

# GRS TEAM QUARTERLY BRIEFING

February 20, 2014

# Agenda



- Updates on schedules
- New format for online GRS

# Part 1 Schedules

- 1.1 General Financial Management Records (DAA-GRS-2013-0003) – On hold due to internal NARA issues
- 1.2 Grant & Cooperative Agreement Records (DAA-GRS-2013-0008) – In queue for Federal Register
- 3.1 General Technology Management Records (DAA-GRS-2013-0005) – Waiting on concurrence from NARA stakeholders
- 3.3 Information Systems Security Records (DAA-GRS-2013-0006) – In queue for Federal Register
- 4.1 Records & Information Management Records (DAA-GRS-2013-0002) – Finalizing revisions
- 4.2 Information Access & Protection Records (DAA-GRS-2013-0007) – On hold due to internal NARA issues
- 4.3 Input Records, Output Records, and Electronic Copies (DAA-GRS-2013-0001) – Ready for approval (waiting on other schedules)

# Plan for Issuing Part 1 Schedules

- Part 1 schedules will be issued in a single GRS Transmittal
- The Transmittal will include the entire GRS in order to show superseded and rescinded items in old GRS
- The Transmittal will also include crosswalks from old to new GRS and new to old
- We are also planning on issuing FAQs, either as part of the Transmittal or along side it
- We are hoping to issue the next transmittal this summer, but it will depend on when schedules complete the Federal Register process

# Part 2 Schedules

- 2.1 Staff Acquisition Records – Ready for review
- 2.2 Employee Management Records – Research and drafting
- 2.5 Employee Separation Records – Research and drafting
- 2.6 Employee Training Records – Research and drafting
- 2.8 Employee Ethics Records – Drafting; working with Office of Government Ethics (primary stakeholder)
- 6.6 Federal Advisory Committee Records (formerly Temporary Commission, Board, Council and Committee Records) – Drafting; will go for review to Committee Management Officers in March

# New GRS Format

- Online or “GRS Manual” format
- Research into GRS formats in other organizations indicated outline format is no longer common
- New format:
  - Table
  - Flexible item numbers: 1.1.100, 1.1.150, 4.3.105, 4.3.110
  - Accommodates one level of descriptive overviews
  - Adds column for legal citations

# New GRS Format: Questions

- What do you think of new format?
- Do you foresee any potential issues with this format?
  - Consider using two-digit item numbers to start or we get to four-digit numbers if more than 9 items
  - Concern about numbers growing to accommodate increased granularity—Response: we are not going to get any more granular than X.X.X (schedule numbers X.X with item number)
- Is there anything else we should include?

# Other Questions/Comments

- Can we provide copies of the new format for further review and consideration?
  - We would rather not make unapproved GRS available at this time; however, the next round of schedules sent out to agencies for review (late March/early April) should be in the new format. If you have comments about the format you may send them to us then.
- My agency is working on big bucket schedules that include GRS items, can we get copies of the draft schedules?
  - Again, we'd rather not release unapproved schedules at this time, but we would be happy to meet with you and to discuss any questions you might have or to review agency drafts that may be affected by the new schedules. Please contact us at [GRS\\_Team@nara.gov](mailto:GRS_Team@nara.gov) for assistance.



# Questions?



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