Schedule Number: NC1-GRS-83-05

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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: 4/24/2019
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)  
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  
Edward F. Barrese

5 TEL. EXT  
724-1999

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 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

X B Request for disposal after a specified period of time or request for permanent retention

C DATE  
8/30/83

D SIGNATURE OF AGENCY REPRESENTATIVE  
[Signature]

E TITLE  
Director

Records Disposition Division

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

1. General Accounting Ledgers.
   General accounts ledgers showing debit and credit entries and reflecting expenditures in summary.
   Destroy 6 years and 3 months after the close of the fiscal year involved.

2. Appropriation Allotment Files.
   Allotment records showing status of obligation and allotments under each authorized appropriation.
   Destroy 6 years and 3 months after the close of the fiscal year.

9 SAMPLE OR JOB NO  
GRS 7/2

10 ACTION TAKEN  
[Signature]

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101 11 4