

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-GRS-81-10

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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: 4/14/2019

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Redwood City Meridian

LEAVE BLANK

JOB NO

NC1-GRS-81-10

DATE RECEIVED

March 24, 1981

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the disposal request including amendments is approved except for items that may be stamped disposal not approved or withdrawn in column 10

4/10/81

Archivist of the United States

724-1068

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	
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	Records Disposition Division	9 SAMPLE OR JOB NO
3/25/81	<p><i>Raymond A. Morley</i></p> <p>Amendment to General Records Schedule 1, Civilian Personnel Records, item 3.</p> <p><u>Personnel Correspondence Files.</u></p> <p>Correspondence, reports, memoranda, and other records relating to the general administration and operation of personnel functions, but excluding records specifically described elsewhere in this schedule and records maintained at agency staff planning levels.</p> <p>Destroy when three years old.</p> <p>Office of Personnel Management Concurrence:</p> <p><i>Wells - C. Hoff</i> <u>3/29/81</u></p> <p>Name/Title Date</p>	<p>Director</p> <p>GRS 1/3</p>	<p>10 ACTION TAKEN</p> <p>Item</p>