Schedule Number: N1-64-08-13

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Item 1
Superseded by DAA-GRS-2018-0003-0001

Date Reported: 3/10/2021
**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

**TO:** NATIONAL ARCHIVES & RECORDS ADMINISTRATION  
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

**FROM (Agency or establishment):**  
National Archives & Records Administration

**MAJOR SUBDIVISION:**  
Office of Administration

**MINOR SUBDIVISION:**

**NAME OF PERSON WITH WHOM TO CONFER:** Laurence C. Patlen  
**TELEPHONE NUMBER:** 301-837-2038

**DATE Received:** 9/16/08

**NOTIFICATION TO AGENCY:**
In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

**6. AGENCY CERTIFICATION**
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

☐ is not required  ☐ is attached; or  ☐ has been requested.

**DATE**  SEP 1 2 2008  
**SIGNATURE OF AGENCY REPRESENTATIVE:**  
Richard W. Marcus  
**TITLE:** NARA Records Officer

**7. ITEM NO.**  
**8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION**

1. Government Credit Card Files

Files documenting application for a card and approval, account maintenance, periodic review, and related information. Arranged and maintained by account holder name.

Disposition: Cut-off at the end of the fiscal year in which the card account is cancelled. Destroy 3 years after cut-off.

**9. GRS OR SUPERSEDED JOB CITATION**

**10. ACTION TAKEN**

(NARA USE ONLY)  
PREVIOUS EDITION NOT USABLE  
STANDARD FORM 115 (REV. 3-91)  
Prescribed by NARA 36 CFR 1228

115-109