**Aligning Agency Schedules with GRS Transmittal 23**

**October 28, 2014**

**Decision Tree One**

**Agency schedule has an item covering the same records covered**

**by an item in new GRS 1.1, 1.2, 3.1, 3.2, and 4.3**

Notify NARA within 120 days after GRS issuance that agency will continue to use its own authority.

Does new GRS disposition satisfy agency business needs?

Alter agency item to reflect disposi-tion of new GRS item. Cite new GRS item as authority.

No

Yes

Inform Federal Records Center Program of disposition authority and retention period changes that affect records in storage.

No

Yes

Does agency cite own item when retiring records to the FRC?

Done. Nothing else required.

Is agency item consistent with disposition of new GRS item?

No

Yes

**Decision Tree Two**

**Agency schedule does not address records covered by an item**

**in new GRS 1.1, 1.2, 3.1, 3.2, and 4.3**

Use the GRS item as is.

Give item an agency code but cite the GRS item as its authority. No communication with NARA is necessary.

Yes

No

Yes

Does agency wish to incorporate the item into its manual?

Submit a records schedule to NARA as an exception to the GRS.

Does new GRS disposition satisfy agency business needs?

No