

GRS Transmittal 28

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BRIDG, June 13, 2017



Transmittal 28 Content

- New schedules:
 - GRS 2.1 Employee Acquisition Records
 - GRS 2.2 Employee Management Records
 - GRS 2.3 Employee Relations Records
 - GRS 2.4 Employee Compensation & Benefit Records
 - GRS 5.1 Common Office Records
 - GRS 5.2 Transitory & Intermediary Records
 - GRS 5.6 Security Records
 - GRS 5.8 Administrative Help Desk Records
 - GRS 6.5 Public Customer Service Records
- Updated schedules:
 - GRS 1.1 Financial Management & Reporting Records—added administrative claims

Significant Changes

- GRS 2.1 Employee Acquisition Records
 - Reduces number of authorities substantially
 - Adds disposition for interview records of applicants that are not selected
 - Adds dispositions for records related to political appointees, special hiring authorities, and pre-appointment records
- GRS 2.2 Employee Management Records
 - Increases the retention of OPFs to 129 years
 - Adds disposition for volunteer service records and documentation of employee skill sets

Significant Changes Continued

- GRS 2.3 Employee Relations Records
 - New content: Anti-harassment program records
 - Simplification of dispositions around programs
- GRS 2.4 Employee Compensation & Benefit Records
 - Provides clarification on how to dispose of Workers' Compensation records
 - Adds disposition for Child Care Subsidy program records and Family Medical Leave Act program records

Significant Changes Continued

- GRS 4.3 has been completely superseded by GRS 5.1 and 5.2
- GRS 5.1 Common Office Records
 - Clarifies common administrative records
 - Item 020 supersedes GRS 4.3, item 040: Non-recordkeeping Copies of Electronic Records
- GRS 5.2 Transitory & Intermediary Records
 - Clarifies transitory records (although the basic definition has not substantially changed)
 - Item 020 supersedes most of GRS 4.3 (input/source records, output records) deeming them “intermediary” records
 - Note that media neutral notifications are still required for permanent records
 - Added an FAQ about transitory electronic messages

Significant Changes Continued

- GRS 5.6 Security Records
 - Covers a lot of content: facility and physical security as well as personnel security
 - Major new content: Insider Threat program records
 - Other new content: Interagency Security Committee member records, SCIF accreditation and inspection records, canine service records, personnel security clearance records for individuals that are not issued a clearance

Significant Changes Continued

- GRS 5.8 Administrative Help Desk Records
 - Expanded to cover not only IT Help Desks, but other internal or inter-agency help desks related to administrative activities, such as payroll
- GRS 6.5 Public Customer Service Records
 - While not completely new, this schedule does cover a function not previously called out in the GRS and expands coverage to include other records created in the course of providing customer service to the public

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
 - If you need to, request an extension prior to the deadline
 - Notifications and request for extensions should be sent to GRS_Team@nara.gov
 - Please use the spreadsheet available on the GRS website
 - Agencies cannot request deviations to previously issued new GRS – new schedules would be required

When is a Notification Required

- Any time an agency plans to use it's own authority instead of a newly issued GRS. This includes:
 - Big bucket schedules incorporating records covered by the GRS
 - When an agency wishes to continue to use it's 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.

Future Transmittals

- Transmittal 29 is expected by December 2017
 - Covers last of “Old GRS” items to fulfill mandate of Presidential Directive
 - Includes:
 - GRS 1.3: Budgeting Records
 - GRS 2.7: Employee Health & Safety Records
 - GRS 5.7: Agency Accountability Records
 - GRS 6.3: Information Technology Records
 - GRS 6.6: Rulemaking Records
- We are also working on an update to GRS 6.4 that changes the name to Communication & Information Sharing and includes items for web and social media records—**comments are due on this draft by June 30**

Future Plans for the GRS Team

- We will be continuing to make updates to the GRS that have already been identified as needed
- We are continuing to work on Scheduling Guides (like the Public Affairs Scheduling Guide)
- We are planning revisions to the GRS website
- We will be planning what we refer to as “GRS version 3.0” over the next few years
 - We have been conducting a feedback study, talking to agencies about the GRS
 - We are considering ways to further simplify the administrative GRS
 - We are looking into ways to include permanent items in the GRS
 - We will be looking at ways to expand the GRS into more mission-related functions

Questions?

Contact the GRS Team at GRS_Team@nara.gov

or

check out our website at
<http://www.archives.gov/recordsmgmt/grs/>