

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NN-174-000031

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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: 5/3/2019

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

# REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED <b>30 JUL 1973</b>	JOB NO. <b>2242 31</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<b>8-1-73</b> Date	<i>James B. Rhoads</i> Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 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 **962-2113**  
**Robert H. Jackson/Thomas Wadlow**
5. TEL. EXT.  
**763-7515**
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

7/30/73 *Thomas M. Walker* (Signature of Agency Representative) *Special Agent* (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>General Records Schedule 6 item 1 is revised as follows:</p> <p>Accountable officers' returns, comprising memorandum copies of statements of accountability, statements of transactions, all supporting vouchers, schedules, documents, and related papers not otherwise provided for in this schedule (exclusive of freight records covered by Schedule 9, and payroll records covered by Schedule 2).</p> <p>Dispose 3 years after period covered by the account.</p> <p>Approved for the General Accounting Office by:</p> <p><i>J. P. Pursuant to GAO ltr. of 7-23-73</i></p> <p><u>7/30/73</u> Date</p>		



UNITED STATES GENERAL ACCOUNTING OFFICE  
WASHINGTON, D.C. 20548

OFFICE OF ADMINISTRATIVE  
PLANNING AND SERVICES

JUL 23 1973

2700.1.1.6

Mr. Walter W. Stender  
Assistant Archivist for Federal  
Records Centers  
National Archives and Records Service  
General Services Administration  
Washington, D.C. 20408

Dear Mr. Stender:

We refer to your letter dated May 29, 1973, forwarding for approval by the General Accounting Office, certain revised changes to General Records Schedule 2, together with a proposed revision of General Records Schedule 6, item 1.

We concur with the National Archives and Records Service, General Services Administration, in the adoption of the proposed disposal standards for GRS No. 2, with the exception of items 9a(1), 9a(2), 10 and 13a. The standards for these items should be changed to read as follows:

Item 9a.(1) - Final individual card showing accumulated leave on separation.

Transfer to National Personnel Records Center, St. Louis, Mo., after audit by GAO or after 3 years, whichever is earlier. NPRC will destroy when 10 years old.

Item 9a.(2) - All other pay or fiscal copies.

Dispose when 4 years old.

Item 10 - After disposal provision add "with the exceptions noted in the Federal Personnel Manual, 293-A-3". Disposal of the agency copy after 3 years should be provided for.

**Item 13a - Delete, since this relates to an obsolete procedure. Delete the b. designation, and change (1) and (2) to 13a and 13b., respectively.**

Provided that the words "statements of accountability, statements of transactions" are substituted for "accounts current" we concur in the adoption of the proposed disposal standard for these records.

**Management Services Officer,**

*[Handwritten notes:]*

6/11/72  
5/21/72  
926 B