Schedule Number: NC1-GRS-83-03

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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_mgt/grs for the revised GRS, crosswalks, faqs, tools, and other resources.
TO GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (AGENCY OR ESTABLISHMENT)  
General Services Administration

2 MAJOR SUBDIVISION  
National Archives and Records Service

3 MINOR SUBDIVISION  
Office of Federal Records Centers

4 NAME OF PERSON WITH WHOM TO CONFERENCE  
T. Lane Moore  
724-1060

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 2 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  
7/6/83

D SIGNATURE OF AGENCY REPRESENTATIVE  
Raymond A. Moore

E TITLE  
Director  
Records Disposition Division

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>SAMPLE OR JOB NO</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Amendment by addition of subitem c. to General Records Schedule 16, item 12</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>c. Records created to comply with provisions of the &quot;Government in the Sunshine&quot; Act.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(1) Transcriptions and minutes of closed meetings.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Permanent. Offer to NARS with related formal minutes approved for permanent retention in agency records control schedule.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(2) Electronic recordings for which verbatim transcripts do not exist.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Permanent. Offer to NARS 5 years after creation, or when no longer needed for current use, whichever is sooner.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(3) Electronic recordings for which verbatim transcripts exist.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Destroy when no longer needed.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

STANDARD FORM 115  
Revised April, 1975  
Prescribed by General Services Administration  
FPMR (41 CFR) 101.114

MASS DATA CHANGE SHEET NOT REQUIRED

NNM, NNS, NNF's copy sent out 7-31-83 by DMW.
(4) Annual Reports made to Congress

Permanent. Offer to NARS with related agency records approved for permanent retention in agency records control schedules or when 20 years old, whichever is sooner.