

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-GRS-87-004

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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: 4/2/2019

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK</b>	
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO. <b>N1-GRS-87-4</b>	DATE RECEIVED <b>December 17, 1986</b>
1 FROM (Agency or establishment) <b>National Archives &amp; Records Administration</b>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION <b>Office of Records Administration</b>		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION <b>Records Appraisal &amp; Disposition Division</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Jean F. Keeting</b>	5 TELEPHONE EXT. <b>724-1457</b>	DATE <b>12-18-86</b>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence ☐ is attached, or ☒ is unnecessary.

B DATE <b>12/8/86</b>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature: Kenneth F. Rossman]</i>	D TITLE <b>Director</b> <b>Records Appraisal &amp; Disposition Division</b>	
7 ITEM NO.	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<p>Change to General Records Schedule (GRS)</p> <p>14. Information Services Records</p> <p>16. <u>Freedom of Information Act (FOIA) Requests Files.</u> Files created in response to requests for information under the Freedom of Information Act consisting of the original request, a copy of the reply thereto, and all related supporting files which may include the official file copy of the requested record or a copy thereof.</p> <p>a. Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein).</p> <p>* * * * *</p> <p>(3) Denying access to all or part of the records requested.</p> <p>(a) Request <u>not</u> appealed.</p> <p>Destroy 6 years after date of reply.</p> <p>* * * * *</p>	<b>N1-64-76-3</b>	

## REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<p>17. <u>FOIA Appeals Files.</u> Files created in responding to administrative appeals under the FOIA for release of information denied by the agency consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or a copy thereof.</p> <p>a. Correspondence and supporting documents (EXCLUDING the file copy of the records under appeal if filed herein).</p> <p>Destroy 6 years after final determination by agency or 3 years after final adjudication by courts whichever is later.</p>	NC1-64-76-3	