

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-GRS-80-07

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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

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REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Ref NCD 724804

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
<u>7/3/80</u>		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>Revision of General Records Schedule 16, Administrative Management Records, Item 8.</p> <p><u>Reports Control Files</u></p> <p>Case files maintained for each agency report created or proposed, including public use reports. Included are clearance forms, including SF 83; copies of pertinent forms or descriptions of format; copies of authorizing directives; preparation instructions; and documents relating to the evaluation, continuation, revision, and discontinuance of reporting requirements.</p> <p>Destroy 2 years after the report is discontinued.</p>		

1 item

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JOB NO

NC1-GRS-80-7

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

7-11-80 *James E. O'Neill*
Date *Acting* Archivist of the United States