

Frequently Asked Questions (FAQs) about GRS 6.3, Information Technology Records

1. What is the purpose of GRS 6.3?

This schedule provides disposition authority for records Federal agencies create in the course of Information Technology (IT) program planning, acquiring and managing IT capital investments, monitoring IT program performance, and developing and maintaining an agency's IT architecture.

2. Whom do I contact for further information about this schedule?

Please contact NARA's General Records Schedules Team at GRS_Team@nara.gov with questions about this schedule.

3. Why is GRS 6.3 included in the 'Mission Support' schedules?

These are records that support an agency accomplishing its mission, but are quasi-mission or not quite administrative in nature. The GRS covers mission support records when the business and historical value of records can be established Government-wide; IT is such an area because the function supports the agency's mission through planning for and acquiring software and technology products, but is not the primary mission focus of most agencies. Other records covered by the GRS and considered mission support include Email Managed Under a Capstone Approach (GRS 6.1) and Federal Advisory Committee Records (GRS 6.2).

CHANGES FROM THE OLD GRS

4. How does GRS 6.3 differ from the old GRS?

There are three major changes to former GRS 27 items. First, we made this GRS a functionally based schedule by placing it under the GRS 6.0 Mission Support category and eliminating the old schedule's organizational-based title, Records of the Chief Information Officer. Second, in item 010 we combined items for IT Program Planning (GRS 27, item 1) and IT Capital Investment (GRS 27, item 3) based on agency feedback and experiences implementing old GRS 27, which indicated that these two types of records are often intertwined in the same process and should be kept for the same retention period to support business needs, such as to reference meeting records associated with various decisions. Third, we increased the retention period of CIO Committee Records (GRS 27, item 5) from 5 to 7 years and added the records to item 010.

QUESTIONS RELATED TO ITEM 010

5. Why are there so many exclusions to this item? How are the excluded records scheduled?

When multiple activities or categories of records are aggregated, the need for added exclusions to a schedule item often increases. The excluded records may be considered permanent under certain circumstances or may be more appropriately covered by another existing records schedule, either a GRS item or an agency-specific item.

QUESTION RELATED TO ITEM 020

6. Why are certain records excluded from this item?

The records are excluded because they are covered under another more specific GRS - GRS 3.1 General Technology Management Records, item 010, Infrastructure project records. The following are examples of such records covered by GRS 3.1, item 010:

- installation and testing records
- installation reviews and briefings
- quality assurance and security review
- requirements specifications
- technology refresh plans
- operational support plans
- test plans
- models, diagrams, schematics, and technical documentation