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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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.
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
Debra W. Leahy

5 TEL EXT
724-1068

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

C DATE
3/25/81

D SIGNATURE OF AGENCY REPRESENTATIVE
Raymond A. Worley

E TITLE
Director
Records Disposition Division

7 ITEM NO

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

Amendment to General Records Schedule 1, Civilian Personnel Records, item 3,

1. Personnel Correspondence Files.

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.

Destroy when three years old.

Office of Personnel Management Concurrence:

Name/Title

Date

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 10-11 4