Schedule Number: NC1-GRS-80-06

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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.
Amendment to General Records Schedule 16, Administrative Management Records, Item 11.

1. Records Management Files

Correspondence, reports, authorizations, and other records that relate to the management of agency records, including such matters as forms, correspondence, reports; and mail management; the use of microforms, ADP systems, and word processing; records management surveys; vital records programs; and all other aspects of records management not covered elsewhere in this schedule.

Destroy when 6 years old. Earlier disposal is authorized if records are superseded, obsolete, or no longer needed for reference.