## General Records Schedule 5.1

### New GRS 5.1

<table>
<thead>
<tr>
<th>GRS No.</th>
<th>Item No.</th>
<th>Retention</th>
<th>ERA Number/Disposition Authority</th>
<th>GRS No.</th>
<th>Item No.</th>
<th>Retention</th>
<th>Disposition Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1</td>
<td>010</td>
<td>business use ceases</td>
<td>DAA-GRS-2016-0016-0001</td>
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<td>23</td>
<td>1</td>
<td>2 years</td>
<td>N1-GRS-98-2, item 43</td>
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<td>23</td>
<td>5a</td>
<td>2 years</td>
<td>N1-GRS-87-19, item 5a</td>
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<td>23</td>
<td>5b</td>
<td>no longer needed</td>
<td>N1-GRS-87-19, item 5b</td>
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<td>5.1</td>
<td>020</td>
<td>after copying to a recordkeeping system</td>
<td>DAA-GRS-2016-0016-0002</td>
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<td>after copying to a recordkeeping system</td>
<td>DAA-GRS-2013-0001-0007</td>
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<td>DAA-GRS-2016-0016-0003</td>
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<td>1a</td>
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<td>N1-GRS-04-1, item 1a</td>
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