

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-GRS-80-03

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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)  
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

Rosanne T. Butler

5. TEL EXT

724-1402

LEAVE BLANK

JOB NO

NC1-GRS-80-3

DATE RECEIVED

5-14-80

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

6-6-80 *James E. O'Neill*  
Date *Acting* 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 \_\_\_\_\_ 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	7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
5/13/80	<i>Thomas W. Butler</i>	NC1		Amendment to General Records Schedule 1, Item 25, Conflict of Interest Case Files (SEE ATTACHED).		

AMENDMENT TO GENERAL RECORDS  
SCHEDULE 1, CIVILIAN PERSONNEL RECORDS

25. Financial disclosure reports.

a. Reports and related documents submitted  
by individuals as required under the  
Ethics in Government Act of 1978  
(P.L. 95-521).

1) Records including SF 278A for  
individuals filing according to  
Section 201b of the Act, and not  
subsequently confirmed by the  
U.S. Senate.

Destroy 1 year after nominee  
ceases to be under considera-  
tion for appointment; EXCEPT  
that documents needed in an  
on-going investigation will  
be retained until no longer  
needed in the investigation.

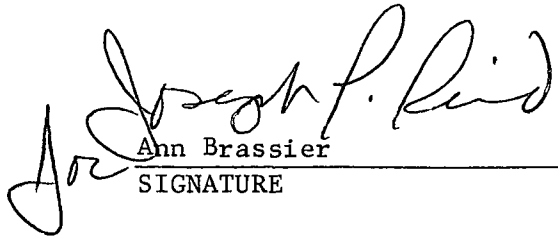
2) All other records including SF 278

Destroy when 6 years old;  
EXCEPT that documents needed  
in an on-going investigation  
will be retained until no  
longer needed in the investi-  
gation.

b. All other statements of employment  
and financial interests and related  
records


Destroy 2 years after  
separation of employee or 2  
years after the employee  
leaves the position for  
which the statement is  
required.

Office of Personnel Management Concurrence:

  
Ann Brassier  
SIGNATURE

Director, Office of Mgmt.  
TITLE

4/29/80  
DATE

  
4-29-80