Schedule Number: NC1-GRS-79-02

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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

2. MAJOR SUBDIVISION
Office of Federal Records Centers

3. MINOR SUBDIVISION
Records Disposition Division

4. NAME OF PERSON WITH WHOM TO CONFER
Jean K. Fraley

5. TEL EXT.
724-1590

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.

7. DATE
3/18/79

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)
The following is a new item to be added to General Records Schedule 1, Civilian Personnel Records:

1. Temporary Records Relating to Promotions

Records documenting the promotion of an individual including qualification standards, evaluation methods, selection procedures, and evaluations of candidates, excluding information duplicated in the promotion plan, in the Official Personnel Folders, or in other personnel records.

DESTROY 2 YEARS AFTER THE PERSONNEL ACTION OR AFTER THE ACTION HAS BEEN AUDITED BY OPM, WHICHEREVER IS SOONER.

Office of Personnel Management concurrence:

DIRECTOR FOR STAFFING

9. NAME

10. TITLE

SIGNED

DATE

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11 4