Schedule Number: NC1-GRS-81-13

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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: 4/17/2019
REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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
Robert W. Storm Jr.

TEL EXT 724-1591

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request includes amendments as approved except for items that may be stamped disposed not approved or withdrawn in column 10

DATE RECEIVED
July 10, 1981

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 one 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 7/9/81

D SIGNATURE OF AGENCY REPRESENTATIVE Raymond A. Storm Jr.

E TITLE Director, Records Disposition Division

F DESCRIPTION OF ITEM

1. Amendments to General Records Schedules 1 (Civilian Personnel Records), Item 33; and 5 (Budget Preparation, Presentation, and Apportionment Records), Item 4.

2. BRS 1, Item 33. Merit Promotion Case Files.

Records relating to the promotion of an individual that document qualification standards, evaluation methods, selection procedures, and evaluations of candidates, EXCLUDING any records that duplicate information in the promotion plant in the Official Personnel Folders or in other personnel records.

DESTROY after 5 years.

2. GRS 5, Item 4. Budget Background Records.

Working papers, cost statements, and rough data accumulated in the preparation of annual budget estimates, including duplicates of papers described in item 2; and originating offices, copies of reports submitted to budget offices.

DESTROY 1 year after the close of the fiscal year covered by the budget.

Closed Out: 7-22-81

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101 11.4