

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-GRS-81-07

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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: 4/11/2019

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REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec'd NCO 10 Feb 81/14 ✓

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

Michael Goldman

5 TEL EXT

724-1590

LEAVE BLANK	
JOB NO	
NCL-GRS-817	
DATE RECEIVED	
2-13-81	
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the disposal request including amendments is approved except for items that may be stamped disposal not approved or withdrawn in column 10	
<u>3-3-81</u> Date	<i>[Signature]</i> Archivist of the United States

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 <u>2/12/81</u>	D SIGNATURE OF AGENCY REPRESENTATIVE <u>Jean K. Fraley</u>	E TITLE <i>for</i> Acting Director, Records Disposition Division
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p>Addition to General Records Schedule 16, Administrative Management Records, new Item 14.</p> <p>14. Feasibility studies for any technology or equipment associated with information management systems such as word processing, data processing, copiers, micrographics and communications.</p> <p>Studies and system analyses for the initial establishment and major changes of these systems. Such studies typically include a consideration of the alternatives to the proposed system and a cost/benefit analysis, including an analysis of the improved efficiency and effectiveness to be expected from the proposed system.</p> <p align="center">Destroy when the completed study is 5 years old.</p>		

Closed Out: 3-5-81: K.T.D.

item