

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-GRS-81-02

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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: 4/6/2019

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Rev NCD 90A 80N

115-107

Request for Records Disposition Authority—Continuation		JOB NO NCL-GRS-81-2	PAGE OF 2 2
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p><b>c. Cancelled Solicitations Files.</b></p> <p>(1) Formal solicitations of offers to provide products or services (e.g., Invitations for Bids, Requests for Proposals, Requests for Quotations) which were cancelled prior to award of a contract. The files include pre-solicitation documentation on the requirement, any offers which were opened prior to the cancellation, documentation on any government actions up to the time of cancellation, and evidence of the cancellation.</p> <p>DESTROY 5 years after date of cancellation.</p> <p>(2) Unopened Bids.</p> <p>Return to bidder.</p>		
	<p><b>d. Lists or Card Files of Acceptable Bidders.</b></p> <p>DESTROY when superseded or obsolete.</p>	GRS 3/6b	
2.	<p><b>14. <u>Grant Application Files.</u></b></p> <p>Applications, memoranda, correspondence, and other records relating to the decision to accept or reject grant proposals.</p> <p>a. Unsuccessful (rejected or withdrawn) applications.</p> <p>DESTROY 3 years after rejection or withdrawal.</p> <p>b. Accepted applications.</p> <p>Dispose of with related grant case file (see item 15 of this schedule).</p>	<p>GRS 3/14a</p> <p>GRS 3/14b</p>	