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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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

(See Instructions on reverse)

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, 0 N L C 2 0 4 0 8

FROM (AGENCY OR ESTABLISHMENT)

1. 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 [X] 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.

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>8. DESCRIPTION OF ITEM</th>
<th>9. SAMPLE OR JOB NO</th>
<th>10. ACTION TAKEN</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Reports Control Files</td>
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<tr>
<td></td>
<td>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.</td>
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<td>Destroy 2 years after the report is discontinued.</td>
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STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11 4

7-11-80
Archivist of the United States