



GRS Transmittal 24

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New Content

- GRS 2.5: Employee Separation Records
- GRS 2.8: Employee Ethics Records
- GRS 4.1: Records Management Records
- GRS 4.2: Information Access & Protection Records
- GRS 6.2: Federal Advisory Committee Records
- Updates to FAQs
- New FAQs on GRS notifications and flexible disposition instructions

Newly Rescinded Items

- GRS 2/9a: Record of employee leave, such as SF 1150, prepared upon transfer or separation
- GRS 14/11b, 12b, and 21b: Official file copy of requested records in FOIA request and appeal files and in Privacy Act request files
- GRS 14/31b and 32b: Official file copy of requested records in mandatory review for declassification request and appeal files
- GRS 16/4a and 4b: Records holdings files
- GRS 18/25b: Classified Information Nondisclosure Agreements maintained in OPFs
- GRS 26/2b2: FACA web site design, management, and technical operation records
- GRS 26/3: Committee Records Not Maintained by the Sponsor or Secretariat

GRS 2.5 Significant Changes

- New item covering separation program management records as a unit
- New item covering individual separation case files
- New item covering capture of institutional and special knowledge in the office of a separating staff member
- For the first time, a full list of records created at the time of a separation that are required to be placed in the OPF
- For the first time, the GRS directly addresses the separation of employees under FERS as well as under CSRS.

GRS 2.8 Significant Changes

- Financial Disclosure Reports (public, confidential, alternative)
 - Disposition instructions are now mandatory; deviations are not allowed
 - New items for forms required by law and OGE regulations
 - New item for financial disclosure supporting documentation
- Ethics training records addressed in GRS 2.6: Employee Training Records

GRS 4.1 Significant Changes

- Tracking and control records for permanent records must be scheduled
- New items related to vital records
 - New program item carved out from records management
 - Copies of vital records retained by emergency response function identified as records

GRS 4.2 Significant Changes

- Merging of FOIA/PA/MDR requests to reflect how records are currently maintained
 - Files are not maintained separately based on action
 - Agencies wanted a single retention
- Erroneous Release Files revised to reflect current business practices
 - Files are not pulled from native locations
- Classified Non-disclosure Agreement Files
 - Retention updated to reflect current regulations (50 years is now applicable to all)

GRS 6.2 Significant Changes

- List of permanent records has been updated and revised
- Permanent records (excluding special media) now have a 15 year retention
- Grant review committees are temporary
- Temporary committee records divided into two items based on retention requirements
- Extensive FAQ and transfer checklist to help with implementation

New FAQs

- FAQs about GRS Notifications:
Information about when and how to submit a notification to use agency schedules instead of the GRS
- FAQs about Flexible Instructions:
Explanation of how agencies can use flexible instructions in the GRS.
 - We've also posted a couple times on this topic on Records Express.

Implementation (36 CFR 1227.12)

- 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.
- Agencies have 6 months to distribute the new GRS transmittal to their staff.

Requesting Deviations

- Agencies may request to deviate from new GRS items, using their existing approved authorities instead, via notification
 - Agency **MUST** submit notifications within 120 days of issuance of the new transmittal or request an extension
 - Notifications and request for extensions should be sent to GRS_Team@nara.gov
 - Please use the spreadsheet available on the GRS website
 - No need to submit deviations from the “Old GRS”
 - Agencies cannot request deviations to previously issued new GRS (1.1, 1.2, 3.1, 3.2, or 4.3) – new schedules would be required

When is a Notification Required

- Any time an agency plans to use its own authority for records covered by a newly issued GRS. This includes:
 - **Big bucket schedules** incorporating records covered by the GRS
 - When an agency wishes to **continue to use its own authority** instead of the GRS, even if the retention is within accepted parameters

When Is a Notification Not Required

- When setting a specific retention within the retention parameters established by the GRS disposition instruction—provided the agency cites the GRS.
- Agency authorities that are deviations from “Old GRS” items that have not yet been superseded by the New GRS.

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/)