants; and career Federal employees, political appointees, and officers of the Armed Forces serving in equivalent or comparable positions.)



Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>(1) SUBMIT SF 258, REQUEST TO TRANSFER - APPROVAL AND RECEIPT OF RECORDS. (2) IF THE OFFER IS NOT ACCEPTED, DESTROY THE RECORDS WHEN 6 YEARS OLD.</p> <p>b. Records of other than high level Federal employees as defined in "a" above containing substantive information relating to official activities, the substance of which has <u>not</u> been incorporated into official files.</p> <p>DESTROY WHEN 2 YEARS OLD.</p> <p>c. Routine records containing <u>no</u> substantive information regarding the daily activities of other than high level officials as defined in "a" above; records of all Federal employees containing substantive information, the substance of which has been incorporated into official files; and/or records of all Federal employees relating to nonofficial activities.</p> <p>NONRECORD. DESTROY WHEN NO LONGER NEEDED.</p>		