



GRS Transmittal 23

GRS Team

Records Management Services
Office of the Chief Records Officer

Agenda

- Contents of the Transmittal
- Significant Changes
 - Rescinded items
- Implementation
 - Explanation of flexible retentions
 - A note on copies
 - Deviation requests

Contents of the Transmittal

- New GRS
 - GRS 1.1, Financial Management and Reporting Records
 - GRS 1.2, Grant and Cooperative Agreement Records
 - GRS 3.1, General Technology Management Records
 - GRS 3.2, Information System Security Records
 - GRS 4.3, Input Records, Output Records, and Electronic Copies
- Old GRS
 - Superseded items marked out
 - All other items are still valid authorities
- Crosswalks
- FAQs: general and schedule specific
- Implementation checklist

Significant Changes

- **GRS 1.1:** Six year retention for most financial records, increasing the retention for some records previously held for only 3 years.
- **GRS 1.2:** Grant case files and grant products are scheduled as temporary.
 - *This will impact the upcoming annual move.*
 - If you wish to use your previously approved permanent authority you must inform the GRS Team.
 - If you wish to make your previously unscheduled grant files permanent, you must submit a schedule.
- **GRS 4.3:** Expanded to cover non-recordkeeping copies of all electronic formats (previously covered email, word processing, and spreadsheets).

Rescinded Items

- GRS 3/3b, Obligation copy of routine procurement files
- GRS 3/15a, Contract appeal case files prior to October 1979
- GRS 3/16, Contractor's statement of contingent or other fees
- GRS 6/2, GAO exceptions
- GRS 6/6a1-6a2, Federal personnel surety bonds
- GRS 6/6b, Other bonds
- GRS 6/9, Telegrams supporting telegraph bills
- GRS 8/7b1-7b3, Cost report data files
- GRS 20/2a1-2a3, Input/source records: certain hard copy records
- GRS 20/3a & 3b1-3b5, Electronic records replacing temporary hard copy records
- GRS 20/3.1, Electronic records replacing permanent hardcopy records

Rescission of Media Neutrality Items in GRS 20

- GRS 20/2a1-2a3 were instructions only, not disposition authorities.
 - Replaced by exclusions to GRS 4.3, item 011.
- GRS 20/3a & 3b1-3b5 and 3.1 were not disposition authorities, but instructions to either apply an existing schedule or submit a new one.
 - 36 CFR 1225.24 (the media neutrality rules) still apply and provide guidance on when existing schedules for hardcopy or analog records may be applied to electronic versions.

Implementation: CFR

Requirements (36 CFR 1227.12)

- Agencies may request exceptions to any GRS at this time.
- Agencies may choose to use their previously approved authorities instead of the new GRS, but they must notify GRS_Team@nara.gov within 120 days of the issuance of a GRS Transmittal
- If agencies do not have their own previously approved authorities, they must either use the GRS or submit a schedule requesting a deviation.
- If your agency does not create or maintain the records covered by the GRS then no action is required.

Flexible Retentions: Purpose

- Provide clarity on when retentions can be longer or shorter
- Reduce need for agencies to request deviations
- Reduce need for NARA approval when bucketing GRS items

Flexible Retentions: Use

- Disposition instructions set retention parameters (usually the minimum retention)
- Agencies may:
 - Use only the minimum retention: do not use “Longer retention is authorized for business use” in disposition manuals
 - Set a specific retention or retention band within the parameters established by the GRS
 - If the GRS says “Destroy when 3 years old; longer retention is authorized for business use,” then the agency may say “Destroy when 5 years old.”
 - Use disposition instruction exactly as written, leaving specific retentions up to offices or users

A Note on Copies

- Not all copies are non-record
- Non-recordkeeping does not mean non-record
- Some copies are used in the course of agency business to make decisions or take action—these are records

Deviation Requests

- Any deviation from the GRS (outside of the retention parameters) requires an agency to submit a schedule
- The schedule must:
 - Identify each GRS item superseded by an item on the agency schedule
 - Provide a justification for the deviation
- Some GRS items, such as accountable officer records, require additional concurrence from other oversight agencies such as GAO. Contact GRS_Team@nara.gov for information on oversight agencies.

When Is a Deviation Not Required

- When setting a specific retention within the retention parameters established by the GRS disposition instruction
- When extending retentions temporarily (such as for a records freeze or hold)

Questions

Contact the GRS Team at
GRS_Team@nara.gov

or

check out our website at
[http://www.archives.gov/records-
mgmt/grs/](http://www.archives.gov/records-
mgmt/grs/)