

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-GRS-88-004

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

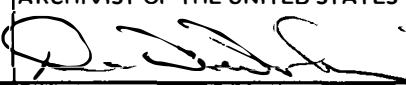
## Description:

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 The old GRS was completely superseded.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.

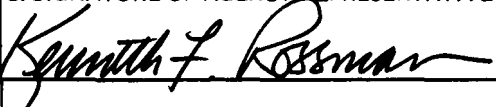
Date Reported: 4/2/2019

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK</b>	
		JOB NO. N1-GRS-88-4	
TO: <b>GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		DATE RECEIVED 2-19-88	
1. FROM (Agency or establishment) National Archives and Records Administration		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Records Administration		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Records Appraisal and Disposition Division			
4. NAME OF PERSON WITH WHOM TO CONFER Chris Beam	5. TELEPHONE EXT. 724-1490	DATE 4/25/81	ARCHIVIST OF THE UNITED STATES 
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; 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 2/19/88	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE Director, Records Appraisal and Disposition Division	
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>Change to General Records Schedule 1, Civilian Personnel Records, item 7b(1).</p> <p>Position Descriptions.</p> <p>Record copy of position descriptions which include information on title, series, grade, duties and responsibilities, and related documents.</p> <p>Destroy 2 years after position is abolished or description is superseded.</p> <p>[See attached copy of N1-AFU-88-2 and note from Charles Cheseck for Office of Personnel Management concurrence.]</p>		

*Copy sent to agency  
NCF, 12/25/88 (Kok)*  
*4/29/88*

TABLE 40-5 Classifications

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1 ★	position descrip- tions	files describing established positions including information on title, series, grade, duties and responsibilities	record copies	destroy 2 years after position is abolished or description is superseded. (Note)

\*Note: When class action complaint is filed, refer to Table 40-4, rule 2.