

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-GRS-91-004

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.  
N1-GRS-91-4

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

DATE RECEIVED  
6/27/91

1. FROM (Agency or establishment)  
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

Jean Keeting

5. TELEPHONE EXT.

501-6036

DATE for ARCHIVIST OF THE UNITED STATES

9/16/91

*James W. Syon*

## 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  
6/27/91

C. SIGNATURE OF AGENCY REPRESENTATIVE

*Kenneth F. Rossman*

D. TITLE

Director, Records Appraisal  
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SUPERSEDED  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)

Revision of General Records Schedule (GRS) 16,  
Administrative Management Records, item 10, Microform  
Inspection Records.

### 10. Microform Inspection Records.

1. a. Agency copy of inventories, logs, and reports documenting the inspection of permanent and unscheduled microform records, as required by 36 CFR 1230.

Destroy 1 year after the records are transferred to the legal custody of the National Archives.

[NOTE: This item does not cover the copy of logs and reports that are attached to the SF 135 when records are transferred to a Federal records center or the SF 258 when records are transferred to the National Archives.]

2. b. Agency copy of logs and other records documenting the inspection of temporary microform records, as recommended by 36 CFR 1230.

Destroy when when no longer needed.