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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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

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

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 [ ] 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

7 DATE
   2/12/81

8 DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)

9 SAMPLE OR JOB NO

10 ACTION TAKEN


   14. Feasibility studies for any technology or equipment associated with information management systems such as word processing, data processing, copiers, micrographics and communications.

   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.

   Destroy when the completed study is 5 years old.

CLOSED OUT: 3-5-81: KT.

STANDARD FORM 115
Revised April 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101 11 4