

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NN-167-000128

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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: 5/1/2019

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GENERAL RECORDS SCHEDULE 1

Civilian Personnel Records

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>RECOMMENDED METHOD OF FILING</u>	<u>AUTHORIZED DISPOSITION</u>
10.	All copies of correspondence and forms maintained as temporary records on the left side of the Official Personnel Folder in accordance with the <u>Federal Personnel Manual</u> , chapter 293, and supplement 296-31.	On left side of folder Chronologically	Dispose on transfer to another agency (except in a transfer of functions), separation of employee, or when 1 year old, whichever is earlier.