

## GENERAL RECORDS SCHEDULE 5.2: Transitory and Intermediary Records

This schedule covers records of a transitory or intermediary nature. Transitory records are routine records of short term value (generally less than 180 days). Intermediary records are those involved in creating a subsequent record. These records do not document significant decisions or actions an agency takes.

Note that this schedule does not cover original hardcopy still pictures, graphic materials or posters, aerial film, maps, plans, charts, sound recordings, motion picture film, or video recordings that are scheduled as permanent or unscheduled and that have been converted to an electronic format. Electronic versions of special media records such as these often do not adequately replace the original and therefore the original records may not be destroyed as "input records."

Item	Records Description	Disposition Instruction	Disposition Authority
010	<p><b>Transitory records.</b> Records required only for a short time (generally less than 180 days) <b>and</b> that are not required to meet legal or fiscal obligations, or to initiate, sustain, evaluate, or provide evidence of decision-making. Records include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• messages coordinating schedules, appointments, and events</li> <li>• transmittal documents such as e-mail, letters, cover memos, and facsimile cover sheets that do not provide evidence of approval, concurrence, or decision-making, or include substantive comments</li> <li>• received copies of circulated internal information such as agency instructions, notifications, circulars, newsletters, and email blasts to employees</li> <li>• messages received from agency distribution lists or listservs</li> <li>• "to-do" or task lists and assignments</li> </ul>	<p><b>Temporary.</b> Destroy when no longer needed for business use, or according to agency predetermined time period or business rule.</p>	<p>DAA-GRS-2017-0003-0001</p>
020	<p><b>Intermediary records.</b> Records of an intermediary nature, meaning that they are created or used in the process of creating a subsequent record. To qualify as an intermediary record, the record must also not be required to meet legal or fiscal obligations, or to initiate, sustain, evaluate, or provide evidence of decision-making. Records include:</p> <ul style="list-style-type: none"> <li>• non-substantive working files: collected and created materials not coordinated or disseminated outside the unit of origin that do not contain information documenting significant policy development, action, or decision making. These working papers do not result directly in a final product or an approved finished report. Included are such materials as rough notes and</li> </ul>	<p><b>Temporary.</b> Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later.</p>	<p>DAA-GRS-2017-0003-0002</p>

<p>calculations and preliminary drafts produced solely for proof reading or internal discussion, reference, or consultation, and associated transmittals, notes, reference, and background materials.</p> <ul style="list-style-type: none"><li>• audio and video recordings of meetings that have been fully transcribed or that were created explicitly for the purpose of creating detailed meeting minutes (once the minutes are created)</li><li>• dictation recordings</li><li>• input or source records, which agencies create in the routine process of creating, maintaining, updating, or using electronic information systems and which have no value beyond the input or output transaction:<ul style="list-style-type: none"><li>○ hardcopy input source documents where all information on the document is incorporated in an electronic system (See Exclusion 1 and Note 1)</li><li>○ electronic input source records such as transaction files or intermediate input/output files</li></ul></li><li>• ad hoc reports, including queries on electronic systems, whether used for one-time reference or to create a subsequent report</li><li>• data files output from electronic systems, created for the purpose of information sharing or reference (see Exclusion 2)</li></ul> <p><b>Exclusion 1:</b> This item does not allow destruction of original hardcopy still pictures, graphic materials or posters, aerial film, maps, plans, charts, sound recordings, motion picture film, or video recordings once they are digitized. Agencies must follow agency-specific schedules for these records. If the records are unscheduled, the agency must submit a schedule for them.</p> <p><b>Exclusion 2:</b> This item does not include the following data output files (agencies must follow agency-specific schedules for these records, except for the final bullet, which the GRS covers in another schedule):</p> <ul style="list-style-type: none"><li>• files created only for public access purposes</li><li>• summarized information from unscheduled electronic records or inaccessible permanent records</li><li>• data extracts produced by a process that results in the content of the file being significantly different from the source records. In other words, the process effectively creates a new database file significantly different from the original</li><li>• data extracts containing Personally Identifiable Information (PII). Such records require additional tracking and fall under GRS 4.2, item 130 (DAA-GRS-2013-0007-0012)</li></ul>
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	<p><b>Note 1:</b> An agency must submit a notification to NARA per 36 CFR 1225.24(a)(1) prior to destroying hardcopy input records previously scheduled as permanent. An agency must schedule the electronic version of unscheduled hardcopy input records prior to destroying the input record.</p> <p><b>Legal citations:</b> 36 CFR 1225.22 (h)(2); 36 CFR 1225.24 (a)(1)</p>		
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