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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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. 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
5/13/80

D. SIGNATURE OF AGENCY REPRESENTATIVE

E. TITLE

F. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)
Amendment to General Records Schedule 1, Item 25, Conflict of Interest Case Files (SEE ATTACHED).

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11 4
25. **Financial disclosure reports**


   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 consideration 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 investigation.

   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:

[Signature]

Ann Brassier
SIGNATURE

Director, Office of Mgmt.
TITLE

1/29/80
DATE