NATIONAL ARCHIVES

OFFICE *of the* CHIEF RECORDS OFFICER

The General Records Schedules

Transmittal 37

National Archives and Records Administration
November 2026

TO: Heads of federal agencies
SUBJECT: General Records Schedule Transmittal 37
DATE: November 2026

1. What does this document do?

GRS Transmittal 37 announces changes to the General Records Schedules (GRS) made since NARA published GRS Transmittal 36 in August 2024. The GRS provide mandatory disposition instructions for records common to several or all Federal agencies.

As with the past few transmittals, this transmittal publishes only those schedules that have changed since they were last published in a transmittal. Other schedules *not* published in this transmittal remain current and authoritative. You can find all schedules (in Word and PDF formats), general GRS FAQs, and schedule specific FAQs at http://www.archives.gov/records-mgmt/grs.html.

2. What changes does this transmittal make to the GRS?

GRS Transmittal 37 publishes one new schedule:

GRS 6.8 Temporary Commissions, Committees, and Boards Records

This transmittal also publishes updates to five existing GRS as described in the table below.

GRS	Item	Change
GRS 2.2, Employee Management Records	Items 010, 040, 041, 045, 060, 130 and 131	Item 010 revised to clarify the item description. Item 045 added to provide disposition authority for 1973 and earlier personnel records; items 040 and 041 updated to align with new item 045. Item 060 revised to align the disposition instructions with the oversight agency requirements. New items 130 and 131 added to cover detailee and temporary assignments records.

GRS 2.7, Employee Health & Safety Records	Items 090, 120, 130-132	Item 090 revised to update a referral citation. Item 132 added, items 120 and 130 revised, and item 131 removed to align the items with the relevant regulations.
GRS 2.8, Employee Ethics Records	Items 010, 031, 050, 060, 061, 062, 070 071, 072, 080, 81, 090, 100, 101, and 110-121.	Items 10, 31, 50, 62, 90, 100, and 101 revised to clarify item descriptions and create machine implementable language. Items 60, 61, 62, 70, 71, 72, 80 and 81 revised to merge similar records, clarify item descriptions, and create machine implementable language. Items 110 and 111 added to cover legal expense fund records. Items 120 and 121 added to cover certificates of divestiture records.
GRS 4.5, Digitizing Records	Items 010-011	Item 011 added to provide disposition for source records digitized prior to the issuance of digitization regulations. Item 010 updated to align with new item 011.

3. How do agencies cite GRS items when communicating with NARA?

Cite the "DAA'' number in the "Disposition Authority" column of the GRS table when transferring records to Federal Records Centers or to NARA for accessioning, or when requesting GRS deviations on record schedules. For example, use "DAA-GRS-2017-0007-0008" rather than "GRS 2.2, item 070." A GRS Disposition Authority Look-Up Table is available on our website at https://www.archives.gov/records-mgmt/grs.html.

4. Do agencies have to take any action to implement these GRS changes?

NARA regulations (36 CFR 1226.12(a)) require agencies to disseminate GRS changes within six months of receipt. Per 36 CFR 1227.12(a)(1), if a new or revised GRS states that the provisions must be followed without exception, your agency must follow the disposition instructions of the GRS.

If your agency has an existing schedule item for records covered by a new or revised GRS, the GRS supersedes the agency-specific item. Per 36 CFR 1227.12(a)(3), if you wish to continue using your agency-specific item and the related GRS item is not identified as mandatory, you must notify NARA within 120 days of the date of this transmittal. Please send these notifications to GRS_Team@nara.gov.

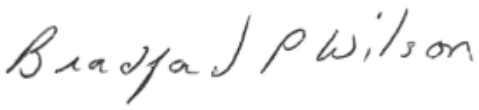
If you do not have an already existing agency-specific item and want to apply a retention period that differs from that specified in the GRS, you must submit a records schedule to NARA for approval via the Electronic Records Archive.

5. How can an agency get copies of the new GRS?

You can download the complete current GRS, in PDF format, from NARA's web site at http://www.archives.gov/records-mgmt/grs.html.

6. Whom should an agency contact for further information?

Please contact GRS_Team@nara.gov with any questions related to this transmittal.



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Other schedules were issued under previous Transmittals.
You can access all GRS schedules here.

GENERAL RECORDS SCHEDULE 2.2: Employee Management Records

Last updated in Transmittal No. 37 (November 2026)

This schedule covers records federal agencies create while carrying out the work of employee management: supervising employees, processing personnel actions, managing employee performance, and creating and maintaining personnel and volunteer service records.

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.

NOTE: agencies are reminded to review the tailoring the GRS section of NARA's website. Proper implementation of this GRS includes updating agency manuals, files plans, and directives to define "final action" (when applicable) as well as the length of time records should be maintained to meet your agency's business needs when an open retention (such as "longer retention is authorized") is included for certain items.

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
010	**Employee management administrative records**	Records on routine office program support, administration, and human resources operations. Includes: • Reports, including annual reports to the Department of State concerning the number of official passports issued and related matters • Reports from subordinate units regarding statistics and other reporting measures • General correspondence with internal agency offices and with OPM • General correspondence with travelers regarding official passport application procedures and documentation requirements • Statistics, including lists of official passport holders • Forms used for reporting to OPM or other entities that are not otherwise filed in the official OPF or other series in this GRS (such as the Standard Form 256, Self-identification of Disability) Exclusion: Agency reports related to passports received by the Department of State document the Department's mission and must be scheduled by the Department.	**Temporary.** Destroy when 3 years old, but longer retention is authorized if required for business use.	DAA-GRS-2025-0003-0001

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
020	**Workforce and succession planning records**	Records about workforce planning and analysis, including succession planning, developed in support of executive-level and other agency planning initiatives. Includes: • planning and analysis models • planning data • briefing materials • studies and surveys • lists of functions and staff at key locations Exclusion: Records maintained by executives responsible for policy formulation or other high-level actions. Schedule these on agency-specific schedules.	**Temporary**. Destroy 3 years after issuing each new plan, but longer retention is authorized if required for business use.	DAA-GRS-2017-0007-0002
030	**Employee incentive award records**	Agency awards files, including recommendations, approved nominations, correspondence, and reports about agency-sponsored cash and noncash awards (such as lump-sum cash awards, honorary awards, informal recognition awards, cost savings awards, and time off awards). Also, includes correspondence about awards from other Federal agencies or non-Federal organizations and to former employees. Exclusion: Records of Department-level awards require agency-specific schedules.	**Temporary**. Destroy 2 years after final action, but longer retention is authorized if required for business use.	DAA-GRS-2023-0002-0001

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
040	**Official Personnel Folder (OPF)/electronic OPF (eOPF), individuals separated January 1, 1974 and after -- Long-term records**	The Official Personnel Folder (Standard Form 66) or its approved electronic equivalent documents an individual's employment history. Records of separated employees saved to the "permanent" folder in the eOPF or filed on the right side of the hardcopy OPF. Exclusions: 1. Agencies not subject to OPM recordkeeping requirements under title 5, U.S. Code, should apply their own agency-specific schedule. 2. OPFs for employees separated prior to January 1, 1974. Use item 045 for those records. Notes: 1. For transferred employees, see Chapter 7 of *The Guide to Personnel Recordkeeping* for instructions. 2. GRS 4.5, item 010 covers paper personnel folders that have been scanned into the OPM eOPF Database as source records. For GRS 4.5 to apply, the paper records must be scanned to NARA standards in 36 CFR 1236 Subpart D - Digitizing Temporary Federal Records.	**Temporary.** Destroy when survivor or retirement claims are adjudicated or when records are 129 years old, whichever is sooner, but longer retention is authorized if required for business use.	DAA-GRS-2025-0003-0002

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
041	**Official Personnel Folder (OPF)/electronic OPF (eOPF), individuals separated January 1, 1974 and after -- Short-term records**	The Official Personnel Folder (Standard Form 66) or its approved electronic equivalent documents an individual's employment history. Records of separated employees saved to the "temporary" folder in the eOPF or filed on the left side of the hardcopy OPF. Exclusions: 1. Agencies not subject to OPM recordkeeping requirements under title 5, U.S. Code, should apply their own agency-specific schedule. 2. OPFs for employees separated prior to January 1, 1974. Use item 045 for those records. 3. USCIS Form I-9 and performance-related records. See item 060 of this schedule for I-9 Forms and items 070, 071, 072, and 073 for disposition of temporary performance-related records. Notes: 1. For transferred employees, see Chapter 7 of *The Guide to Personnel Recordkeeping* for instructions. 2. GRS 4.5, item 010 covers paper personnel folders that have been scanned into the OPM eOPF Database as source records. For GRS 4.5 to apply, the paper records must be scanned to NARA standards in 36 CFR 1236 Subpart D - Digitizing Temporary Federal Records.	**Temporary.** Destroy when superseded or obsolete, or upon separation or transfer of employee, whichever is earlier.	DAA-GRS-2025-0003-0003
045	**Official Personnel Files, individuals separated December 31, 1973 and earlier**	Official personnel records, documenting an individual's employment history. Records may be managed by individual agencies, or by the Office of Personnel Management (OPM). This item applies to all agencies, not just those subject to OPM recordkeeping requirements under title 5, U.S. Code. Exclusion: OPFs for employees separated after December 31, 1973. Use items 040 and 041 for those records.	**Permanent.** Transfer to the National Archives 75 years after final action.	DAA-GRS-2025-0003-0004

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
050	**Notifications of personnel actions**	Copies of Standard Form 50, documenting all individual personnel actions such as hiring, promotions, transfers, and separation. Includes chronological files, fact sheets, general correspondence, and forms about pending personnel actions maintained by agency Human Resources offices. Exclusion: SF-50s filed in the OPF. Items 040 and 041 of this schedule cover these records.	**Temporary.** Destroy when business use ceases.	DAA-GRS-2017-0007-0006
060	**Employment eligibility verification records**	Employment Eligibility Verification form I-9 and any supporting documentation.	**Temporary**. Destroy 1 year after employee separation, or 3 years after first day of employment, whichever is later. This disposition instruction is mandatory; deviations are not allowed.	DAA-GRS-2025-0003-0005

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
070	**Employee performance file system records -- Acceptable performance appraisals of non-senior executive service employees**	Employee performance records are ratings of record, the performance plans on which ratings are based, supporting documentation for those ratings, and any other performance-related material required by an agency's performance appraisal system. Performance records for employees as defined in 5 U.S.C. 4301(2)). Exclusions: 1. Performance records of Presidential appointees are not covered by the GRS. Such records must be scheduled by submitting an agency-specific schedule to NARA. 2. Performance records superseded through an administrative, judicial, or quasi-judicial procedure are covered by item 073 of this schedule. Legal citation: 5 CFR Part 293.404	**Temporary.** Destroy no sooner than 4 years after date of appraisal, but longer retention is authorized if required for business use.	DAA-GRS-2017-0007-0008
071	**Employee performance file system records -- Unacceptable performance appraisals of non-senior executive service employees**	Employee performance records are ratings of record, the performance plans on which ratings are based, supporting documentation for those ratings, and any other performance-related material required by an agency's performance appraisal system. Appraisals of unacceptable performance for non-senior executive service employees (as defined in 5 U.S.C. 4301(2)), where a notice of proposed demotion or removal is issued but not effected, and all related documents. Exclusion: Performance records of Presidential appointees are not covered by the GRS. Such records must be scheduled by submitting an agency-specific schedule to NARA. Legal citations: 5 U.S.C. section 4303(d) and 5 CFR Part 293.404	**Temporary.** Destroy after employee completes 1 year of acceptable performance from the date of written advance notice of proposed removal or reduction-in-grade notice. This disposition instruction is mandatory; deviations are not allowed.	DAA-GRS-2017-0007-0009

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
072	**Employee performance file system records -- Records of senior executive service employees**	Employee performance records are ratings of record, the performance plans on which ratings are based, supporting documentation for those ratings, and any other performance-related material required by an agency's performance appraisal system. Performance records for employees as defined in 5 U.S.C. 3132a(2). Includes records of performance ratings boards. Exclusions: 1. Performance records of Presidential appointees are not covered by the GRS. Such records must be scheduled by submitting an agency-specific schedule to NARA. 2. Performance records superseded through an administrative, judicial, or quasi-judicial procedure are covered by item 073 of this schedule. Legal citation: 5 CFR Part 293.404	**Temporary.** Destroy no sooner than 5 years after date of appraisal, but longer retention is authorized if required for business use.	DAA-GRS-2017-0007-0010
073	**Employee performance file system records -- Performance records superseded through an administrative, judicial, or quasi-judicial procedure**	Employee performance records are ratings of record, the performance plans on which ratings are based, supporting documentation for those ratings, and any other performance-related material required by an agency's performance appraisal system. Superseded performance records of both non-senior executive service employees and senior executive service employees. Exclusion: Performance records of Presidential appointees are not covered by the GRS. Such records must be scheduled by submitting an agency-specific schedule to NARA. Legal citation: 5 CFR Part 293.404	**Temporary.** Destroy when superseded. This disposition instruction is mandatory; deviations are not allowed.	DAA-GRS-2017-0007-0011

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
080	**Supervisors' personnel files**	Records on positions, authorizations, pending actions, position descriptions, training records, individual development plans, telework agreements, award recommendations, and records on individual employees not duplicated in or not appropriate for the OPF. These records are sometimes called supervisors' working files, unofficial personnel files (UPFs), and employee work folders or "drop" files. Exclusions**:** 1. Records that become part of a grievance file, an appeal or discrimination complaint file, a performance-based reduction-in-grade or removal action, or an adverse action. These records are covered under GRS 2.3, Employee Relations Records. 2. Employee medical documents, unless part of employee's initial request for reasonable accommodation. Following approval, the agency's reasonable accommodation decision replaces medical documentation and becomes the record. Reasonable accommodation employee case files are covered under GRS 2.3, Employee Relations Records.	**Temporary**. Review annually and destroy superseded documents. Destroy remaining documents 1 year after employee separation or transfer.	DAA-GRS-2017-0007-0012
090	**Records related to official passports -- Application records**	The Department of State issues official passports to people traveling abroad to carry out official duties on behalf of the U.S. Government. Records related to administering the application or renewal of official passports and visas. Exclusion: Agency and dependent requests for passports maintained by the Department of State are covered under an agency-specific schedule.	**Temporary**. Destroy 3 years after submission, but longer retention is authorized if required for business use.	DAA-GRS-2023-0002-0002
091	**Records related to official passports -- Official passport registers**	The Department of State issues official passports to people traveling abroad to carry out official duties on behalf of the U.S. Government. Registers and lists of agency personnel who have official passports. Exclusion: Agency and dependent requests for passports maintained by the Department of State are covered under an agency-specific schedule.	**Temporary.** Destroy when superseded or obsolete.	DAA-GRS-2017-0007-0014

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
092	**Records related to official passports -- Official passports of transferred or separated agency personnel**	The Department of State issues official passports to people traveling abroad to carry out official duties on behalf of the U.S. Government. Exclusion: Agency and dependent requests for passports maintained by the Department of State are covered under an agency-specific schedule.	Transfer to new agency or return to the Department of State upon expiration or upon separation of the employee.	None; filing instruction only.
100	**Volunteer service program administrative records**	Records documenting routine administration, internal procedures, and general activities, including: • general correspondence • annual reports on volunteer activities	**Temporary.** Destroy when 3 years old, but longer retention is authorized if required for business use.	DAA-GRS-2017-0007-0015
110	**Volunteer service case files -- Case files on volunteers**	Records documenting service performed without compensation by people not under a Federal appointment. Includes both students as defined in 5 U.S.C. 3111 and non-students. Records include: • volunteer agreements documenting position title, office title, duty location, days/hours on duty • parental approval forms • performance evaluations • training information • certificates of appreciation • correspondence documenting inclusive dates of service and total hours or days worked Exclusion: Records documenting service for volunteers (students) who receive Federal appointments or for whom service is creditable for leave or any other employee benefits. Items 040 and 041 of this schedule cover these records.	**Temporary.** Destroy 4 years after volunteer departs service, but longer retention is authorized if required for business use.	DAA-GRS-2017-0007-0016

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
111	**Volunteer service case files -- Case files on individuals whose applications were rejected or withdrawn**	Records documenting service performed without compensation by people not under a Federal appointment. Includes both students as defined in 5 U.S.C. 3111 and non-students. Records include: • volunteer agreements documenting position title, office title, duty location, days/hours on duty • parental approval forms • performance evaluations • training information • certificates of appreciation • correspondence documenting inclusive dates of service and total hours or days worked	**Temporary.** Destroy when 1 year old.	DAA-GRS-2017-0007-0017
120	**Skill set records**	Records detailing name, contact, and other information for people with specific skill sets, such as foreign languages, notaries, and sign language; used to assign work-related duties to employees and volunteers. Exclusion: Associated testing records. Those related to non-mission functions are covered by GRS 2.6, Employee Training Records. Those related to agency mission functions must be scheduled by the agency.	**Temporary.** Destroy when business use ceases.	DAA-GRS-2017-0007-0018

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
130	**Detail Programs and Temporary Assignments Records -- Program records**	Records of personnel-related detail programs, also known as temporary assignment or mobility programs. Including: • Interagency and external programs, including those under the Interagency Personnel Act (5 CFR part 334) • Internal programs, occurring within one agency Records of the general operations of programs related to detail opportunities, including, but not limited to: • Opportunity announcements • Correspondence • Policies and procedures • Internal reports • Program-wide memoranda of understanding or agreements • Requests for, and approvals of, certifications of eligibility related to participating organizations • Records related to agreement terminations Exclusions: 1. Records that must be filed in the official OPF. These records are covered by items 040 and 041 of this schedule. 2. Records appropriate for filing in other record series. For example, memoranda of understanding may be filed within a collection of multi-topical agency-wide agreements. 3. Other personnel records created for the employee while on detail, such as performance appraisals. Follow the relevant GRS item(s) for the disposition of those records. 4. Records of OPM's internal *Intergovernmental Personnel Act Mobility Program*. OPM must schedule these records. 5. Reports required to be filed with OPM or Congress are covered by GRS 5.7, item 050.	**Temporary.** Destroy 3 years after final action. Longer retention is authorized if required for business use.	DAA-GRS-2025-0003-0008

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
131	**Detail Programs and Temporary Assignments Records -- Individual detailee records**	Records of personnel-related detail programs, also known as temporary assignment or mobility programs. Including: • Interagency and external programs, including those under the Interagency Personnel Act (5 CFR part 334) • Internal programs, occurring within one agency Records about individual employees related to their participation in a detail program, including but not limited to: • Memoranda of understanding for individual detailees • Detailee request and approval forms (such as the OF-69) and records • Related correspondence • Performance notes / input not captured in other GRS items Exclusions: 1. Records that must be filed in the official OPF. These records are covered by items 040 and 041 of this schedule. 2. Records appropriate for filing in other record series. For example, memoranda of understanding may be filed within a collection of multi-topical agency-wide agreements. 3. Other personnel records created for the employee while on detail, such as performance appraisals. Follow the relevant GRS item(s) for the disposition of those records. 4. Records of OPM's internal *Intergovernmental Personnel Act Mobility Program*. OPM must schedule these records.	**Temporary.** Destroy 3 years after the end of the detail. Longer retention is authorized if required for business use.	DAA-GRS-2025-0003-0009

GENERAL RECORDS SCHEDULE 2.7: Employee Health and Safety Records

Last updated in Transmittal No. 37 (November 2026)

This schedule covers records about employee health and safety functions within federal agencies.

Conditions and Exclusions

The following conditions and exclusions apply to all disposition authorities in this schedule.

1. 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.
2. This schedule does not apply to mission-related federal research, monitoring, standard-setting and enforcement activities to ensure environmental protection, occupational safety, and public health. Such records are covered by agency-specific schedules.
3. The terms “non-occupational” and “patient” are used in this schedule to refer to nonwork-required health services and to health conditions not causally connected to the employee’s work or workplace. The terms “workplace” and “safety” refer to occupational records.

NOTE: agencies are reminded to review the tailoring the GRS section of NARA’s website. Proper implementation of this GRS includes updating agency manuals, files plans, and directives to define "final action" (when applicable) as well as the length of time records should be maintained to meet your agency's business needs when an open retention (such as "longer retention is authorized") is included for certain items.

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
010	**Clinic scheduling records**	Scheduling records of clinic visits, both occupational and non-occupational. Includes: • patient's name, time of appointment, and type of work to be performed • details for pending, confirmed, and upcoming appointments, including date, time, clinic, care team and reason for visit • notifications about appointment updates • patient visit and other scheduling-related statistics	**Temporary.** Destroy when 3 years old, but longer retention is authorized if needed for business use.	DAA-GRS-2017-0010-0001

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
020	**Occupational injury and illness program records**	Records documenting the planning, management, reporting, and routine operations undertaken by occupational health and safety organizations. Includes: • miscellaneous reports, annual summaries or reports to the Secretary of Labor • correspondence with internal agency offices and Occupational Safety and Health Administration (OSHA) • OSHA 300 Log • OSHA 301 Incident Report • OSHA 300A Summary or equivalent Exclusion: Workers' Compensation (personnel injury compensation) records are covered under items 100 and 101 of GRS 2.4, Employee Compensation and Benefits Records. Legal Citations: 29 CFR Part 1904.33 and 29 CFR Part 1960.69.	**Temporary**. Destroy when 6 years old, but longer retention is authorized if needed for business use.	DAA-GRS-2017-0010-0002
030	**Occupational health and safety training records**	Records of health and safety-related training on topics such as cardiopulmonary resuscitation (CPR), automatic external defibrillators (AED), personal protective equipment (PPE) use, safe sampling techniques, personal decontamination procedures, and emergency response procedures. Exclusions: 1. Records appropriate for long-term retention in an Official Personnel Folder, such as academic transcripts and professional licenses. GRS 2.2, Employee Management Records, item 040 covers these. 2. Training records related to job-specific activities or that may impact individual occupational health. Items 060 and 061 of this schedule cover these. Legal Citation: 29 CFR Part 1910.120 App E(9)	**Temporary.** Destroy 5 years after training participation or when superseded, whichever is applicable, but longer retention is authorized if required for business use.	DAA-GRS-2017-0010-0003

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
040	**Workplace environmental monitoring and exposure records -- OSHA-regulated substance monitoring and exposure records**	Results or measurements of monitoring workplace air, toxic substances, or harmful physical agents, including personal, area, grab, wipe, or other methods of sampling results. Area/general occupational exposure records and select carcinogen exposure records from hazardous chemical use in laboratories. Includes the Chemical Hygiene Plan. Exclusion: Employee-specific occupational exposure records appropriate for individual occupational medical case files are covered by item 060. Notes: 1. Biological monitoring results, such as blood and urine analysis results, designated as exposure records by specific Occupational Safety and Health Administration (OSHA) standards are maintained as required by the specific standard governing their use. For more information, refer to 29 CFR 1910.1020(c)(5) – Employee exposure records and 29 CFR 1910.1020(c)(5)(ii). 2. These items are intended for agencies subject to Executive Order 12196, Occupational Safety and Health Programs for Federal Employees. Entities excluded from these requirements may use these items or agency-specific schedules. Legal Citations: 29 CFR Part 1910.1020(d)(1)(ii) and 29 CFR Part 1910.1020(d)(1)(iii)	**Temporary.** Destroy no sooner than 30 years after monitoring is conducted, but longer retention is authorized if needed for business use.	DAA-GRS-2017-0010-0004

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
041	**Workplace environmental monitoring and exposure records -- Occupational noise monitoring and exposure records**	Results or measurements of monitoring workplace air, toxic substances, or harmful physical agents, including personal, area, grab, wipe, or other methods of sampling results. Exclusion: Employee-specific occupational exposure records appropriate for individual occupational medical case files are covered by item 060. Notes: 1. Biological monitoring results, such as blood and urine analysis results, designated as exposure records by specific Occupational Safety and Health Administration (OSHA) standards are maintained as required by the specific standard governing their use. For more information, refer to 29 CFR 1910.1020(c)(5) – Employee exposure records and 29 CFR 1910.1020(c)(5)(ii). 2. These items are intended for agencies subject to Executive Order 12196, Occupational Safety and Health Programs for Federal Employees. Entities excluded from these requirements may use these items or agency-specific schedules. Legal Citation: 29 CFR Part 1910.95(m)(3)(i)	**Temporary.** Destroy no sooner than 2 years after monitoring is conducted, but longer retention is authorized if needed for business use.	DAA-GRS-2017-0010-0005

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
042	**Workplace environmental monitoring and exposure records -- Lead (Pb), Coke Oven emissions, Dibromochloropropane (DBCP), Acrylonitrile, and Inorganic Arsenic monitoring and exposure records**	Results or measurements of monitoring workplace air, toxic substances, or harmful physical agents, including personal, area, grab, wipe, or other methods of sampling results. Exclusion: Employee-specific occupational exposure records appropriate for individual occupational medical case files are covered by item 060. Notes: 1. Biological monitoring results, such as blood and urine analysis results, designated as exposure records by specific Occupational Safety and Health Administration (OSHA) standards are maintained as required by the specific standard governing their use. For more information, refer to 29 CFR 1910.1020(c)(5) – Employee exposure records and 29 CFR 1910.1020(c)(5)(ii). 2. These items are intended for agencies subject to Executive Order 12196, Occupational Safety and Health Programs for Federal Employees. Entities excluded from these requirements may use these items or agency-specific schedules. Legal Citation: 29 CFR Part 1910.1045 App A(vi)(C)	**Temporary.** Destroy no sooner than 40 years after monitoring is conducted, but longer retention is authorized if needed for business use.	DAA-GRS-2017-0010-0006

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
043	**Workplace environmental monitoring and exposure records -- Background data**	Results or measurements of monitoring workplace air, toxic substances, or harmful physical agents, including personal, area, grab, wipe, or other methods of sampling results. Records, such as consensus standards or other regulatory/non-regulatory documents, associated with related data. Notes: 1. Biological monitoring results, such as blood and urine analysis results, designated as exposure records by specific Occupational Safety and Health Administration (OSHA) standards are maintained as required by the specific standard governing their use. For more information, refer to 29 CFR 1910.1020(c)(5) – Employee exposure records and 29 CFR 1910.1020(c)(5)(ii). 2. These items are intended for agencies subject to Executive Order 12196, Occupational Safety and Health Programs for Federal Employees. Entities excluded from these requirements may use these items or agency-specific schedules. 3. Use of this item requires that the agency retains the sampling results, the collection methodology (sampling plan), a description of the analytical and mathematical methods used, and a summary of other background data relevant to interpretation of the results obtained, for at least thirty (30) years. Legal Citation: 29 CFR Part 1910.1020(d)(1)(ii)(A)	**Temporary.** Destroy no sooner than 1 year after monitoring is conducted, but longer retention is authorized if needed for business use.	DAA-GRS-2017-0010-0007

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
050	**Safety Data Sheets (SDS)**	Includes other specified records concerning the identity of a substance or agent. These records were formerly called Material Safety Data Sheets (MSDS). Exclusion: Copies placed in individual occupational medical case files to document substances or agents to which employees are exposed are covered under item 060 of this schedule. Note: Based on OSHA requirements in 29 CFR 1910.1020 under paragraph (d)(1)(ii)(B), employers may discard safety data sheets if "some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used is retained for at least thirty (30) years." Then, an employer may discard the original data sheet and retain only the new data sheet if a record on the original formulation is maintained. Legal citation: 29 CFR Part 1910.1020(d)(1)(ii)(B)	**Temporary.** Destroy when business use ceases.	DAA-GRS-2017-0010-0008

060	**Occupational individual medical case files -- Long-term records**	These records are also referred to as Employee Medical Folders (EMFs), Occupational Safety and Health Administration (OSHA) medical records, and medical surveillance records. Includes: • personal and occupational health histories • opinions and written evaluations generated in the course of diagnosis and employment-related treatment/ examination by medical health care professionals and technicians • employee-specific occupational exposure records, which include employee-specific occupational records (exposures include, but are not limited to, gases, liquids, vapors, mists, dust particles and noise) • employee audiometric testing records Exclusions: 1. Individual non-occupational medical records are covered by item 070. 2. Records of claims filed under the Federal Employees Compensation Act (FECA) are covered under GRS 2.4, items 100 and 101. Notes: 1. For those entities subject to OPM's requirements, OPM determines which of these records are long-term and which are short-term records. For guidance on which records qualify for this category, follow OPM guidance. Other entities should follow agency policy. 2. While non-occupational/patient records pertaining to an employee are not required to be included as a record within the individual occupational medical case files, under certain conditions, copies of such records are occupationally-related and, in those cases, may be included in the individual occupational medical case files. (5 CFR 293.504) 3. For transferred employees subject to OPM's requirements, see 5 CFR Part 293, Subpart E, Employee Medical File System Records, for implementing instructions. 4. For separated employees subject to OPM's requirements, see 5 CFR Part 293, Subpart E, Employee Medical File System Records, for implementing instructions.	**Temporary**. Destroy 30 years after employee separation or when the Official Personnel Folder (OPF) is destroyed, whichever is longer.	DAA-GRS-2017-0010-0009

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
		Legal Citations: 5 CFR Part 293.511(b), 29 CFR 1910.1020(d)(1)(i), and 29 CFR Part 1910.95(m)(3)(ii).		
061	**Occupational individual medical case files -- Short-term records**	These records are also referred to as Employee Medical Folders (EMFs), Occupational Safety and Health Administration (OSHA) medical records, and medical surveillance records. Includes: • personal and occupational health histories • opinions and written evaluations generated in the course of diagnosis and employment-related treatment/ examination by medical health care professionals and technicians • employee-specific occupational exposure records, which include employee-specific occupational records (exposures include, but are not limited to, gases, liquids, vapors, mists, dust particles and noise) • employee audiometric testing records Exclusion: Records of claims filed under the Federal Employees Compensation Act (FECA) are covered under GRS 2.4, items 100 and 101. Note: For those entities subject to OPM's requirements, OPM determines which of these records are long-term and which are short-term records. For guidance on which records qualify for this category, follow OPM guidance. Other entities should follow agency policy.	**Temporary.** Destroy 1 year after employee separation or transfer.	DAA-GRS-2017-0010-0010

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
062	**Occupational individual medical case files -- Individual employee health case files created prior to establishment of the Employee Medical File system in 1986**	These records are also referred to as Employee Medical Folders (EMFs), Occupational Safety and Health Administration (OSHA) medical records, and medical surveillance records. Includes: • personal and occupational health histories • opinions and written evaluations generated in the course of diagnosis and employment-related treatment/ examination by medical health care professionals and technicians • employee-specific occupational exposure records, which include employee-specific occupational records (exposures include, but are not limited to, gases, liquids, vapors, mists, dust particles and noise) • employee audiometric testing records Exclusion: Records of claims filed under the Federal Employees Compensation Act (FECA) are covered under GRS 2.4, items 100 and 101. Note: For those entities subject to OPM's requirements, OPM determines which of these records are long-term and which are short-term records. For guidance on which records qualify for this category, follow OPM guidance. Other entities should follow agency policy.	**Temporary.** Destroy 60 years after retirement to the NARA records storage facility.	DAA-GRS-2017-0010-0011
063	**Vaccination attestations and proof of vaccination records -- Federal employees and contractors**	Records attesting to an individuals' current vaccination status and providing proof or certification of vaccination. Applies only to records related to federal employees and contractors of the agency collecting the records. Note: If agencies file these records in occupational health files, use the disposition authority for occupational health files instead.	**Temporary.** Destroy when 3 years old.	DAA-GRS-2021-0003-0001
064	**Vaccination attestations and proof of vaccination records -- Visitors**	Records attesting to an individuals' current vaccination status and providing proof or certification of vaccination. Includes federal employees and contractors visiting from other agencies.	**Temporary.** Destroy when 30 days old.	DAA-GRS-2021-0003-0002

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
065	**Symptom screening and testing records -- Federal Employees**	Records related to screening and testing intended to detect a possible communicable or infectious disease, if collected. Includes: symptom check/screening data and testing records/results. Applies only to records related to federal employees of the agency collecting the records.	**Temporary.** Destroy when 1 year old.	DAA-GRS-2021-0003-0003
066	**Symptom screening and testing records -- Contractors and visitors**	Records related to screening and testing intended to detect a possible communicable or infectious disease, if collected. Includes: symptom check/screening data and testing records/results. Includes federal employees that are visiting from another agency.	**Temporary.** Destroy when 30 days old.	DAA-GRS-2021-0003-0004
070	**Non-occupational individual medical case files**	Records of treatment or examination created and maintained by a health care facility or dispensary documenting an individual's medical history, physical condition, vaccinations, and first-aid visits for nonwork-related purposes. Also referred to as "patient records" in Title 5 Part 293 Subpart E. Legal Citations: AHIMA. "Retention and Destruction of Health Information." (Updated November 2013) and 31 U.S.C. 3731(b), False Claims Act.	**Temporary**. Destroy 10 years after the most recent encounter, but longer retention is authorized if needed for business use.	DAA-GRS-2017-0010-0012
080	**Non-occupational health and wellness program records**	Records documenting the planning, management, reporting, correspondence with internal agency offices, statistical summaries, and routine operations undertaken by employee health service organizations involving non-occupational worksite health and wellness programs, such as nursing mothers, Automated External Defibrillators (AEDs), alcohol and drug abuse programs, and tobacco cessation. Includes: • health risk appraisals • biometric testing • health coaching • disease management • behavioral management • preventive services • fitness programs	**Temporary**. Destroy 3 years after the project/activity/ or transaction is completed or superseded, but longer retention is authorized if needed for business use.	DAA-GRS-2017-0010-0013

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
090	**Employee Assistance Program (EAP) counseling records -- Records related to employee performance or conduct**	Records of individuals who have sought or been referred to counseling services provided through the Employee Assistance Program (EAP). May include records of family members and dependents. Records of counseling services provided through the EAP for performance or conduct reasons. Records include documentation of: • leave and attendance • performance • alleged inappropriate behavior or workplace violence • reason for referral • management interventions • illegal drug or alcohol use o test results for use of illegal drugs o test results for alcohol consumption on the job o substance abuse assessment, treatment, aftercare, and monitoring records Note: GRS 2.3, item 060, Administrative grievance, disciplinary, performance-based, and adverse action case files, covers adverse action files and performance-based action files.	**Temporary.** Destroy once employee has met condition(s) specified by agreement or adverse action or performance-based action case file has been initiated.	DAA-GRS-2025-0007-0001

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
091	**Employee Assistance Program (EAP) counseling records -- Records not related to performance or conduct**	Records of individuals who have sought or been referred to counseling services provided through the Employee Assistance Program (EAP). May include records of family members and dependents. Records documenting nature of an individual's problem and participation in a treatment or rehabilitation program. Records may include documentation of treatment by a private therapist or a therapist at a federal, state, local government, or private institution. Includes: • Privacy Act and signed written consent forms • psychosocial history and assessments • medical records • correspondence with the client • clinical and education interventions • records of attendance at treatment, kinds of treatment, and counseling programs • identity and contact information of treatment providers • name, address, and phone number of treatment facilities • notes and documentation of internal EAP counselors • insurance data • intervention outcomes	**Temporary.** Destroy 7 years after termination of counseling for adults or 3 years after a minor reaches the age of majority, or when the state-specific statute of limitations has expired for contract providers subject to state requirements, but longer retention is authorized if needed for business use.	DAA-GRS-2017-0010-0015

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
100	**Employee drug test plans, procedures, and scheduling records**	Drug testing program records pertaining to the development of procedures, such as the determination of testing incumbents in designated positions and selection of specific employees/applicants for testing. Includes: • agency copies of plans and procedures, with related drafts, correspondence, and memoranda • lists of selectees • notification letters • testing schedules Exclusions: 1. Documents filed in record sets of formally issued documents, such as directives, procedure handbooks, and operating manuals. Schedule these on agency-specific schedules. 2. Consolidated statistical and narrative reports concerning the operation of agency programs, including annual reports to Congress, as required by Pub. L. 100-71, 503(f), are covered in GRS 5.7, Agency Accountability Records. 3. Oversight program records of the Department of Health and Human Services, the Office of Personnel Management, the Office of Management and Budget, the Office of National Drug Control Policy, and the Department of Justice. Schedule these on agency-specific schedules.	**Temporary.** Destroy when 3 years old or when superseded or obsolete.	DAA-GRS-2017-0010-0016
110	**Employee drug test acknowledgment of notice forms**	Forms completed by employees whose positions are designated sensitive for drug testing purposes, acknowledging they have received notice and they may be tested.	**Temporary.** Destroy when employee separates from testing-designated position.	DAA-GRS-2017-0010-0017

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
120	**Employee drug testing collection site records**	Identifying data on each specimen, recorded at each collection site in the order in which the specimen was collected. Includes records used to maintain control and accountability of specimens from the point of collection to final disposition, such as records documenting chain-of-custody. Legal Citation: Mandatory Guidelines for Federal Workplace Drug Testing Programs using Urine § 5.4, 88 Fed. Reg. 70768, 70784 (Oct. 12, 2023); Mandatory Guidelines for Federal Workplace Drug Testing Programs using Oral Fluid § 5.4, 88 Fed. Reg. 70814, 70831 (Oct. 12, 2023). Note: Mandatory Guidelines for Federal Workplace Drug Testing Programs state that the hardcopies (source records) may be scanned as long as the source records are maintained for at least 6 months. These source records may be disposed of after the 6 months using GRS 4.5, item 010.	**Temporary.** Destroy when 2 years old, but longer retention is authorized if required for business use.	DAA-GRS-2025-0007-0002
130	**Employee drug test results and related records -- Positive or negative results**	Records documenting individual test results, including testing reports, notification of employees and employing offices, and documents relating to follow-up testing. Exclusion: Drug test results of applicants for employment are covered by GRS 2.1, Employee Acquisition Records, items 050 and 051. Note: Mandatory Guidelines for Federal Workplace Drug Testing Programs state that the hardcopies (source records) may be scanned as long as the source records are maintained for at least 6 months. These source records may be disposed of after the 6 months using GRS 4.5, item 010. Legal Citation: Mandatory Guidelines for Federal Workplace Drug Testing Programs using Urine § 11.21, 88 Fed. Reg. 70768, 70797 (Oct. 12, 2023); Mandatory Guidelines for Federal Workplace Drug Testing Programs using Oral Fluid § 11.19, 88 Fed. Reg. 70814, 70840 (Oct. 12, 2023).	**Temporary.** Destroy when 2 years old, but longer retention is authorized if required for business use.	DAA-GRS-2025-0007-0003
132	**Employee drug test results and related records -- Invalid, adulterated, or substituted results**	Records documenting individual test results, including testing reports, notification of employees and employing offices, and documents relating to follow-up testing.	**Temporary.** Destroy when 1 year old, but longer retention is authorized if	DAA-GRS-2025-0007-0004

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
		Exclusion: Drug test results of applicants for employment are covered by GRS 2.1, Employee Acquisition Records, items 050 and 051. Note: Mandatory Guidelines for Federal Workplace Drug Testing Programs state that the hardcopies (source records) may be scanned as long as the source records are maintained for at least 6 months. These source records may be disposed of after the 6 months using GRS 4.5, item 010. Legal Citation: Mandatory Guidelines for Federal Workplace Drug Testing Programs using Urine § 11.20, 88 Fed. Reg. 70768, 70797 (Oct. 12, 2023); Mandatory Guidelines for Federal Workplace Drug Testing Programs using Oral Fluid § 11.18, 88 Fed. Reg. 70814, 70840 (Oct. 12, 2023).	required for business use.	

GENERAL RECORDS SCHEDULE 2.8: Employee Ethics Records

Last updated in Transmittal No. 37 (November 2026)

This schedule covers records documenting the activities of executive branch agency ethics program offices. **Definitions**

Final action: The last action taken on a record before the disposition clock begins. It is sometimes referred to as the cutoff. For example, an ethics officer making a final determination is the final action regarding an employee's request for outside employment approval. Agency ethics officials are responsible for implementing the appropriate final action for each record type. **See the GRS 2.8 Frequently Asked Questions for further guidance on identifying the final actions for records covered by this schedule.**

Exclusions:

1. Records pertaining to the legislative branch and judicial branch ethics programs.
2. Records related to the Hatch Act, the Whistleblower Protection Act, procurement integrity, and other areas often associated with, but not expressly under, the authority of executive branch ethics programs.
3. Consolidated lists of financial disclosure report filers, lists of individuals requesting outside employment and activities approval, and other types of ethics-related consolidated or summarized lists. Ethics-related lists that are used solely for the purpose of tracking and controlling ethics records should be disposed of in accordance with GRS 4.1.010, Tracking and Control Records. Lists that are used for purposes other than tracking and controlling ethics records should be disposed of in accordance with the disposition for the underlying records as listed in this schedule or as otherwise scheduled.
4. Ethics training records. Use GRS 2.6.020, Employee Training Records.
5. This schedule does not apply to records the Office of Government Ethics (OGE) creates and receives for government-wide oversight purposes. It does apply to their own agency ethics office records.

NOTE: agencies are reminded to review the tailoring the GRS section of the NARA website. Proper implementation of this GRS includes updating agency manuals, files plans, and directives to define "final action" (when applicable) as well as the length of time records should be maintained to meet your agency's business needs when an open retention (such as "longer retention is authorized") is included for certain items.

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
010	**General ethics program records**	Records created and maintained to coordinate and manage an agency's ethics program. Records relate to the development, review, implementation, and interpretation of proposed or established executive branch standards of ethical conduct and other ethics regulations; conflict of interest and other	**Temporary**. Destroy 6 years after final action, but longer	DAA-GRS-2025-0004-0001

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
		ethics-related statutes and Executive Orders; and any agency supplemental standards of ethical conduct and other agency ethics-related regulations and directives. Includes but is not limited to: ● Records documenting the review of proposed or established ethics-related statutes and regulations by ethics program officials, including copies of proposed legislation, comments, and all related records. ● Determinations, including advice and counseling to individual employees, and supporting records. ● Records relating to requests under agency supplemental standards of ethical conduct for prior approval of outside employment and activities.	retention is authorized if required for business use.	
020	**Referrals and notifications of violations of criminal conflict of interest statutes and other potential violations files**	Referrals to Inspectors General or the Department of Justice concerning ethics violations or suspected violations. This item also covers related background materials, including copies of disciplinary and corrective actions and disposition documents such as declinations of prosecution, and copies of OGE Form 202, *Notification of Conflict of Interest Referral*.	**Temporary.** Destroy 6 years after final disposition of the referral to either the IG or DOJ, but longer retention is authorized if required for business use.	DAA-GRS-2014-0005-0002
030	**Reports of payments accepted from non-Federal sources - Agency reports**	Reports, including the "Semiannual Report of Payments Accepted from a Non-Federal Source," submitted by agencies to the Office of Government Ethics and reported on the OGE Form 1353 (SF 326). Reports summarize payments made to the agency from non-Federal sources for travel, subsistence, and related expenses of an employee who attends a meeting or similar function relating to official duties.	**Temporary.** Destroy 3 years following submission of the report to OGE, but longer retention is authorized if required for business use.	DAA-GRS-2014-0005-0003
031	**Reports of payments accepted from non-Federal**	Documentation, such as statements and forms, used to complete the submitted reports.	**Temporary.** Destroy 1 year	DAA-GRS-2025-0004-0002

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
	sources - Supporting documentation	Note: This item applies when supporting documentation is managed separately from the related records. If supporting documentation is filed with the related records, the supporting documentation should be destroyed along with the related records.	following submission of the report to OGE, but longer retention is authorized if required for business use.	
040	**Office of Government Ethics program questionnaire records**	Questionnaires completed by ethics officials, such as the "Annual Agency Ethics Program Questionnaire," the "Annual Agency Ethics Officer (DAEO) Survey," and other questionnaires and surveys, including records created or collected to prepare responses to ethics program questionnaires and surveys.	**Temporary.** Destroy 3 years after submission, but longer retention is authorized if required for business use.	DAA-GRS-2014-0005-0005
050	**Ethics program review records**	Records relating to OGE reviews of agency compliance with executive branch ethics laws and regulations in areas such as financial disclosure, education and training, and advice and counseling. This includes OGE program review reports, notes and background materials produced during OGE program reviews, agency 60-day response letters, and other follow-up records sent to OGE on the resolution of program deficiencies.	**Temporary**. Destroy 6 years after final action, but longer retention is authorized if required for business use.	DAA-GRS-2025-0004-0003
060	**Financial disclosure forms and reports -- Individuals who require confirmation by the U.S. Senate but are ultimately not confirmed**	Executive Branch Personnel Financial Disclosure Forms and Reports (public and confidential), filed in accordance with the Ethics in Government Act, as amended (5 U.S.C. Chapter 131), including the Stop Trading on Congressional Knowledge Act of 2012 (STOCK Act) (Pub. L. 112-105). Includes, but is not limited to: • OGE Form 278 (formerly SF 278), • OGE Form 278e, • OGE Form 450,	**Temporary.** Destroy 1 year after final action. Records may be kept longer if needed for active investigation.	DAA-GRS-2025-0004-0004

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
		• OGE Optional Form 450-A, • OGE Optional Form 450 reports, • Alternative or additional financial disclosure reports and related records. Legal Citation: 5 U.S.C. § 13107, 5 CFR 2634.603 and 5 CFR 2634.604	This disposition instruction is mandatory; deviations are not allowed.	
061	**Financial disclosure forms and reports -- All other reports, including for individuals confirmed by the U.S. Senate**	Executive Branch Personnel Financial Disclosure Forms and Reports (public and confidential), filed in accordance with the Ethics in Government Act, as amended (5 U.S.C. Chapter 131), including the Stop Trading on Congressional Knowledge Act of 2012 (STOCK Act) (Pub. L. 112-105). Includes, but is not limited to: • OGE Form 278 (formerly SF 278), • OGE Form 278e, • OGE Form 450, • OGE Optional Form 450-A, • OGE Optional Form 450 reports, • Alternative or additional financial disclosure reports and related records. Legal Citation: 5 U.S.C. § 13107, 5 CFR 2634.603, 5 CFR 2634.604, and 5 CFR 2634.905	**Temporary**. Destroy 6 years after final action. Records may be kept longer if needed for active investigation. This disposition instruction is mandatory; deviations are not allowed.	DAA-GRS-2025-0004-0005
062	**Financial disclosure forms and reports -- Periodic transaction reports**	Executive Branch Personnel Financial Disclosure Forms and Reports (public and confidential), filed in accordance with the Ethics in Government Act, as amended (5 U.S.C. Chapter 131), including the Stop Trading on Congressional Knowledge Act of 2012 (STOCK Act) (Pub. L. 112-105). Includes, but is not limited to: • OGE Form 278 (formerly SF 278), • OGE Form 278e, • OGE Form 450, • OGE Optional Form 450-A,	**Temporary**. Destroy 7 years after receipt. Records may be kept longer if needed for active investigation. This disposition instruction is	DAA-GRS-2025-0004-0006

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
		• OGE Optional Form 450 reports, • Alternative or additional financial disclosure reports and related records. OGE 278-T forms filed by reporting individuals in accordance with the STOCK Act of 2012, and related records. Note: if the reports are filed with related records, such as an OGE Form 278, then they should be destroyed along with the related records. Legal Citation: STOCK Act, Pub. L. 112-105	mandatory; deviations are not allowed.	
063	**Financial disclosure forms and reports -- Requests to inspect or receive copies of executive branch personnel public financial disclosure reports or other covered records (OGE Form 201 or agency equivalent form)**	Executive Branch Personnel Financial Disclosure Forms and Reports (public and confidential), filed in accordance with the Ethics in Government Act, as amended (5 U.S.C. Chapter 131), including the Stop Trading on Congressional Knowledge Act of 2012 (STOCK Act) (Pub. L. 112-105). Includes, but is not limited to: • OGE Form 278 (formerly SF 278), • OGE Form 278e, • OGE Form 450, • OGE Optional Form 450-A, • OGE Optional Form 450 reports, • Alternative or additional financial disclosure reports and related records. Legal Citation: 5 U.S.C. app. section 105(b)(2)	**Temporary.** Destroy when the requested report is destroyed. This disposition instruction is mandatory; deviations are not allowed.	DAA-GRS-2014-0005-0010
090	**Financial disclosure supporting documentation**	Supporting documentation used to review and verify the filer's report submission. Includes records such as: • reviewer's notes • background research reports • memorialized verbal comments of filer in response to reviewer questions	**Temporary**. Destroy 6 years after the individual has filed their final financial disclosure report. Records	DAA-GRS-2025-0004-0007

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
			may be kept longer if needed for active investigation.	
100	**Ethics agreements records -- Agreements for employees who do not file financial disclosure reports**	Records documenting the review and issue of ethics agreements used to remedy the appearance of potential or actual financial conflicts of interest. Includes: • review of recusals, resignations, reassignments, and divestitures • determinations • authorizations • waivers • waivers of disqualifications Note: Ethics Pledges and associated waiver certifications are filed in the political appointee's Official Personnel Folder or equivalent folder.	**Temporary**. Destroy 6 years after final action. Records may be kept longer if needed for active investigation.	DAA-GRS-2025-0004-0008
101	**Ethics agreements records -- Agreements for employees who file financial disclosure reports**	Records documenting the review and issue of ethics agreements used to remedy the appearance of potential or actual financial conflicts of interest. Includes: • review of recusals, resignations, reassignments, and divestitures • determinations • authorizations • waivers • waivers of disqualifications Note: Ethics Pledges and associated waiver certifications are filed in the political appointee's Official Personnel Folder or equivalent folder.	**Temporary**. Destroy when the final financial disclosure report is destroyed. Records may be kept longer if needed for active investigation.	DAA-GRS-2025-0004 -0009
110	**Legal Expense Fund (LEF) Records -- LEF trusts that are approved**	Records documenting the creation and termination of trusts, and reporting of contributions and expenditures under the Legal Expense Fund (LEF) program. Filings that include the acceptance of a final trust document. Legal Citation: 5 C.F.R. 2635.1004-1008	**Temporary.** Destroy 7 years after trust termination, but longer retention is authorized if	DAA-GRS-2025-0004-0010

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
			required for business use.	
111	**Legal Expense Fund (LEF) Records -- LEFs that are denied or withdrawn**	Records documenting the creation and termination of trusts, and reporting of contributions and expenditures under the Legal Expense Fund (LEF) program. Filings that are withdrawn or denied prior to the acceptance of a final trust document. Legal Citation: 5 C.F.R. 2635.1004-1008	**Temporary.** Destroy 3 years after denial or withdrawal, but longer retention is authorized if required for business use.	DAA-GRS-2025-0004-0011
120	**Certificates of Divestiture -- Requests that are approved**	Records documenting the review and issuance of Certificates of Divestiture. Legal Citation: 5 C.F.R. part 2634, subpart J	**Temporary.** Destroy 6 years after approval, but longer retention is authorized if required for business use.	DAA-GRS-2025-0004-0012
121	**Certificates of Divestiture -- Requests that are denied or withdrawn**	Records documenting the review and issuance of Certificates of Divestiture. Legal Citation: 5 C.F.R. part 2634, subpart J	**Temporary.** Destroy 3 years after denial or withdrawn status, but longer retention is authorized if required for business use.	DAA-GRS-2025-0004-0013

GENERAL RECORDS SCHEDULE 4.5: Digitizing Records

Last updated in Transmittal No. 37 (November 2026)

This schedule covers source records that have been digitized and documentation related to digitization projects and processes.

Exclusions

1. Final digitized versions of records. These records must be scheduled on an agency-specific schedule or an applicable General Records Schedule.
2. Input/source records for non-digitized records. GRS 5.2, item 020, covers these records.

NOTE: agencies are reminded to review the tailoring the GRS section of NARA's website. Proper implementation of this GRS includes updating agency manuals, files plans, and directives to define "final action" (when applicable) as well as the length of time records should be maintained to meet your agency's business needs when an open retention (such as "longer retention is authorized") is included for certain items.

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
010	**Source Records -- Of Compliant Digitized Records**	Source records (records from which a digitized version or copy is created) from which a digitized version or digitized copy is created that fully meets the standards in 36 CFR 1236 Subpart D - Digitizing Temporary Federal Records, or Subpart E - Digitizing Permanent Federal Records; and that are: • Scheduled as temporary in an approved records schedule; or • Scheduled as permanent and that were created on or after 1 January 1950; and • Do not have intrinsic value. Exclusions: This authority does not cover the following records. For additional information on how to proceed for excluded records see the Frequently Asked Questions (FAQs) for GRS 4.5, Digitizing Records. 1. Media types not covered by 36 CFR 1236 Subpart E - Digitizing Permanent Federal Records. Agencies must use agency-specific schedules for these records or wait for the regulations to be updated to include additional media types.	**Temporary.** Destroy after validating the digitization process meets NARA's digitization standards in regulation (36 CFR 1236 Subpart D and Subpart E). Longer retention is authorized for business use.	DAA-GRS-2025-0002-0001

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
		2. Source records that were created before 1 January 1950 that have been scheduled as permanent or are unscheduled. Agencies must submit an agency-specific schedule for these records. 3. Source records that have intrinsic value in the original medium that would be lost if the content were converted to another medium. Consult your NARA appraiser if you have source records that may have intrinsic value. Notes: 1. The regulations for digitizing records and this disposition authority do not address other business needs or legal constraints that may make it necessary for an agency to retain source records for a period of time after digitization. Consult with legal counsel before disposal to ensure there are no concerns associated with rights and interests, appeal rights, benefits, national security, litigation holds, or other similar issues. 2. Agencies must schedule digitized records before disposing of any source records if they are unscheduled. Media limitation: This applies to paper/analog records only. Legal citations: 44 U.S.C. 3302 and 3312, 36 CFR 1236.36(a), 36 CFR 1236.56 (d), (f) and (g)		
011	**Source Records -- Of Noncompliant Digitized Records related to permanent records that were digitized before the issuance of the relevant media type regulations**	Records from which a digitized version or copy is created, and: • The source records have an approved permanent final disposition; and • The digitization occurred before the end of the calendar year in which the relevant media type regulations were issued (for example, prior to December 31, 2023 for regulations issued in May of 2023); and • The records do not meet the standards of those regulations; and • The agency captured all information contained in and included all the pages or parts from the source records; and • The agency ensured that they can locate, retrieve, access, and use the digitized copies for the records' entire retention period; and	**Temporary.** Destroy when the digitized records are transferred to the National Archives and NARA confirms legal custody has been accepted. Longer retention	DAA-GRS-2025-0002-0002

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
		• The agency validated that the digitized records are of suitable quality to replace the source records; and • The digitized copies of the source records have been fully accepted by the appropriate NARA custodial unit during legal transfer. Exclusions: This authority does not cover the following records. For additional information on how to proceed for excluded records see the Frequently Asked Questions (FAQs) for GRS 4.5, Digitizing Records. 1. Media types not covered by 36 CFR 1236 Subpart E - Digitizing Permanent Federal Records. Agencies must use agency-specific schedules for these records or wait for the regulations to be updated to include additional media types. 2. Source records that were created before 1 January 1950 that have been scheduled as permanent or are unscheduled. Agencies must submit an agency-specific schedule for these records. 3. Source records that have intrinsic value in the original medium that would be lost if the content were converted to another medium. Consult your NARA appraiser if you have source records that may have intrinsic value. 4. Source records related to temporary records. These are covered by item 010. Notes: 1. Please consult the FAQ for further instructions if your agency has non-compliant digitized records created after the issuance of the relevant regulations. 2. The regulations for digitizing records and this disposition authority do not address other business needs or legal constraints that may make it necessary for an agency to retain source records for a period of time after digitization. Consult with legal counsel before disposal to ensure there are no concerns associated with rights and interests, appeal	is authorized if required for business use.	

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
		rights, benefits, national security, litigation holds, or other similar issues. 3. Agencies must schedule digitized records before disposing of any source records if they are unscheduled. Media limitation: This applies to paper/analog records only. Legal citations: 44 U.S.C. 3302 and 3312, 36 CFR 1236.36(a), 36 CFR 1236.56 (d), (f) and (g)		
020	**Digitization Project Records -- Documentation for digitizing permanent records**	Records used to manage digitizing projects and document (validate) that the digitized versions of records are of suitable quality to replace source records. Specific documentation requirements for digitizing permanent records are listed in 36 CFR 1236.44, Documenting digitization projects. Exclusions: 1. Digitized records and associated metadata; the appropriate current, approved agency-specific records schedule or applicable GRS item covers these. 2. Administrative, technical, and descriptive metadata captured during the digitization project must be transferred to NARA with the digitized records (36 CFR 1236.56(j)). Legal citation: 36 CFR 1236.56	**Temporary.** Destroy when the digitized records are transferred to the National Archives and NARA confirms legal custody has been accepted. Longer retention is authorized if required for business use.	DAA-GRS-2022-0010-0002
021	**Digitization Project Records -- Documentation for digitizing temporary records**	Records used to manage digitizing projects and document (validate) that the digitized versions of records are of suitable quality to replace source records. Specific documentation requirements for digitizing temporary records are listed in 36 CFR 1236.34. Exclusion: Digitized records and associated metadata; the appropriate current, approved agency-specific records schedule or applicable GRS item covers these.	**Temporary.** Destroy when the records digitized using the validation process are destroyed, but longer retention is authorized if	DAA-GRS-2022-0010-0003

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
		Legal Citation: 36 CFR 1236.34(c)	required for business use.	

GENERAL RECORDS SCHEDULE 6.8: Temporary Commissions, Committees, and Boards Records

Last updated in Transmittal No. 37 (November 2026)

This schedule covers records of any commission, committee, or board of the executive branch that:

- Is not governed by the Federal Advisory Committee Act (FACA);
- Was established by public law, or by executive order or presidential declaration in implementation of a public law;
- Has a termination date or event in its establishing legislation or presidential directive; and
- Reports its work and findings to the President, to Congress, or to both.

It also covers the records of any commission, committee, or board of the Legislative branch that:

- Was established by act or resolution of the United States Congress; and
- Has a termination date or event in its establishing legislation.

To be considered part of the Legislative branch one of the following must be true:

- The commission's establishing act or resolution must state that it is part of the legislative branch; or
- During its existence the commission explicitly informed NARA that it understood itself to be part of the legislative branch.

For the purposes of this schedule, the term "entity" refers to a temporary commission, committee or board as defined above.

Conditions and Exclusions

This schedule may not be applied to commissions, committees, and boards that are:

1. Established by an agency head for internal purposes. Mission-related internal commissions and committees require an agency-specific schedule. Administrative-related internal committees are covered by GRS 5.1.030.
2. Not subject to the Federal Records Act (FRA). If you do not know if your entity is subject to the FRA, contact your GRS_Team@nara.gov.
3. Subject to the Federal Advisory Committee Act (FACA). Use GRS 6.2 for these entities.
4. Subject to the Presidential Records Act.
5. Special Inspector Generals.
6. Not established with a termination date or event in its establishing legislation or Presidential directive. These require an entity-specific schedule.

This schedule does not supersede existing approved record schedules for temporary commissions, committees or boards. Entities that wish to use this schedule instead of their previously approved record schedule may do so with written concurrence from NARA. Entities using this GRS should schedule any unique records they have that do not fall under this schedule. Entities may also submit schedules to deviate from this GRS.

Short-term Records Covered by other GRS

Temporary commissions, committees, and boards can use the following GRS that have either short-term retentions or allow for records to be destroyed when no longer needed for business use. Entities should review the GRS and corresponding FAQs before applying these items to their records.

- **Transitory records:** GRS 5.2.010. Destroy when no longer needed for business use, or according to the entity's predetermined time period or business rule.
- **Intermediary records:** GRS 5.2.020. Destroy upon creation or update of the final record, or when no longer needed for business use, whichever is later.
- **Public correspondence and communications not requiring formal action:** GRS 6.4.020. Destroy when 90 days old, but longer retention is authorized if required for business use. (Note, these records also typically meet the criteria for transitory records.)
- **Public affairs product production files:** GRS 6.4.030. Destroy when no longer needed for business use.
- **Routine media relations records:** GRS 6.4.040. Destroy when no longer needed for business use.

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
010	**Mission records**	Records documenting the establishment of the entity, its membership and organizational structure, and its actions, decisions, and recommendations. This includes all documents that provide evidence of how decisions were made, such as entity establishment records, records of the entity head, non-administrative correspondence, meeting records, reports, publications, audio or video recordings of meetings or hearings that were not transcribed, photographs of members and events, posters, and fundraising project files. For more examples of mission records common to temporary commissions, committees, and boards, see the Frequently Asked Questions (FAQs) for this schedule. Notes: 1. Entities must transfer records under item 010 of this schedule even if they are also on the entity's website. 2. Entities may choose to propose correspondence files at the staff or program level as temporary by submitting a schedule to NARA.	**Permanent.** Transfer to the National Archives immediately upon termination of the entity.	DAA-GRS-2025-0006-0001
020	**Electronic mail and electronic messages**	Electronic mail and messages created or received by entity members and staff. Notes: 1. Temporary commissions, committees and boards may also choose to apply GRS 6.1, Email and Other Electronic Messages Managed under a Capstone Approach, to their email records by submitting a NA Form 1005, *Verification for Implementing GRS 6.1*. Refer to GRS 6.1 for instructions related to that process. 2. Entities may choose to propose email at the staff or program level as temporary by submitting a schedule to NARA or a NA Form 1005. 3. Entities may cull email that are personal materials, non-record, or transitory records.	**Permanent.** Transfer to the National Archives immediately upon termination of the entity.	DAA-GRS-2025-0006-0002

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
030	**Public websites**	Web pages and content on external websites operated or maintained by the entity. Notes: 1. For website design and management records, see item 060 of this schedule or GRS 3.1.020. 2. Entities must transfer records under item 010 of this schedule even if they are also on the entity's website.	**Permanent.** Transfer to the University of North Texas immediately upon termination of the entity, under the provisions of the affiliated archives relationship established in 2006.	DAA-GRS-2025-0006-0003
040	**Social media records**	Posts to social media platforms including blogs, vlogs, videos, audio recordings, images and text created by the entity. Exclusion: 1. Records that are non-recordkeeping copies because the recordkeeping copy is captured as permanent under item 010 of this schedule. Use GRS 5.1.020, non-recordkeeping copies instead.	**Permanent.** Transfer to the National Archives immediately upon termination of the entity.	DAA-GRS-2025-0006-0004
050	**Accountability records**	Records that document financial and ethics accountability, such as records documenting financial expenditures associated with the functioning of the committee and financial disclosure and conflict of interest documents. Includes financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting, as well as administrative and accounting records related to fundraising efforts. Exclusions: 1. Fundraising project files. See item 010 of this schedule. 2. Forms filed under the Ethics in Government Act. Use GRS 2.8, Employee Ethics Records.	**Temporary.** Destroy when 7 years old. Longer retention is authorized if required for business use.	DAA-GRS-2025-0006-0005

Item	Item Title	Item Description	Disposition Instruction	Disposition Authority
060	**Administrative, non-mission records**	Records related to day-to-day administrative and operational support activities that do not significantly contribute to the understanding of the decisions and actions of the commission, committee or board. Includes but is not limited to: ● Legal opinions and litigation records related to administrative matters ● Working files and background research materials (see GRS 6.8 FAQ for more information on identifying working files) ● Records of logistics related to meeting planning ● Office-level procedures for administrative activities ● Calendars or schedules of daily activities of non-high-level officials ● Internal office activity and workload reports Records covered by other General Records Schedules that may be disposed of using this item include: ● Administrative records maintained in any agency office: See GRS 5.1.010 for definition. Entities may also use GRS 5.1.010 instead. ● Website design and management records: See GRS 3.1.020 for definition. ● Public affairs-related routine operational records: See GRS 6.4.010 for definition. ● Routine audiovisual records: See GRS 6.4.050 for definition. Note: See GRS 5.2.010 for disposition of transitory records and GRS 5.2.020 for disposition of intermediary records.	**Temporary.** Destroy immediately upon termination of the entity.	DAA-GRS-2025-0006-0006