

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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 mgmt/grs> for the revised GRS, crosswalks, faqs, tools, and other resources.

Date Reported: 4/22/2019

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See *Instructions* on reverse)

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JOB NO

NC1-GRS-83-3

DATE RECEIVED

7-6-83

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disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

7-21-83

Date _____

John M. Warr
Archivist of the United States

Archivist of the United States

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 CONFER

T. Lane Moore

5 TEL EXT

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 <i>Raymond A. Morley</i>	E TITLE Director Records Disposition Division
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Director
Records Disposition Division

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN

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Amendment by addition of subitem c. to General Records
Schedule 16, item 12

c. Records created to comply with provisions of the "Government in the Sunshine" Act.

(1) Transcriptions and minutes of closed meetings.

Permanent. Offer to NARS with related formal minutes approved for permanent retention in agency records control schedule.

(2) Electronic recordings for which verbatim transcripts do not exist.

Permanent. Offer to NARS 5 years after creation, or when no longer needed for current use, whichever is sooner.

(3) Electronic recordings for which verbatim transcripts exist.

Destroy when no longer needed.

4 items

NNM, NNS, + NNF's copy sent out 7-27-83 by DMW.

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF 2
2

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>(4) Annual Reports made to Congress</p> <p>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.</p>		