Schedule Number: NC1-GRS-84-01

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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: 4/27/2019
REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

1. TO GENERAL SERVICES ADMINISTRATION,
   NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D. C. 20408

2. FROM (AGENCY OR ESTABLISHMENT)
   General Services Administration

3. MAJOR SUBDIVISION
   National Archives and Records Service

4. MINOR SUBDIVISION
   Office of Federal Records Centers

5. NAME OF PERSON WITH WHOM TO CONFER
   Michael Goldman

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 Request for full retention.

   □ D Request for temporary retention.

   □ E Request for immediate disposal of a subset of records.

   □ F Request for disposal after a specified period of time or request for permanent retention of a subset of records.

   □ G Request for full retention of a subset of records.

   □ H Request for temporary retention of a subset of records.

   □ I Request for immediate disposal of a subset of records.

   □ J Request for disposal after a specified period of time or request for permanent retention of a subset of records.

   □ K Request for full retention of a subset of records.

   □ L Request for temporary retention of a subset of records.

   □ M Request for immediate disposal of a subset of records.

   □ N Request for disposal after a specified period of time or request for permanent retention of a subset of records.

   □ O Request for full retention of a subset of records.

   □ P Request for temporary retention of a subset of records.

   □ Q Request for immediate disposal of a subset of records.

   □ R Request for disposal after a specified period of time or request for permanent retention of a subset of records.

   □ S Request for full retention of a subset of records.

   □ T Request for temporary retention of a subset of records.

   □ U Request for immediate disposal of a subset of records.

   □ V Request for disposal after a specified period of time or request for permanent retention of a subset of records.

   □ W Request for full retention of a subset of records.

   □ X Request for temporary retention of a subset of records.

   □ Y Request for immediate disposal of a subset of records.

   □ Z Request for disposal after a specified period of time or request for permanent retention of a subset of records.

   □ OTHER REQUEST: ___________________________

7. DATE
   10/4/83

8. DESCRIPTION OF ITEM
   Amendment by revision to General Records Schedule 1/item 25b

   25b. All other statements of employment and financial interests and related records, including confidential statements filed under Executive Order 11222.

   Destroy when 6 years old; EXCEPT that documents needed in an on-going investigation will be retained until no longer needed in the investigation.

9. ACTION TAKEN
   OGE

10. SAMPLE OR JOB NO
   GRS 1/25b

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4