

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-GRS-87-017

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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)		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO <b>N1-GRS-87-17</b>	
1. FROM (Agency or establishment) <b>National Archives and Records Administration</b>		DATE RECEIVED <b>8-19-87</b>	
2 MAJOR SUBDIVISION <b>Office of Records Administration</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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 and Disposition Division</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Jean E. Keeting</b>			
5 TELEPHONE EXT <b>724-1457</b>		DATE <b>10/22/87</b>	ARCHIVIST OF THE UNITED STATES <i>Frank B. Bink</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 \_\_\_\_\_ 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>8/19/87</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Jean E. Keeting</i>	D. TITLE <i>Acting Director, Records Appraisal and Disposition Division</i>
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1	<p>Addition to General Records Schedule 16, Administrative Management Records</p> <p><u>Documents published in the Federal Register</u></p> <p>a. Files documenting the processing of notices announcing committee meetings, including meetings open to the public under the Government in Sunshine Act (5 U.S.C. 552b (e) (3); hearing and investigations; filing of petitions and applications; issuance or revocation of a license; grant application deadlines, the availability of certain environmental impact statements; delegations of authority; and other matters that are not modified in the <u>Code of Federal Regulations</u>.</p> <p style="text-align: center;">Destroy when 1 year old.</p> <p>b. Files documenting the processing of semiannual regulatory agenda.</p> <p style="text-align: center;">Destroy when 2 years old.</p> <p>(NOTE:) Agency files documenting the development, clearance, and processing of proposed and final rules for publication in the <u>Federal Register</u> are not covered by the General Records Schedules. These records may be, but are not necessarily, permanent. They must be scheduled individually by each agency so NARA can conduct an analysis and appraisal to determine the appropriate disposition.)</p>		(2 items)

Addition to General Records Schedule 16,  
Administrative Management Records

1. Documents published in the Federal Register.

a. Files documenting the processing of notices announcing committee meetings; hearings and investigations; filing of petitions and applications; issuance or revocation of a license; grant application deadlines; the availability of certain environmental impact statements; delegations of authority; and other matters that are not codified in the Code of Federal Regulations.

Destroy when 3 years old.

b. Files documenting the processing of notices of meetings open to the public under the Government in the Sunshine Act (5 U.S.C. 552b(e)(3)).

Destroy when 1 year old.

c. Files documenting the processing of semiannual regulatory agenda.

Destroy when 5 years old.

[NOTE: Agency files documenting the development, clearance, and processing of proposed and final rules for publication in the Federal Register are not covered by the General Records Schedules. These records may be, but are not necessarily, permanent. They must be scheduled individually by each agency so NARA can conduct an analysis and appraisal to determine their appropriate disposition.]