Schedule Number: NC1-GRS-83-07

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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.
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
Cynthia Fox

DATE RECEIVED
9-21-83

5 TEL EXT
725-0642

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

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

C DATE
9/20/83

D SIGNATURE OF AGENCY REPRESENTATIVE
Raymond A. Monahan

E TITLE
Director, Records Disposition Division

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

Amendment by addition of item 26 to General Records Schedule 18

26. Classified or Classifiable Information

Nondisclosure Agreements

Copies of nondisclosure agreements, such as SF 189, Classified Information Nondisclosure Agreement, signed by employees with access to information which is classified or classifiable under standards put forth by Executive Order or statute, maintained separately from personnel security clearance files.

Destroy when 50 years old.