

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-GRS-89-003

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO

*NI-GRS-89-3*

TO **GENERAL SERVICES ADMINISTRATION**  
**NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED

*6/7/89*

1 FROM (Agency or establishment)

NOTIFICATION TO AGENCY

National Archives and Records Administration

2 MAJOR SUBDIVISION

Office of Records Administration

3 MINOR SUBDIVISION

Records Appraisal and Disposition Division

4 NAME OF PERSON WITH WHOM TO CONFER

5 TELEPHONE EXT

DATE

ARCHIVIST OF THE UNITED STATES

*Richard Marcus*

*724-1483*

*9/6/89*

*[Signature]*

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

C SIGNATURE OF AGENCY REPRESENTATIVE

D TITLE

*6/7/89*  
*Kenneth F. Rossman*  
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SUPERSEDED  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)

Revisions to General Records Schedules 20 and 23  
as contained on the attached pages.

**ITEM****NO. DESCRIPTION OF RECORDS****AUTHORIZED DISPOSITION**

1. Files/Records Created in Central ADP  
Facilities to Create, Use, and Maintain  
Master Files.

- a. Electronic files or records created solely to test system performance, as well as hard-copy printouts and related documentation for the electronic files/records.

Delete/destroy when no longer needed.

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- c. Electronic files and hard-copy printouts created to monitor system usage including by not limited to log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use.

Delete/destroy when no longer needed in accordance with sound business practice and agency standard operating procedure.

## GENERAL RECORDS SCHEDULE 23

### Records Common to Most Offices Within Agencies

This schedule provides for the disposal of certain records common to most offices in Federal agencies. It covers administrative subject files; facilitative records such as suspense files, tracking and control records, calendars, and indexes; and transitory documents; as well as certain types of records created in electronic form on stand-alone or networked micro-and mini-computers.

Office Administrative Files described under item 1 are records retained by an originating office as its record of initiation of an action, request, or response to requests for information. This item may be applied only to separate administrative files containing such records as copies of documents submitted to other offices for action including budget feeder documents, purchase orders, training requests. Item 1 may not be applied to files that also contain program records, and it may not be applied by an office that receives and takes action on documents submitted by other offices.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
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3. Administrative Data Bases.

Data bases that support administrative or housekeeping functions, containing information derived from hard-copy records authorized for destruction by the GRS or a NARA-approved SF 115, if the hard-copy records are maintained in organized files, and hard-copy printouts from these data bases created for short-term administrative purposes.

Delete/destroy when no longer needed.