Schedule Number: NC1-GRS-80-02

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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 RECORD 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
724-1648

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.

☐ A Request for immediate disposal.

☐ 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)

9. SAMPLE OR JOB NO

10. ACTION TAKEN

1. The following is a revision of the disposition instructions for General Records Schedule 2, item 21. Retirement Files
c. Deduction Files.

    SF 2806 or equivalent and other records used to document retirement deductions of individual employees.

    SEND TO OFFICE OF PERSONNEL MANAGEMENT IN ACCORDANCE WITH FPM SUPPLEMENT 831-1, SUBCHAPTER S22-3.

    OFFICE OF PERSONNEL MANAGEMENT CONCURRENCE:

    [Signature]

    [Title]

    [Date]

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