Schedule Number: NC1-GRS-81-11

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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: 4/15/2019
REQUEST FOR RECORDS DISPOSITION AUTHORITY

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

FROM AGENCY OR ESTABLISHMENT
NATIONAL ARCHIVES AND RECORDS SERVICE

MAJOR SUBDIVISION
OFFICE OF FEDERAL RECORDS CENTERS

MINOR SUBDIVISION
RECORDS DISPOSITION DIVISION

NAME OF PERSON WITH WHOM TO CONFER
Debra W. Leahy

DATE RECEIVED
March 24, 1981

NOTIFICATION TO AGENCY

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

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Position Classification Standards Files.</td>
</tr>
<tr>
<td></td>
<td>(1) Standards and guidelines issued or reviewed by OPM and used to classify and evaluate positions within the agency.</td>
</tr>
<tr>
<td></td>
<td>Destroy when superseded or obsolete</td>
</tr>
</tbody>
</table>

Office of Personnel Management concurrence

<table>
<thead>
<tr>
<th>Name and Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>William E. Duff</td>
<td>3/12/81</td>
</tr>
</tbody>
</table>

Amendment to General Records Schedule 1, Civilian Personnel Records, item 7a(1)

GRS 1/7a(1)