Schedule Number: NC1-GRS-80-04

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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

5 TEL EXT
724-1027

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 DATE
6/30/80

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

Amendment to General Records Schedule 16, Administrative Management Records

6. Records Holdings Files.
Statistical reports of agency records holdings (including SF 136) required by the General Services Administration, including feeder reports from all offices and data on the volume of records disposed of by destruction or transfer.

a. Records held by offices which prepare reports on agency-wide records holdings for submission to the General Services Administration:
Destroy when 3 years old.

b. Records held by other offices:
Destroy when 1 year old.