

# INACTIVE - ALL ITEMS SUPPERSEDED OR OBSOLETE

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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

Date Reported: 4/2/2019

Person Preparing Form: GRS TEAM

# INACTIVE - ALL ITEMS SUPPERSEDED OR OBSOLETE

Rec'd NCD 7 Jul 80 14

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCL-GRS-80-6
DATE RECEIVED	July 8, 1980
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the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
7-10-80 Date	James E. O'Neill Acting Archivist of the United States

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 1 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
7/3/80	<i>Howard Wald</i>	Director, Records Disposition Division

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p><u>Records Management Files</u></p> <p>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.</p> <p>Destroy when 6 years old. Earlier disposal is authorized if records are superseded, obsolete, or no longer needed for reference.</p>		

*1 item*