

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2013-0007

Status: APPROVED
Date Approved: 02/25/2015
Last Modified: 11/08/2024

General Information

Agency or Establishment	General Records Schedules (National Archives and Records Administration)
Record/Scheduling Group	GRS - General Records Schedules
Records Schedule Applies To	Government-wide All agencies except:
Schedule Subject	GRS 4.2: Information Access and Protection Records
Additional Schedule Information	<p>Note: This schedule was modified after approval in ERA Base. If information regarding the modifications was created in ERA Base it will be found in the Revision Notes in NARA only attachments.</p> <p>This schedule covers records created in the course of agencies (1) responding to requests for access to Government information and (2) protecting information that is classified or controlled unclassified, or contains personal data that is required by law to be protected.</p> <p>Agencies must offer any records created prior to January 1, 1921, to the National Archives and Records Administration (NARA) before applying disposition instructions in this schedule.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2013-0007

Status: APPROVED
Date Approved: 02/25/2015
Last Modified: 11/08/2024

Item Count

Total number of disposition items: 14

Number of Temporary disposition items: 14

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 7

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2013-0007

Status: APPROVED
Date Approved: 02/25/2015
Last Modified: 11/08/2024

Outline of Records Schedule Items for DAA-GRS-2013-0007

Item #	Title	Disposition
0001	General information request files.	Temporary
0002	Access and disclosure request files.	Temporary
0003	Internal information access and protection program operation records. : General administrative records	Temporary
0020	Internal information access and protection program operation records. : Access control records.	Temporary
0021	Internal information access and protection program operation records. : Records relating to classified or controlled unclassified document containers.	Temporary
0004	Accounting and control of access to classified, controlled unclassified, and unclassified records and records regarding FOIA, PA, and MDR.	Temporary
0006	Agency reports to the Congress, Department of Justice, or other entities regarding FOIA, MDR, PA, and similar access and disclosure programs.	Temporary
0007	Privacy Act amendment request files.	Temporary
0022	Legal and regulatory compliance reporting records. : Annual reports by agency CIO, Inspector General, or Senior Agency Official for Privacy. Legal citation: OMB M-07-16	Temporary
0023	Legal and regulatory compliance reporting records. : All other agency reports and internal reports by individual system owners to the Senior Agency Official for Privacy (SAOP).	Temporary
0008	Automatic and systematic declassification review program records.	Temporary
0011	Fundamental classification guidance review files.	Temporary
0012	Personally identifiable information extracts.	Temporary
0013	Personally identifiable information extract logs.	Temporary

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2013-0007

Status: APPROVED
Date Approved: 02/25/2015
Last Modified: 11/08/2024

Records Schedule Items

DAA-GRS-2013-0007-0001		STATUS: INACTIVE - NOT FOR USE	
ITEM GENERAL INFORMATION			
Item Title	General information request files.		
Item Description	Requests for information, publications, photographs, and other information involving no administrative action, policy decision, or special compilations or research. Also includes acknowledgements, replies, and referrals of inquiries to other offices for response.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?			
MANUAL CITATION			
Agency Code	GRS 4.2, item 010		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
GRS 14 (1952), item 2	No		
GRS 14 (1952), item 3	No		
N1-GRS-04-5, item 1 (first bullet only)	Yes	N1-GRS-04-5, item 1 (first bullet only)	
N1-GRS-98-1, item 10	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
DO NOT USE. Superseded By: DAA-GRS-2022-0009-0001 on 05/30/2023.			
Final Disposition	Temporary		
Retention Period	Other: Destroy when 90 days old, but longer retention is authorized if required for business use.		
ADDITIONAL INFORMATION			
Are any of the records covered by this item national security classified?			
GAO Approval Required	No		
DAA-GRS-2013-0007-0002		STATUS: INACTIVE - NOT FOR USE	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2013-0007

Status: APPROVED
Date Approved: 02/25/2015
Last Modified: 11/08/2024

ITEM GENERAL INFORMATION

Item Title	Access and disclosure request files.
Item Description	<p>Case files created in response to requests for information under the Freedom of Information Act (FOIA), Mandatory Declassification Review (MDR) process, Privacy Act (PA), Classification Challenge, and similar access programs, and completed by</p> <ul style="list-style-type: none">• granting the request in full• granting the request in part• denying the request for any reason including:<ul style="list-style-type: none">o inability to fulfill request because records do not existo inability to fulfill request because request inadequately describes recordso inability to fulfill request because search or reproduction fees are not paid• final adjudication on appeal to any of the above original settlements• final agency action in response to court remand on appeal <p>Includes:</p> <ul style="list-style-type: none">• requests (either first-party or third-party)• replies• copies of requested records• administrative appeals• related supporting documents (such as sanitizing instructions) <p>Exclusion: Record copies of requested records are not covered by this item. They remain covered by their original disposal authority.</p> <p>Note: Agencies may wish to retain redacted copies of requested records for business use after the rest of the associated request case file is destroyed.</p>

Is this item media neutral?	Yes
-----------------------------	-----

Is this item a Big Bucket?	
----------------------------	--

MANUAL CITATION

Agency Code	GRS 4.2, item 020
-------------	-------------------

SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS

Does this item supersede existing disposition authorities?	Yes
--	-----

Superseded Items

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2013-0007

Status: APPROVED
Date Approved: 02/25/2015
Last Modified: 11/08/2024

Superseded Item	Item Superseded in Part?	Explanation
N1-GRS-87-4, item 17a	No	
N1-GRS-87-7, item 31a1	No	
N1-GRS-87-7, item 31a2a	No	
N1-GRS-87-7, item 31a2b	No	
N1-GRS-87-7, item 31a3a	No	
N1-GRS-87-7, item 31a3b	No	
N1-GRS-87-7, item 31c	No	
N1-GRS-87-7, item 32a	No	
NC1-64-77-1, item 16a1	No	
NC1-64-77-1, item 16a2a	No	
NC1-64-77-1, item 16a2b	No	
NC1-64-77-1, item 16a3a	No	
NC1-64-77-1, item 16a3b	No	
NC1-64-77-1, item 25a1	No	
NC1-64-77-1, item 25a2a	No	
NC1-64-77-1, item 25a2b	No	
NC1-64-77-1, item 25a3a	No	
NC1-64-77-1, item 25a3b	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
DO NOT USE. Superseded By: DAA-GRS-2016-0002-0001 on 05/30/2023.		
Final Disposition	Temporary	
Retention Period	Other: Destroy 6 years after final agency action or 3 years after final adjudication by the courts, whichever is later, but longer retention is authorized if required for business use.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

Group Title	Internal information access and protection program operation records.	
DAA-GRS-2013-0007-0003	STATUS: INACTIVE - NOT FOR USE	
ITEM GENERAL INFORMATION		
Item Title	General administrative records	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2013-0007

Status: APPROVED
Date Approved: 02/25/2015
Last Modified: 11/08/2024

Item Description	Includes: <ul style="list-style-type: none">• records documenting security-approved container access• records documenting receipt, internal routing, dispatch, and destruction of classified, unclassified-but-controlled, and unclassified records relating to classified or controlled unclassified document containers, such as forms placed on safes, cabinets, or vaults that record opening, closing, and routine checking of container security• tracking databases and other records used to manage overall program• requests and authorizations for individuals to have access to classified files	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 4.2, item 030	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
GRS 18 [1960], item 3	No	
GRS 18 [1960], item 4	No	
GRS 18 [1960], item 5	No	
GRS 18 [1960], item 7	No	
N1-GRS-98-2, item 14	No	
N1-GRS-98-2, item 15	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
DO NOT USE. Superseded By: DAA-GRS-2016-0002-0002 on 05/30/2023.		
Final Disposition	Temporary	
Retention Period	Other: Destroy 2 years after last form entry, reply, or submission; or when associated documents are declassified or destroyed; or when authorization expires; whichever is appropriate. Longer retention is authorized if required for business use.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2013-0007

Status: APPROVED
Date Approved: 02/25/2015
Last Modified: 11/08/2024

GAO Approval Required	No
DAA-GRS-2013-0007-0020 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Access control records.
Item Description	Includes: <ul style="list-style-type: none"> safe and padlock combinations names or other personal identifiers of individuals who know combinations comparable data used to control access into classified document containers
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 4.2, item 031
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded Explanation in Part?
GRS 18 [1960], item 8	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy when superseded or obsolete, but longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-GRS-2013-0007-0021 STATUS: INACTIVE - NOT FOR USE	
ITEM GENERAL INFORMATION	
Item Title	Records relating to classified or controlled unclassified document containers.

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2013-0007

Status: APPROVED
Date Approved: 02/25/2015
Last Modified: 11/08/2024

Item Description	Includes forms placed on safes, cabinets, or vaults that record opening, closing, and routine checking of container security. Note: Forms involved in investigations are not covered by this item. They are instead retained according to the schedule item for records of the investigation.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 4.2, item 032	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-GRS-93-1, item 7b (GRS 18, item 7b)	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
DO NOT USE. Superseded By: DAA-GRS-2016-0002-0003 on 05/30/2023.		
Final Disposition	Temporary	
Retention Period	Other: Destroy 90 days after last entry on form, but longer retention is authorized if required for business use.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-GRS-2013-0007-0004	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Accounting and control of access to classified, controlled unclassified, and unclassified records and records regarding FOIA, PA, and MDR.

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2013-0007

Status: APPROVED
Date Approved: 02/25/2015
Last Modified: 11/08/2024

Item Description	<p>Records documenting identity, internal routing, and final disposition of classified documents. Also, records documenting control points and accountability for information relating to access requests. Includes:</p> <ul style="list-style-type: none"> forms, registers, ledgers, logs, and tracking systems documenting requester identity and contact information, request date, and nature or purpose of request inventories of controlled records forms accompanying documents to ensure continuing control, showing names of people handling the documents, intra-office routing, and comparable data agent and researcher files 	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 4.2, item 040	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
GRS 18 [1960], item 6a	No	
GRS 18 [1960], item 6b	No	
N1-GRS-87-7, item 33a	No	
N1-GRS-87-7, item 33b	No	
NC1-64-76-3, item 11a	No	
NC1-64-76-3, item 11b	No	
NC1-64-77-1, item 28a	No	
NC1-64-77-1, item 28b	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
DO NOT USE. Superseded By: DAA-GRS-2016-0002-0004 on 05/30/2023.		
Final Disposition	Temporary	
Retention Period	<p>Destroy 5 year(s) after date of last entry, final action by agency (such as downgrading, transfer or destruction of related classified documents, or release of information from controlled unclassified status) or final adjudication by courts, as may apply, whichever is later, but longer retention is authorized if required for business use.</p>	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2013-0007

Status: APPROVED
Date Approved: 02/25/2015
Last Modified: 11/08/2024

ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-GRS-2013-0007-0006		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Agency reports to the Congress, Department of Justice, or other entities regarding FOIA, MDR, PA, and similar access and disclosure programs.		
Item Description	Note: This item does not apply to summary reports incorporating government-wide statistics. These must be scheduled separately by the summarizing agent.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?			
MANUAL CITATION			
Agency Code	GRS 4.2, item 070		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
N1-GRS-89-4, item 1	No		
N1-GRS-98-2, item 11	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Temporary		
Retention Period	Other: Destroy 2 years after date of report, but longer retention is authorized if required for business use.		
ADDITIONAL INFORMATION			
Are any of the records covered by this item national security classified?			
GAO Approval Required	Requested and Received		

DAA-GRS-2013-0007-0007	STATUS: Active
ITEM GENERAL INFORMATION	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2013-0007

Status: APPROVED
Date Approved: 02/25/2015
Last Modified: 11/08/2024

Item Title	Privacy Act amendment request files.	
Item Description	Files relating to an individual's request to amend a record pertaining to that individual under 5 U.S.C. §552a(d)(2), to the individual's request for review of an agency's refusal of the to amend a record under 5 U.S.C. §552a(d)(3), and to any civil action or appeal brought by the individual against the refusing agency under 5 U.S.C. §552a(g). Includes: <ul style="list-style-type: none">• requests to amend and to review refusal to amend• copies of agency's replies• statement of disagreement• agency justification for refusal to amend a record• appeals• related materials	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 4.2, item 090	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
NC1-64-77-1, item 26a	No	
NC1-64-77-1, item 26b	No	
NC1-64-77-1, item 26c	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy with the records for which amendment was requested or 4 years after close of case (final determination by agency or final adjudication, whichever applies), whichever is later. Longer retention is authorized if required for business use.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2013-0007

Status: APPROVED
Date Approved: 02/25/2015
Last Modified: 11/08/2024

Group Title	Legal and regulatory compliance reporting records.	
Group Description	Reports prepared in compliance with Federal laws and regulations, such as the E-Government Act (Public Law 107-347), Federal Information Security Modernization Act of 2014, and Title V (Confidential Information Protection and Statistical Efficiency Act), as codified in 44 U.S.C. §101.	
DAA-GRS-2013-0007-0022 STATUS: Active		
ITEM GENERAL INFORMATION		
Item Title	Annual reports by agency CIO, Inspector General, or Senior Agency Official for Privacy.	
	Legal citation: OMB M-07-16	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 4.2, item 080	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-GRS-04-4 item 4	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Destroy 5 year(s) after submission of report, but longer retention is authorized if required for business use.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	
DAA-GRS-2013-0007-0023 STATUS: Active		
ITEM GENERAL INFORMATION		
Item Title	All other agency reports and internal reports by individual system owners to the Senior Agency Official for Privacy (SAOP).	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2013-0007

Status: APPROVED
Date Approved: 02/25/2015
Last Modified: 11/08/2024

MANUAL CITATION	
Agency Code	GRS 4.2, item 081
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Destroy 2 year(s) after submission of report, but longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-GRS-2013-0007-0008	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Automatic and systematic declassification review program records.
Item Description	Files related to the review of permanent records in anticipation of automatic declassification at 25, 50, or 75 years per Executive Order 13526, and the periodic review of records exempted from automatic declassification. Files include program records documenting declassification decisions.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 4.2, item 100
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. Superseded By: DAA-GRS-2020-0002-0001 on 05/30/2023.	
Final Disposition	Temporary

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2013-0007

Status: APPROVED
Date Approved: 02/25/2015
Last Modified: 11/08/2024

Retention Period	Destroy 30 year(s) after completion of review, but longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-GRS-2013-0007-0011		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Fundamental classification guidance review files.	
Item Description	Reports, significant correspondence, drafts, received comments, and related materials responding to “fundamental classification guidance review” as required by Executive Order 13526 Section 1.9.	
	Note: This item does not cover reports and correspondence received at the Information Security Oversight Office (ISOO).	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 4.2, item 110	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Destroy 5 year(s) after report is submitted to ISOO, but longer retention is authorized if required for business use.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-GRS-2013-0007-0012		STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION		

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2013-0007

Status: APPROVED
Date Approved: 02/25/2015
Last Modified: 11/08/2024

Item Title	Personally identifiable information extracts.
Item Description	System-generated or hardcopy print-outs generated for business purposes that contain Personally Identifiable Information.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 4.2, item 130
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. Superseded By: DAA-GRS-2022-0009-0001 on 05/30/2023.	
Final Disposition	Temporary
Retention Period	Other: Destroy when 90 days old or no longer needed pursuant to supervisory authorization, whichever is appropriate.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-GRS-2013-0007-0013	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Personally identifiable information extract logs.
Item Description	Logs that track the use of PII extracts by authorized users, containing some or all of: date and time of extract, name and component of information system from which data is extracted, user extracting data, data elements involved, business purpose for which the data will be used, length of time extracted information will be used. Also includes (if appropriate): justification and supervisory authorization for retaining extract longer than 90 days, and anticipated disposition date.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 4.2, item 140
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2013-0007

Status: APPROVED
Date Approved: 02/25/2015
Last Modified: 11/08/2024

Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy when business use ceases.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2013-0007

Status: APPROVED
Date Approved: 02/25/2015
Last Modified: 11/08/2024

Signatory Information

Action	User	Date
Approve	David Ferriero	02/25/2015