

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-GRS-83-06

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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: 4/25/2019

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

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)

National Archives and Records Service

2 MAJOR SUBDIVISION

Office of Federal Records Centers

3 MINOR SUBDIVISION

Records Disposition Division

4 NAME OF PERSON WITH WHOM TO CONFER

Jean E. Keeting

5 TEL EXT

724-1648

LEAVE BLANK

JOB NO

NC1-GRS-83-6

DATE RECEIVED

9-12-83

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

29 SEP 1983

Date

Archivist of the United States

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	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
<u>9/8/83</u>	<u>Raymond A. Bradley</u>	<u>Director, Records Disposition Division</u>
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO
1.	<p>Amendment to GRS 23, Records Common to Most Offices, item 2, Schedules of Daily Activities.</p> <p><u>Schedules of Daily Activities</u></p> <p>Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of Federal employees while serving in an official capacity. Materials determined to be "personal records" are not covered by this item.</p> <p>no change in subitems a and b</p>	<u>NC1-GRS-79-1</u>
		<u>1 item</u>

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>c. Routine materials containing <u>no</u> substantive information regarding official daily activities of other than high level officials as defined in "a" above; and records of all Federal employees containing substantive information, the substance of which has been incorporated into official files.</p> <p>Destroy when no longer needed.</p>		