

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-GRS-81-13

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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: 4/17/2019

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

NO 92nd St

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

1 FROM (AGENCY OR ESTABLISHMENT)
National Archives and Records Service

2 MAJOR SUBDIVISION
Office of Federal Records Centers

3 MINOR SUBDIVISION
Records Disposition Division

4 NAME OF PERSON WITH WHOM TO CONFER
Robert W. Stormt, Jr.

5 TEL EXT
724-1591

LEAVE BLANK	
JOB NO NC1-GRS-81-13	
DATE RECEIVED July 10, 1981	
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the disposal request including amendments is approved except for items that may be stamped disposal not approved or withdrawn in column 10	
Date <i>7-15-81</i>	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 one page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

☐ **A** Request for immediate disposal

☒ **B** Request for disposal after a specified period of time or request for permanent retention

C DATE	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
<i>7/9/81</i>	<i>Raymond A. Morley</i>	Director, Records Disposition Division
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO
	Amendments to General Records Schedules 1 (Civilian Personnel Records), Item 33; and 5 (Budget Preparation, Presentation, and Apportionment Records), Item 4.	
1.	GRS 1, Item 33. Merit Promotion Case Files. Records relating to the promotion of an individual that document qualification standards, evaluation methods, selection procedures, and evaluations of candidates, EXCLUDING any records that duplicate information in the promotion plan; in the Official Personnel Folder; or in other personnel records. DESTROY after 5 years.	
2.	GRS 5, Item 4. Budget Background Records. Working papers, cost statements, and rough data accumulated in the preparation of annual budget estimates, including duplicates of papers described in item 2; and originating offices' copies of reports submitted to budget offices. DESTROY 1 year after the close of the fiscal year covered by the budget.	
		10 ACTION TAKEN

2 items

Closed Out: 7-22-81: K.T.J.