

Old GRS				Current GRS			
GRS	Item	Series Title	Authority	GRS	Item	Series Title	Authority
1	1a	OPFs Transferred Employees	None	Rescinded			
1	1b	OPFs Separated Employees	N1 GRS 87 12 item 1b2	2.2	040	OPF/eOPF: Long term records	DAA GRS 2017 0007 0004
1	2a	Service Record Cards 1947 and earlier	NC1 GRS 78 2 item 1	Rescinded			
1	2b	Service Record Cards 1948 and later	NC1 64 77 10 item 2b	Rescinded			
1	3	Personnel Correspondence Files	NC1 GRS 81 10 item 1	2.2	010	Employee management administrative records	DAA GRS 2017 0007 0001
1	4a	Offers of Employment Files Accepted	NC1 64 77 10 item 4a	2.1	050	Job vacancy case files: Records of onetime competitive and Senior Executive Service announcements/ selections	DAA GRS 2017 0011 0001
1	4a	Offers of Employment Files Accepted	NC1 64 77 10 item 4a	2.1	051	Job vacancy case files: Records of standing register competitive files for multiple positions filled over a period of time	DAA GRS 2017 0011 0002
1	4b1	Offers of Employment Files Declined (cert. of eligibles)	NC1 64 77 10 item 4b1	2.1	060	Job application packages	DAA GRS 2014 0002 0011
1	4b2	Offers of Employment Files Declined (temp or excepted)	NC1 64 77 10 item 4b2	2.1	060	Job application packages	DAA GRS 2014 0002 0011
1	4b3	Offers of Employment Files Declined (all others)	NC1 64 77 10 item 4b3	2.1	060	Job application packages	DAA GRS 2014 0002 0011
1	5	Certificate of eligibles Files	NC1 64 77 10 item 5	2.1	050	Job vacancy case files: Records of onetime competitive and Senior Executive Service announcements/ selections	DAA GRS 2017 0011 0001
1	5	Certificate of eligibles Files	NC1 64 77 10 item 5	2.1	051	Job vacancy case files: Records of standing register competitive files for multiple positions filled over a period of time	DAA GRS 2017 0011 0002
1	6	Employee record cards	NC1 64 77 10 item 6	Rescinded			
1	7a1	Position Classification Files Standards	NC1 GRS 81 11 item 1	Rescinded			
1	7a2a	Position Classification Files Standards development: case file	NC1 64 77 10 item 7a2a	2.1	010	Classification standards	DAA GRS 2014 0002 0001
1	7a2b	Position Classification Files Standards development: review file	NC1 64 77 10 item 7a2b	Rescinded			
1	7b	Position Descriptions	N1 GRS 88 4 item 1	2.1	020	Position descriptions	DAA GRS 2014 0002 0002
1	7c1	Position Classification Files Classification survey reports	NC1 64 77 10 item 7c1a	Rescinded			
1	7c2	Position Classification Files Inspections, audits, and survey files	NC1 64 77 10 item 7c1b	Rescinded			
1	7d1	Position Classification Files Classification appeals	N1 GRS 90 1 item 7d1	2.1	030	Position reviews and classification appeals	DAA GRS 2014 0002 0004
1	7d2	Position Classification Files Cert. of classification	N1 GRS 90 1 item 7d2	2.1	040	Certificates of classification	DAA GRS 2014 0002 0005
1	8	Interview Records	NC1 64 77 10 item 8	2.1	090	Interview records	DAA GRS 2014 0002 0008
1	9	Performance Rating Board case files	NC1 64 77 10 item 9	2.2	072	Employee performance file system records: Records of senior executive service employees	DAA GRS 2017 0007 0010
1	10a	Temporary individual employee records Left side of OPF	N1 GRS 97 4 item 10a	2.2	041	OPF/eOPF: Short term records	DAA GRS 2017 0007 0005
1	10b	Temporary individual employee records INS form I 9	N1 GRS 97 4 item 10b	2.2	060	Employment eligibility verification records	DAA GRS 2017 0007 0007
1	11	Position ID strips	NC1 64 77 10 item 11	Rescinded			
1	12a1	Employee Awards Files General within agency	NC1 64 77 10 item 12a1	2.2	030	Employee incentive award records	DAA GRS 2017 0007 0003
1	12a2	Employee Awards Files General outside of agency	NC1 64 77 10 item 12a2	2.2	030	Employee incentive award records	DAA GRS 2017 0007 0003
1	12b	Employee Awards Files Length of service/sick leave	NC1 64 77 10 item 12b	2.2	030	Employee incentive award records	DAA GRS 2017 0007 0003
1	12c	Employee Awards Files Letters of commendation and appreciation	NC1 64 77 10 item 12c	2.2	030	Employee incentive award records	DAA GRS 2017 0007 0003

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1	12d	Employee Awards Files Lists/indexes to award nominations	NC1 64 77 10 item 12d	2.2	030	Employee incentive award records	DAA GRS 2017 0007 0003
1	13	Incentive awards	NC1 64 77 10 item 13	Rescinded			
1	14a	Notifications of Personnel Actions (SF 50) Chron file copies in personnel offices	NC1 64 77 10 item 14a	2.2	050	Notifications of personnel actions	DAA GRS 2017 0007 0006
1	14b	Notifications of Personnel Actions (SF 50) All other copies in personnel offices	NC1 64 77 10 item 14b	2.2	050	Notifications of personnel actions	DAA GRS 2017 0007 0006
1	15	Does not exist					
1	16	Personnel Operations statistical reports	NC1 64 77 10 item 16	2.2	010	Employee management administrative records	DAA GRS 2017 0007 0001
1	17a	Correspondence and forms Pending personnel actions	NC1 64 77 10 item 17a	2.2	050	Notifications of personnel actions	DAA GRS 2017 0007 0006
1	17b1	Retention registers and related records used to effect reduction in force actions	NC1 64 77 10 item 17b1	2.5	011	Separation program management records: Records specific to an agency separation initiative such as reduction in force, voluntary early retirement, voluntary separation, and similar programs.	DAA GRS 2014 0004 0002
1	17b2	Retention registers and related records from which no reduction in force actions have been taken and related records	NC1 64 77 10 item 17b2	2.5	010	Separation program management records: Records not specific to an agency separation initiative	DAA GRS 2014 0004 0001
1	17c	All other correspondence and forms maintained in personnel offices	NC1 64 77 10 item 17c	2.2	010	Employee management administrative records	DAA GRS 2017 0007 0001
1	18a	Supervisors' Personnel Files	NC1 64 77 10 item 18a	2.2	080	Supervisors' personnel files	DAA GRS 2017 0007 0012
1	18b	Duplicates of OPF material	NC1 64 77 10 item 18b	2.2	080	Supervisors' personnel files	DAA GRS 2017 0007 0012
1	19	Non occupational health records	NC1 64 77 10 item 19	2.7	070	Non occupational individual medical case files	DAA GRS 2017 0010 0012
1	20a	Health Unit Control Files Logs of visitors, summarized on statistical reports	NC1 64 77 10 item 20a	2.7	010	Clinic scheduling records	DAA GRS 2017 0010 0001
1	20b	Health Unit Control Files Logs not summarized	NC1 64 77 10 item 20b	2.7	010	Clinic scheduling records	DAA GRS 2017 0010 0001
1	21a1	Employee Medical Folder (EMF) Long term transferred employees	N1 GRS 86 4 item 21a1	Rescinded			
1	21a2	Employee Medical Folder (EMF) Long term separated employees	N1 GRS 86 4 item 21a2	2.7	060	Occupational individual medical case files: Long term records	DAA GRS 2017 0010 0009
1	21b	Employee Medical Folder (EMF) Temp EMF records	N1 GRS 86 4 item 21b	2.7	061	Occupational individual medical case files: Short term records	DAA GRS 2017 0010 0010
1	21c	Employee Medical Folder (EMF) Individual employee health file pre EMF system	N1 GRS 86 4 item 21c	2.7	062	Occupational individual medical case files: Individual employee health case files created prior to establishment of the EMF system in 1986	DAA GRS 2017 0010 0011
1	22	Statistical summaries re health	NC1 64 77 10 item 22	Rescinded			
1	23a1	Employee Performance File System Records Non SES Employees Unacceptable performance	N1 GRS 93 3 item 23a1	2.2	071	Employee performance file system records: Unacceptable performance appraisals of non senior executive service employees	DAA GRS 2017 0007 0009
1	23a2	Employee Performance File System Records Non SES Employees Records superseded thru administrative, judicial, or quasi judicial procedure	N1 GRS 93 3 item 23a2	2.2	073	Employee performance file system records: Performance records superseded through an administrative, judicial, or quasi judicial procedure.	DAA GRS 2017 0007 0011
1	23a3a	Employee Performance File System Records Non SES Employees Performance Related Records Pertaining to a Former Employee Latest rating	N1 GRS 95 3 item 23a3a	2.2	070	Employee performance file system records: Acceptable performance appraisals of non senior executive service employees	DAA GRS 2017 0007 0008
1	23a3b	Employee Performance File System Records Non SES Employees Performance Related Records Pertaining to a Former Employee All other performance plans and ratings	N1 GRS 98 2 item 2	2.2	070	Employee performance file system records: Acceptable performance appraisals of non senior executive service employees	DAA GRS 2017 0007 0008

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1	23a4	Employee Performance File System Records Non SES Employees All other performance appraisal records	N1 GRS 95 3 item 23a4	2.2	070	Employee performance file system records: Acceptable performance appraisals of non senior executive service employees	DAA GRS 2017 0007 0008
1	23a5	Employee Performance File System Records Non SES Employees Supporting documents	N1 GRS 98 2 item 3	2.2	070	Employee performance file system records: Acceptable performance appraisals of non senior executive service employees	DAA GRS 2017 0007 0008
1	23b1	Employee Performance File System Records SES appointees SES records superseded thru admin or judicial procedure	NC1 GRS 82 2, item 23b1	2.2	073	Employee performance file system records: Performance records super seded through an administrative, judicial, or quasi judicial procedure.	DAA GRS 2017 0007 0011
1	23b2a	Employee Performance File System Records SES appointees Performance related records pertaining to a former SES appointee SES latest rating	N1 GRS 88 3 item 23b2a	2.2	072	Employee performance file system records: Records of senior executive service employees	DAA GRS 2017 0007 0010
1	23b2b	Employee Performance File System Records SES appointees Performance related records pertaining to a former SES appointee SES all other plans/ratings	N1 GRS 98 2 item 4	2.2	072	Employee performance file system records: Records of senior executive service employees	DAA GRS 2017 0007 0010
1	23b3	Employee Performance File System Records SES all other performance appraisals	NC1 GRS 82 2 item 23b3	2.2	072	Employee performance file system records: Records of senior executive service employees	DAA GRS 2017 0007 0010
1	23b4	Employee Performance File System Records SES appointees SES supporting documents	N1 GRS 98 2 item 5	2.2	072	Employee performance file system records: Records of senior executive service employees	DAA GRS 2017 0007 0010
1	24a	Reasonable Accommodation Request Records - General	N1 GRS 04 2 item 1a	2.3	010	Employee relations programs' administrative records	DAA GRS 2018 0002 0001
1	24b	Reasonable Accommodation Request Records - Employee case files	N1 GRS 04 2 item 1b	2.3	020	Reasonable accommodation case files	DAA GRS 2018 0002 0002
1	24c	Reasonable Accommodation Request Records - Supplemental files	N1 GRS 04 2 item 1c	2.3	020	Reasonable accommodation case files	DAA GRS 2018 0002 0002
1	24d	Reasonable Accommodation Request Records - Tracking system	N1 GRS 04 2 item 1d	2.3	010	Employee relations programs' administrative records	DAA GRS 2018 0002 0001
1	25a	EEO Records Discrimination complaints	N1 GRS 80 9 item 1	2.3	110	EEO discrimination complaint case files: Informal process	DAA GRS 2018 0002 0012
1	25a	EEO Records Discrimination complaints	N1 GRS 80 9 item 1	2.3	111	EEO discrimination complaint case files: Formal process	DAA GRS 2018 0002 0013
1	25b	EEO Records Copies of Complaint Case Files	NC1 64 77 10 item 26b	Rescinded			
1	25c1	EEO Records Prelim/bkgd files	N1 GRS 92 3 item 25c1	2.3	110	EEO discrimination complaint case files: Informal process	DAA GRS 2018 0002 0012
1	25c2	EEO Records Bkgd to complaints that don't become official discrimination cases	N1 GRS 92 3 item 25c2	2.3	110	EEO discrimination complaint case files: Informal process	DAA GRS 2018 0002 0012
1	25d1	EEO Records Compliance reviews re contractor practices	NC1 64 77 10 item 26d1	2.3	120	Records documenting contractor compliance with EEO regulations	DAA GRS 2018 0002 0014
1	25d2	EEO Records Compliance reports	NC1 64 77 10 item 26d2	5.7	050	Mandatory reports to external Federal entities regarding administrative matters	DAA GRS 2017 0008 0005
1	25e	EEO Records Employee housing requests	NC1 64 77 10 item 26e	Rescinded			
1	25f	EEO Records Employment statistics re race/sex	NC1 64 77 10 item 26f	5.7	050	Mandatory reports to external Federal entities regarding administrative matters	DAA GRS 2017 0008 0005
1	25g	EEO Records EEO general	NC1 64 77 10 item 26g	2.3	010	Employee relations programs' administrative records	DAA GRS 2018 0002 0001
1	25h1	EEO Records Affirmative Action Plans: consolidated for whole agency	NC1 64 76 4 item 27a	5.7	050	Mandatory reports to external Federal entities regarding administrative matters	DAA GRS 2017 0008 0005
1	25h2	EEO Records Feeder plans	NC1 64 76 4 item 27b	5.7	050	Mandatory reports to external Federal entities regarding administrative matters	DAA GRS 2017 0008 0005
1	25h3	EEO Records On site review of AAP	NC1 GRS 83 2 item 1	5.7	050	Mandatory reports to external Federal entities regarding administrative matters	DAA GRS 2017 0008 0005

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GRS	Item	Series Title	Authority	GRS	Item	Series Title	Authority
1	25h4	EEO Records Agency copy of AAP annual report	N1 GRS 83 4 item 26h4	5.7	050	Mandatory reports to external Federal entities regarding administrative matters	DAA GRS 2017 0008 0005
1	26a	Personnel Counseling Records Counseling files	NC1 64 77 10 item 27a	2.7	091	Employee Assistance Program (EAP) counseling records: Records not related to performance or conduct	DAA GRS 2017 0010 0015
1	26b	Personnel Counseling Records Alcohol and drug abuse program	NC1 64 77 10 item 27b	2.7	080	Non occupational health and wellness program records	DAA GRS 2017 0010 0013
1	27a	Alternative Dispute Resolution General files	N1 GRS 03 2 item a	2.3	010	Employee relations programs' administrative records	DAA GRS 2018 0002 0001
1	27b	Alternative Dispute Resolution Case files	N1 GRS 03 2 item b	2.3	070	Alternative Dispute Resolution (ADR) case files: Informal process	DAA GRS 2018 0002 0007
1	27b	Alternative Dispute Resolution Case files	N1 GRS 03 2 item b	2.3	071	Alternative Dispute Resolution (ADR) case files: Formal process	DAA GRS 2018 0002 0008
1	28a1	Labor Management Relations Records General and case files, office of record	NC1 64 77 10 item 29a1	2.3	130	Labor management relations agreement negotiation records	DAA GRS 2018 0002 0015
1	28a2	Labor Management Relations Records All other offices	NC1 64 77 10 item 29a2	2.3	130	Labor management relations agreement negotiation records	DAA GRS 2018 0002 0015
1	28b	Labor Management Relations Records Arbitration general and case	NC1 64 77 10 item 29b	2.3	090	Labor arbitration (negotiated grievance procedure) case records	DAA GRS 2018 0002 0010
1	29a1	Training Records General, in house, excluding curriculum	NC1 64 77 10 item 30b1	2.6	010	Non mission employee training program records.	DAA GRS 2016 0014 0001
1	29a2	Training Records Background	NC1 64 77 10 item 30b2	2.6	010	Non mission employee training program records.	DAA GRS 2016 0014 0001
1	29b	Training Records Training by outside opportunities	NC1 64 77 10 item 30c	2.6	010	Non mission employee training program records.	DAA GRS 2016 0014 0001
1	29b	Training Records Training by outside opportunities	NC1 64 77 10 item 30c	2.6	030	Individual employee training records	DAA GRS 2016 0014 0003
1	30a	Administrative Grievance, Disciplinary, & Adverse Action Files Admin Grievance	N1 GRS 92 1 item 30a	2.3	060	Administrative grievance, disciplinary, performance based, and adverse action case files	DAA GRS 2018 0002 0006
1	30b	Administrative Grievance, Disciplinary, & Adverse Action Files Adverse & performance based actions	N1 GRS 92 1 item 30b	2.3	060	Administrative grievance, disciplinary, performance based, and adverse action case files	DAA GRS 2018 0002 0006
1	31	Personal Injury Files	N1 GRS 86 4 item 32	2.4	100	Workers' Compensation (personnel injury compensation) records	DAA GRS 2016 0015 0012
1	32	Merit Promotion Case Files	N1 GRS 79 2 item 1	2.1	050	Job vacancy case files: Records of onetime competitive and Senior Executive Service announcements/ selections	DAA GRS 2017 0011 0001
1	33a	Examining and Certification Records Delegated agreements	N1 GRS 86 1 item 34	2.1	150	Records of delegation of authority for examination and certification	DAA GRS 2014 0002 0021
1	33b	Examining and Certification Records General correspondence	NC1 GRS 85 2 item 34a	2.1	050	Job vacancy case files: Records of onetime competitive and Senior Executive Service announcements/ selections	DAA GRS 2017 0011 0001
1	33b	Examining and Certification Records General correspondence	NC1 GRS 85 2 item 34a	2.1	051	Job vacancy case files: Records of standing register competitive files for multiple positions filled over a period of time	DAA GRS 2017 0011 0002
1	33c	Examining and Certification Records Change of address/status notes from eligibles	N1 GRS 02 1 item 33c	2.1	050	Job vacancy case files: Records of onetime competitive and Senior Executive Service announcements/ selections	DAA GRS 2017 0011 0001
1	33c	Examining and Certification Records Change of address/status notes from eligibles	N1 GRS 02 1 item 33c	2.1	051	Job vacancy case files: Records of standing register competitive files for multiple positions filled over a period of time	DAA GRS 2017 0011 0002
1	33d	Examining and Certification Records Test material stock control	NC1 GRS 85 2 item 34b	Rescinded			
1	33e	Examining and Certification Records Application record card (OPM 5000A)	NC1 GRS 85 2 item 34c	2.1	050	Job vacancy case files: Records of onetime competitive and Senior Executive Service announcements/ selections	DAA GRS 2017 0011 0001

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GRS	Item	Series Title	Authority	GRS	Item	Series Title	Authority
1	33e	Examining and Certification Records Application record card (OPM 5000A)	NC1 GRS 85 2 item 34c	2.1	051	Job vacancy case files: Records of standing register competitive files for multiple positions filled over a period of time	DAA GRS 2017 0011 0002
1	33f	Examining and Certification Records Examination announcements	N1 GRS 02 1 item 33f	2.1	050	Job vacancy case files: Records of onetime competitive and Senior Executive Service announcements/ selections	DAA GRS 2017 0011 0001
1	33f	Examining and Certification Records Examination announcements	N1 GRS 02 1 item 33f	2.1	051	Job vacancy case files: Records of standing register competitive files for multiple positions filled over a period of time.	DAA GRS 2017 0011 0002
1	33g	Examining and Certification Records Register of eligibles (OPM 5001 C)	N1 GRS 02 1 item 33g	2.1	050	Job vacancy case files: Records of onetime competitive and Senior Executive Service announcements/ selections	DAA GRS 2017 0011 0001
1	33g	Examining and Certification Records Register of eligibles (OPM 5001 C)	N1 GRS 02 1 item 33g	2.1	051	Job vacancy case files: Records of standing register competitive files for multiple positions filled over a period of time	DAA GRS 2017 0011 0002
1	33h	Examining and Certification Records Letters denying eligibility (OPM 4896)	NC1 GRS 85 2 item 34f	Rescinded			
1	33i	Examining and Certification Records Test answer sheets	NC1 GRS 85 2 item 34h	2.1	050	Job vacancy case files: Records of onetime competitive and Senior Executive Service announcements/ selections	DAA GRS 2017 0011 0001
1	33i	Examining and Certification Records Test answer sheets	NC1 GRS 85 2 item 34h	2.1	051	Job vacancy case files: Records of standing register competitive files for multiple positions filled over a period of time	DAA GRS 2017 0011 0002
1	33j	Examining and Certification Records Lost/exposed test material	NC1 GRS 85 2 item 34i	2.1	070	Case files on lost or exposed job test materials	DAA GRS 2014 0002 0012
1	33k	Examining and Certification Records Cancelled or ineligible applications	N1 GRS 02 1 item 33k	2.1	060	Job application packages	DAA GRS 2014 0002 0011
1	33l1	Examining and Certification Records Eligible applications (OF 612 etc) on active register	N1 GRS 02 1 item 33l1 [el one]	2.1	060	Job application packages	DAA GRS 2014 0002 0011
1	33l2	Examining and Certification Records Eligible applications (OF 612 etc) on inactive register	N1 GRS 02 1 item 33l2 [el two]	2.1	060	Job application packages	DAA GRS 2014 0002 0011
1	33m	Examining and Certification Records Ineligible applications for positions filled by case examining	N1 GRS 02 1 item 33m	2.1	060	Job application packages	DAA GRS 2014 0002 0011
1	33n	Examining and Certification Records Eligible applications for positions filled by case examining	N1 GRS 02 1 item 33n	2.1	060	Job application packages	DAA GRS 2014 0002 0011
1	33o	Examining and Certification Records Request for prior approval of pers actions (SF 59, OPM 648)	NC1 GRS 85 2 item 34k	2.1	080	Requests for non competitive personnel action	DAA GRS 2014 0002 0013
1	33p	Examining and Certification Records Certificates (SF 39, SF 39A)	N1 GRS 02 1 item 33p	2.1	050	Job vacancy case files: Records of onetime competitive and Senior Executive Service announcements/ selections	DAA GRS 2017 0011 0001
1	33p	Examining and Certification Records Certificates (SF 39, SF 39A)	N1 GRS 02 1 item 33p	2.1	051	Job vacancy case files: Records of standing register competitive files for multiple positions filled over a period of time	DAA GRS 2017 0011 0002
1	33q	Examining and Certification Records Certification request control index	N1 GRS 02 1 item 33q	2.1	050	Job vacancy case files: Records of onetime competitive and Senior Executive Service announcements/ selections	DAA GRS 2017 0011 0001
1	33q	Examining and Certification Records Certification request control index	N1 GRS 02 1 item 33q	2.1	051	Job vacancy case files: Records of standing register competitive files for multiple positions filled over a period of time	DAA GRS 2017 0011 0002
1	33r	Examining and Certification Records Interagency Placement Program	NC1 GRS 85 2 item 34n	2.3	030	Dislocated worker program case files	DAA GRS 2018 0002 0003
1	33s	Examining and Certification Records DEP control cards	NC1 GRS 85 2 item 34o	2.3	010	Employee relations programs' administrative records	DAA GRS 2018 0002 0001

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GRS	Item	Series Title	Authority	GRS	Item	Series Title	Authority
1	33t	Examining and Certification Records Audit reports	NC1 GRS 85 2 item 34p	2.1	160	Delegated authority audits	DAA GRS 2014 0002 0022
1	34	Occupational injury/illness Files	N1 GRS 87 6 item 35	2.7	020	Occupational injury and illness program records	DAA GRS 2017 0010 0002
1	35a	Denied health benefits requests under spouse equity Not appealed	N1 GRS 88 2 item 1a	2.4	111	Requests for health benefits under spouse equity: Denied applications	DAA GRS 2016 0015 0014
1	35b1	Denied health benefits requests under spouse equity Appealed successful	N1 GRS 88 2 item 1b1	Rescinded			
1	35b2	Denied health benefits requests under spouse equity Appealed unsuccessful	N1 GRS 88 2 item 1b2	2.4	111	Requests for health benefits under spouse equity: Denied applications	DAA GRS 2016 0015 0014
1	36a	Federal Workplace Drug Testing Program Files Test plans/procedures	N1 GRS 98 2 item 6	2.7	100	Employee drug test plans, procedures, and scheduling records	DAA GRS 2017 0010 0016
1	36b	Federal Workplace Drug Testing Program Files Employee acknowledgement of notice that drug testing may be necessary in a position	N1 GRS 90 2 item 36b	2.7	110	Employee drug test acknowledgment of notice forms	
1	36c	Federal Workplace Drug Testing Program Files Selection/scheduling	N1 GRS 90 2 item 36c	2.7	100	Employee drug test plans, procedures, and scheduling records	DAA GRS 2017 0010 0016
1	36d1	Federal Workplace Drug Testing Program Files Collection/handling of specimens record books	N1 GRS 90 2 item 36d1	2.7	120	Employee drug testing specimen records	DAA GRS 2017 0010 0018
1	36d2	Federal Workplace Drug Testing Program Files Collection/handling of specimens chain of custody	N1 GRS 90 2 item 36d2	2.7	120	Employee drug testing specimen records	DAA GRS 2017 0010 0018
1	36e1a	Federal Workplace Drug Testing Program Files Test results: positive: employees	N1 GRS 98 1 item 36e2a	2.7	130	Employee drug test results: Positive results	DAA GRS 2017 0010 0019
1	36e1b	Federal Workplace Drug Testing Program Files Test results: positive: not employees	N1 GRS 98 1 item 36e2b	2.1	050	Job vacancy case files: Records of onetime competitive and Senior Executive Service announcements/ selections	DAA GRS 2017 0011 0001
1	36e1b	Federal Workplace Drug Testing Program Files Test results: positive: not employees	N1 GRS 98 1 item 36e2b	2.1	051	Job vacancy case files: Records of standing register competitive files for multiple positions filled over a period of time	DAA GRS 2017 0011 0002
1	36e1b	Federal Workplace Drug Testing Program Files Test results: positive: not employees	N1 GRS 98 1 item 36e2b	2.7	131	Employee drug test results: Negative results	DAA GRS 2017 0010 0020
1	36e2	Federal Workplace Drug Testing Program Files Test results: negative	N1 GRS 98 1 item 36e1	2.1	050	Job vacancy case files: Records of onetime competitive and Senior Executive Service announcements/ selections	DAA GRS 2017 0011 0001
1	36e2	Federal Workplace Drug Testing Program Files Test results: negative	N1 GRS 98 1 item 36e1	2.1	051	Job vacancy case files: Records of standing register competitive files for multiple positions filled over a period of time	DAA GRS 2017 0011 0002
1	36e2	Federal Workplace Drug Testing Program Files Test results: negative	N1 GRS 98 1 item 36e1	2.7	131	Employee drug test results: Negative results	DAA GRS 2017 0010 0020
1	37	Donated leave Program Case Files	N1 GRS 92 5 item 1	2.4	071	Donated leave program individual case files	DAA GRS 2016 0015 0009
1	38	Wage survey files	Unknown	2.4	080	Wage survey files	DAA GRS 2016 0015 0010
1	39	Retirement assistance files	NC1 64 77 7 item 21b	2.5	020	Individual employee separation case files	DAA GRS 2014 0004 0003
1	40	Handicapped Individuals Appointment Case Files	N1 GRS 93 2 item 1	2.1	110	Excepted service appointment records	DAA GRS 2014 0002 0018
1	41	Pay comparability records	N1 GRS 96 2	2.4	090	Incentive package records	DAA GRS 2016 0015 0011
1	42a	Alternative Worksite Records Approved	N1 GRS 97 1 item 1a	2.3	040	Telework/alternate worksite program case files	DAA GRS 2018 0002 0004
1	42b	Alternative Worksite Records Unapproved	N1 GRS 97 1 item 1b	2.3	040	Telework/alternate worksite program case files	DAA GRS 2018 0002 0004
1	42c	Alternative Worksite Records Forms	N1 GRS 97 1 item 1c	2.3	010	Employee relations programs' administrative records	DAA GRS 2018 0002 0001

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GRS	Item	Series Title	Authority	GRS	Item	Series Title	Authority
1	42c	Alternative Worksite Records Forms	N1 GRS 97 1 item 1c	2.3	040	Telework/alternate worksite program case files	DAA GRS 2018 0002 0004
2	1a	Individual Employee Pay Record Database version	N1 GRS 92 4 item 1a	Rescinded			
2	1b	Individual Employee Pay Record Individual Pay Record, non electronic	N1 GRS 92 4 item 1b	2.4	040	Agency payroll record for each pay period	DAA GRS 2016 0015 0004
2	2	Noncurrent Payroll Files	N1 GRS 92 4 item 2	Rescinded			
2	3	Does not exist					
2	4	Does not exist					
2	5	Does not exist					
2	6a	Leave Application Files If employee initials time card	N1 GRS 92 4 item 6a	2.4	030	Time and attendance records	DAA GRS 2016 0015 0003
2	6b	Leave Application Files If employee has not initialed time card	N1 GRS 92 4 item 6b	2.4	030	Time and attendance records	DAA GRS 2016 0015 0003
2	7	Time and Attendance Source Records	N1 GRS 92 4 item 7	2.4	030	Time and attendance records	DAA GRS 2016 0015 0003
2	8	Time and Attendance Input Records	N1 GRS 92 4 item 8	2.4	030	Time and attendance records	DAA GRS 2016 0015 0003
2	9a	Leave record: Record of employee leave, such as SF 1150, prepared upon transfer or separation	N1 GRS 92 4 item 9a	2.5	040	Individual employee separation records required to be placed in separating employee's OPF	None
2	9b	Leave record: Creating agency copy, when maintained	N1 GRS 92 4 item 9b	2.5	020	Individual employee separation case files	DAA GRS 2014 0004 0003
2	10	Does not exist					
2	11	Does not exist					
2	12	Does not exist					
2	13a	Tax Files W 4s	N1 GRS 92 4 item 13a	2.4	020	Tax withholding and adjustment documents	DAA GRS 2016 0015 0002
2	13b	Tax Files Agency copy of W 2s	N1 GRS 92 4 item 13b	2.4	050	Wage and tax statements	DAA GRS 2016 0015 0005
2	13c	Tax Files Agency copy of W 3s, etc.	N1 GRS 92 4 item 13c	2.4	050	Wage and tax statements	DAA GRS 2016 0015 0005
2	14a	Saving Bond Purchase Files Authorization for purchase and Request for Change	N1 GRS 92 4 item 14a	Rescinded			
2	14b	Saving Bond Purchase Files Bond registration files	N1 GRS 92 4 item 14b	Rescinded			
2	14c	Saving Bond Purchase Files Bond receipt and transmittal files	N1 GRS 92 4 item 14c	Rescinded			
2	15a	Combined Federal Campaign and Other Allotment Authorizations Authorization for individual allotment	N1 GRS 92 4 item 15a	2.4	010	Records used to calculate payroll, arrange paycheck deposit, and change previously issued paychecks	DAA GRS 2016 0015 0001
2	15b	Combined Federal Campaign and Other Allotment Authorizations Other authorizations	N1 GRS 92 4 item 15b	2.4	010	Records used to calculate payroll, arrange paycheck deposit, and change previously issued paychecks	DAA GRS 2016 0015 0001
2	16	Thrift Savings Plan Election Form	N1 GRS 92 4 item 16	2.4	010	Records used to calculate payroll, arrange paycheck deposit, and change previously issued paychecks	DAA GRS 2016 0015 0001
2	17	Direct Deposit Sign up Form	N1 GRS 92 4 item 17	2.4	010	Records used to calculate payroll, arrange paycheck deposit, and change previously issued paychecks	DAA GRS 2016 0015 0001
2	18	Levy and Garnishment Files	N1 GRS 92 4 item 18	2.4	010	Records used to calculate payroll, arrange paycheck deposit, and change previously issued paychecks	DAA GRS 2016 0015 0001
2	19	Does not exist					
2	20	Does not exist					
2	21	Does not exist					
2	22a	Payroll System Reports Error reports, etc.	N1 GRS 92 4 item 22a	2.4	060	Payroll program administrative records: Administrative correspondence between agency and payroll processor, and system reports used for agency workload and or personnel management purposes	DAA GRS 2016 0015 0006

Old GRS				Current GRS			
GRS	Item	Series Title	Authority	GRS	Item	Series Title	Authority
2	22b	Payroll System Reports Reports and data used for workload and personnel management	N1 GRS 92 4 item 22b	2.4	060	Payroll program administrative records: Administrative correspondence between agency and payroll processor, and system reports used for agency workload and or personnel management purposes	DAA GRS 2016 0015 0006
2	22c	Payroll System Reports Reports providing fiscal info	N1 GRS 92 4 item 22c	2.4	061	Payroll program administrative records: Payroll system reports providing fiscal information on agency payroll	DAA GRS 2016 0015 0007
2	23a	Payroll Change Files Copies subject to GAO audit	N1 GRS 92 4 item 23a	2.4	010	Records used to calculate payroll, arrange paycheck deposit, and change previously issued paychecks	DAA GRS 2016 0015 0001
2	23b	Payroll Change Files All other copies	N1 GRS 92 4 item 23b	Rescinded			
2	24	Payroll Correspondence	N1 GRS 92 4 item 24	2.4	060	Payroll program administrative records: Administrative correspondence between agency and payroll processor, and system reports used for agency workload and or personnel management purposes	DAA GRS 2016 0015 0006
2	25	Does not exist					
2	26	Does not exist					
2	27	Does not exist					
2	28	Retirement files	N1 GRS 92 4 item 28	2.5	010	Separation program management records: Records not specific to an agency separation initiative	DAA GRS 2014 0004 0001
2	28	Retirement files	N1 GRS 92 4 item 28	2.5	011	Separation program management records: Records specific to an agency separation initiative	DAA GRS 2014 0004 0002
3	1a	Real Property Files Records relating to property acquired after December 31, 1920, other than abstract or certificate of title	GRS 3, August 10, 1960, item 2b	5.4	020	Real property ownership records	DAA GRS 2016 0011 0002
3	1b	Real Property Files Abstract or certificate of title	GRS 3, March 5, 1964, item 2c	5.4	020	Real property ownership records	DAA GRS 2016 0011 0002
3	2	General Correspondence Files	NC1 64 77 5 item 3	1.1	001	Financial management and reporting administrative records	DAA GRS 2016 0013 0001
3	3a1a	Routine Procurement Files Procurement or purchase organization copy, and related papers Transaction dated on or after July 3, 1995 Transactions exceeding simplified acquisition threshold and construction contracts exceeding \$2000	N1 GRS 95 4 item 3a1a	1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA GRS 2013 0003 0001
3	3a1b	Routine Procurement Files Procurement or purchase organization copy, and related papers Transaction dated on or after July 3, 1995 Transactions below simplified acquisition threshold and constructions contracts at or below \$2000	N1 GRS 95 4 item 3a1b	1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA GRS 2013 0003 0001
3	3a2a	Routine Procurement Files Procurement or purchase organization copy, and related papers Transactions dated earlier than July 3, 1995 Transactions that utilize other than small purchase procedures and all construction contracts exceeding \$2,000.	N1 GRS 95 4 item 3a2a	1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA GRS 2013 0003 0001

Old GRS				Current GRS			
GRS	Item	Series Title	Authority	GRS	Item	Series Title	Authority
3	3a2b	Routine Procurement Files Procurement or purchase organization copy, and related papers Transactions dated earlier than July 3, 1995 Transactions that utilize small purchase procedures and all construction contracts under \$2,000.	NC1 GRS 95 4 item 3a2b	1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA GRS 2013 0003 0001
3	3b	Routine Procurement Files Obligation copy	NC1 64 77 5 item 4b	Rescinded			
3	3c	Routine Procurement Files Other copies	NC1 64 77 5 item 4c	1.1	011	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: All other copies	DAA GRS 2013 0003 0002
3	3d	Routine Procurement Files Data submitted to FPDS	NC1 GRS 87 8 item 4d	1.1	013	Data submitted to the Federal Procurement Data System (FPDS)	DAA GRS 2016 0001 0002
3	4a	Supply Management Files Copies received from other units	NC1 64 77 5 item 5a	5.4	010	Facility, space, vehicle, equipment, stock, and supply administrative and operational records	DAA GRS 2016 0011 0001
3	4b	Supply Management Files Copies in other reporting units an drelated working documents	NC1 64 77 5 item 5b	5.4	010	Facility, space, vehicle, equipment, stock, and supply administrative and operational records	DAA GRS 2016 0011 0001
3	5a	Solicited and Unsolicited Bids and Proposals Files Successful bids and proposals	NC1 GRS 81 2 item 6a	1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA GRS 2013 0003 0001
3	5b1	Solicited and Unsolicited Bids and Proposals Files Unsuccessful Relating to small purchases	NC1 GRS 86 2 item 6b1	1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA GRS 2013 0003 0001
3	5b2a	Solicited and Unsolicited Bids and Proposals Files Solicited and unsolicited unsuccessful bids and proposals Relating to transactions above the small purchase limitations in 48 CFR Part 13 Files separated from contract case files	NC1 GRS 86 2 item 6b2a	1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA GRS 2013 0003 0001
3	5b2b	Solicited and Unsolicited Bids and Proposals Files Solicited and unsolicited unsuccessful bids and proposals Relating to transactions above the small purchase limitations in 48 CFR Part 13 When filed with contract case files	NC1 GRS 86 2 item 6b2b	1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA GRS 2013 0003 0001
3	5c1	Solicited and Unsolicited Bids and Proposals Files Cancelled solicitations files formal solicitations canceled prior to award	NC1 GRS 81 2 item 6c1	1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA GRS 2013 0003 0001
3	5c2	Unopened bids	NC1 GRS 81 2 item 6c2	1.1	012	Bids and proposals neither solicited nor accepted	DAA GRS 2016 0001 0001
3	5d	Solicited and Unsolicited Bids and Proposals Files Lists or card files of acceptable bidders	NC1 GRS 81 2 item 6d	1.1	070	Vendor and bidder information: Records of suspensions and debarments for violation of the Drug Free Workplace Act	DAA GRS 2016 0001 0004
3	5d	Solicited and Unsolicited Bids and Proposals Files Lists or card files of acceptable bidders	NC1 GRS 81 2 item 6d	1.1	071	Vendor and bidder information: Records of all other suspensions and debarments and all approved vendors and bidders	DAA GRS 2016 0001 0005
3	6a	Public Printer Files Procurement unit copy	NC1 64 77 5 item 7a	1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA GRS 2013 0003 0001

Old GRS				Current GRS			
GRS	Item	Series Title	Authority	GRS	Item	Series Title	Authority
3	6b	Public Printer Files Accounting copy	NC1 64 77 5 item 7b	1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA GRS 2013 0003 0001
3	7	Nonpersonal Requisition File	NC1 64 77 5 item 8	1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA GRS 2013 0003 0001
3	8a	Inventory Requisition File Stockroom copy	NC1 64 77 5 item 9a	5.4	010	Facility, space, vehicle, equipment, stock, and supply administrative and operational records	DAA GRS 2016 0011 0001
3	8b	Inventory Requisition File all other copies	NC1 64 77 5 item 9b	5.4	010	Facility, space, vehicle, equipment, stock, and supply administrative and operational records	DAA GRS 2016 0011 0001
3	9a	Inventory Files Inventory lists	NC1 64 77 5 item 10a	5.4	010	Facility, space, vehicle, equipment, stock, and supply administrative and operational records	DAA GRS 2016 0011 0001
3	9b	Inventory Files Inventory cards	NC1 64 77 5 item 10b	5.4	010	Facility, space, vehicle, equipment, stock, and supply administrative and operational records	DAA GRS 2016 0011 0001
3	9c	Inventory Files Report of survey files etc.	NC1 64 77 5 item 10c	5.4	010	Facility, space, vehicle, equipment, stock, and supply administrative and operational records	DAA GRS 2016 0011 0001
3	10	Telephone Records	NC1 64 77 5 item 11	1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA GRS 2013 0003 0001
3	11	Contractors' Payroll Files	NC1 64 77 5 item 12	1.1	050	Construction contractors' payroll files	DAA GRS 2013 0003 0003
3	12	Tax Exemption Files	NC1 64 77 5 item 13	1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA GRS 2013 0003 0001
3	13	Unsuccessful Grant Application Files	NC1 GRS 81 2 item 14a	1.2	021	Grant and cooperative agreement case files: Unsuccessful applications	DAA GRS 2013 0008 0006
3	14	Grant Administrative Files	NC1 64 77 5 item 17b	1.2	010	Grant and cooperative agreement program management records	DAA GRS 2013 0008 0007
3	15a	Contract Appeals Case Files prior to Oct. 1, 1979	N1 GRS 87 9 item 19a	Rescinded			
3	15b	Contract Appeals Case Files after Sep. 30, 1979	N1 GRS 87 9 item 19b	1.1	060	Contract appeals case files	DAA GRS 2016 0001 0003
3	16	Contractor's Statement of Contingent or Other Fees	N1 GRS 98 2 item 7	Rescinded			
3	17	Small and Disadvantaged Business Utilization Files	N1 GRS 87 14 item 1	Rescinded; later picked up by GRS 1.1, item 100			
3	18a	Federal Activities Inventory Reform (FAIR) Act Records maintained by office having primary responsibility	N1 GRS 05 2 item 18a	5.7	050	Mandatory reports to external Federal entities regarding administrative matters	DAA GRS 2017 0008 0005
3	18b	Federal Activities Inventory Reform (FAIR) Act Records maintained by other offices	N1 GRS 05 2 item 18b	5.7	050	Mandatory reports to external Federal entities regarding administrative matters	DAA GRS 2017 0008 0005
4	1	Property Disposal Correspondence Files	GRS 4, 1952, item 4	5.4	040	Excess personal property, equipment, and vehicle records	DAA GRS 2016 0011 0004
4	2	Excess Personal Property Reports	GRS 4, 1952, item 5	5.4	040	Excess personal property, equipment, and vehicle records	DAA GRS 2016 0011 0004
4	3a	Surplus Property Case Files more than \$25,000	N1 GRS 87 11 1 item 6a	1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA GRS 2013 0003 0001
4	3b	Surplus Property Case Files \$25,000 or less	N1 GRS 87 11 1 item 6b	1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA GRS 2013 0003 0001

Old GRS				Current GRS			
GRS	Item	Series Title	Authority	GRS	Item	Series Title	Authority
4	4	Real Property Files	Unknown	5.4	020	Real property ownership records	DAA GRS 2016 0011 0002
4	4	Real Property Files	Unknown	5.4	051	Facility design, engineering, and construction records: Final and as built drawings, plans, and designs; and all other records	DAA GRS 2016 0011 0006
5	1	Budget Correspondence	GRS 5, 1952, items 1 and 3	1.3	050	Budget administration records	DAA GRS 2015 0006 0007
5	2	Budget Background Records	NC1 GRS 81 13 item 2	1.3	010	Budget formulation, estimates, justification, and submission records, fiscal year 2017 and forward	DAA GRS 2015 0006 0001
5	2	Budget Background Records	NC1 GRS 81 13 item 2	1.3	040	Budget preparation background records: Records held in office responsible for preparing agency's budget proposal to the White House	DAA GRS 2015 0006 0005
5	2	Budget Background Records	NC1 GRS 81 13 item 2	1.3	041	Budget preparation background records: Records held at all other offices	DAA GRS 2015 0006 0006
5	3a	Budget Reports Files Annual report	GRS 5, 1952, item 5a	1.3	030	Budget reports: Full fiscal year reports	DAA GRS 2015 0006 0003
5	3b	Budget Reports Files All other reports	NC 64 75 2 item 5/5b	1.3	031	Budget reports: All other reports	DAA GRS 2015 0006 0004
5	4	Budget Apportionment Files	GRS 5, 1952, item 6	1.3	020	Budget execution records	DAA GRS 2015 0006 0002
6	1a	Accountable Officers' Files Originals	N1 GRS 91 3, item 6/1a	1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA GRS 2013 0003 0001
6	1b	Accountable Officers' Files Memorandum or extra copies	N1 GRS 86 3 item 1b	1.1	011	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: All other copies	DAA GRS 2013 0003 0002
6	2	GAO Exceptions Files	GRS 6, 1952, item 2	Rescinded			
6	3a	Certificates Settlement Files covering closed account settlements, etc.	GRS 6, 1952, item 3a	1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA GRS 2013 0003 0001
6	3b	Certificates Settlement Files covering periodic settlements	GRS 6, 1952, item 3b	1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA GRS 2013 0003 0001
6	4	General Fund Files	NC174 105 item 5	1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA GRS 2013 0003 0001
6	5a	Accounting Administrative Files For workload and personnel management	NC1 64 77 11 item 5a	1.1	001	Financial management and reporting administrative records	DAA GRS 2016 0013 0001
6	5b	Accounting Administrative Files All other files	NC1 64 77 11 item 5b	1.1	001	Financial management and reporting administrative records	DAA GRS 2016 0013 0001
6	6a1	Federal Personnel Surety Bond Files Official copies before 1/1/1956	NC1 64 77 11 item 6a1	Rescinded			
6	6a2	Federal Personnel Surety Bond Files Official copies after 12/31/1955	NC1 64 77 11 item 6a2	Rescinded			
6	6b	Federal Personnel Surety Bond Files Other	NC1 64 77 11 item 6b	Rescinded			
6	7	Gasoline Sales Tickets	NC1 64 77 11 item 7	1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA GRS 2013 0003 0001

Old GRS				Current GRS			
GRS	Item	Series Title	Authority	GRS	Item	Series Title	Authority
6	8	Telephone Toll Tickets	NC1 64 77 11 item 8	1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA GRS 2013 0003 0001
6	9	Telegrams	NC1 64 77 11 item 9	Rescinded			
6	10a	Administrative Claims Files Claims against the US	N1 GRS 87 13 item 1a	1.1	080	Administrative claims by or against the United States [originally published as GRS 1.1, item 080]	DAA GRS 2017 0005 0001
6	10b1	Administrative Claims Files Claims by the US Paid in full	N1 GRS 87 13 item 1b1	1.1	080	Administrative claims by or against the United States [originally published as GRS 1.1, item 080]	DAA GRS 2017 0005 0001
6	10b2a	Administrative Claims Files Claims by the US Collection action terminated right to collect not extended	N1 GRS 87 13 item 1b2a	1.1	080	Administrative claims by or against the United States [originally published as GRS 1.1, item 080]	DAA GRS 2017 0005 0001
6	10b2b	Administrative Claims Files Claims by the US Collection action terminated entitled to additional time	N1 GRS 87 13 item 1b2b	1.1	080	Administrative claims by or against the United States [originally published as GRS 1.1, item 080]	DAA GRS 2017 0005 0001
6	10b3	Administrative Claims Files Claims by US not owed to US	N1 GRS 87 13 item 1b3	1.1	080	Administrative claims by or against the United States [originally published as GRS 1.1, item 080]	DAA GRS 2017 0005 0001
6	10c	Administrative Claims Files affected by court order, etc.	N1 GRS 87 13 item 1c	1.1	080	Administrative claims by or against the United States [originally published as GRS 1.1, item 080]	DAA GRS 2017 0005 0001
6	11a	Waiver of Claims Files Approved waivers	N1 GRS 88 1 item 11a	1.1	080	Administrative claims by or against the United States [originally published as GRS 1.1, item 080]	DAA GRS 2017 0005 0001
6	11b	Waiver of Claims Files Denied waivers	N1 GRS 88 1 item 11b	1.1	080	Administrative claims by or against the United States [originally published as GRS 1.1, item 080]	DAA GRS 2017 0005 0001
7	1	Expenditures Accounting General Correspondence and Subject Files	GRS 7, 1952, item 1	1.1	001	Financial management and reporting administrative records	DAA GRS 2016 0013 0001
7	2	General Accounting Ledgers	NC1 GRS 83 5 item 1	1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA GRS 2013 0003 0001
7	3	Appropriation Allotment Files	NC1 GRS 83 5 item 2	1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA GRS 2013 0003 0001
7	4a	Expenditure Accounting Posting and Control Files Originals	NC 64 75 2 item 7/4a	1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA GRS 2013 0003 0001
7	4b	Expenditure Accounting Posting and Control Files Copies	GRS 7, 1952, item 4b	1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA GRS 2013 0003 0001
8	1	Plant, Cost, and Stores General Correspondence Files	GRS 8, 1952, item 1	1.1	001	Financial management and reporting administrative records	DAA GRS 2016 0013 0001
8	2	Stores Invoice Files	NC 64 75 2 item 8/3	1.1	040	Cost accounting for stores, inventory, and materials	DAA GRS 2013 0003 0012
8	3	Stores Accounting Files	NC 64 75 2 item 8/4	1.1	040	Cost accounting for stores, inventory, and materials	DAA GRS 2013 0003 0012
8	4	Stores Accounting Background Files	GRS 8, 1952, item 5	1.1	040	Cost accounting for stores, inventory, and materials	DAA GRS 2013 0003 0012
8	5	Plant Accounting Files	GRS 8, 1952, item 6	1.1	040	Cost accounting for stores, inventory, and materials	DAA GRS 2013 0003 0012
8	6a	Cost Accounting Reports Copies in units receiving reports	NC 64 75 2 item 8/7a	1.1	040	Cost accounting for stores, inventory, and materials	DAA GRS 2013 0003 0012

Old GRS				Current GRS			
GRS	Item	Series Title	Authority	GRS	Item	Series Title	Authority
8	6b	Cost Accounting Reports Copies in reporting units and related work papers	NC 64 75 2 item 8/7b	1.1	040	Cost accounting for stores, inventory, and materials	DAA GRS 2013 0003 0012
8	7a	Cost Report Data Files Ledgers and forms	NC 64 75 2 item 8/8a	1.1	040	Cost accounting for stores, inventory, and materials	DAA GRS 2013 0003 0012
8	7b1	Cost Report Data Files Automated records detail cards	GRS 8, 1952, item 8b1			Rescinded	
8	7b2	Cost Report Data Files Automated records summary cards	GRS 8, 1952, item 8b2			Rescinded	
8	7b3	Cost Report Data Files Tabulations	GRS 8, 1952, item 8b3			Rescinded	
9	1a	Commercial Freight and Passenger Transportation Files Original vouchers	N1 GRS 91 3 item 9/1a	1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA GRS 2013 0003 0001
9	1b	Commercial Freight and Passenger Transportation Files Exclusion to 1a	N1 GRS 91 3 item 9/1b	1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA GRS 2013 0003 0001
9	1c	Commercial Freight and Passenger Transportation Files Issuing office copies	N1 GRS 91 3 item 9/1c	1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA GRS 2013 0003 0001
9	1d	Commercial Freight and Passenger Transportation Files Obligation copy	N1 GRS 91 3 item 1d	1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA GRS 2013 0003 0001
9	1e	Commercial Freight and Passenger Transportation Files Unused ticket redemption forms	N1 GRS 98 2 item 8	1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA GRS 2013 0003 0001
9	2	Lost or Damaged Shipment Files	N1 GRS 91 3 item 9/2	5.5	040	Lost, destroyed, or damaged shipment records	DAA GRS 2016 0012 0004
9	3a	Noncommercial, Reimbursable Travel Files Travel administrative office files	N1 GRS 91 3 item 9/3a	1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA GRS 2013 0003 0001
9	3b	Noncommercial, Reimbursable Travel Files Obligation copies	N1 GRS 91 3 item 9/3b	1.1	011	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: All other copies	DAA GRS 2013 0003 0002
9	4a	General Travel and Transportation Files Admin records	N1 GRS 91 3 item 9/4a	1.1	001	Financial management and reporting administrative records	DAA GRS 2016 0013 0001
9	4b	General Travel and Transportation Files Accountability Records	N1 GRS 91 3 item 9/4b	5.5	020	Mail, printing, and telecommunication services control records	DAA GRS 2016 0012 0002
9	5a	Records Relating to Official Passports Application files	N1 GRS 91 1 item 5a	2.2	090	Records related to official passports: Application records	DAA GRS 2017 0007 0013
9	5b	Records Relating to Official Passports Annual reports	N1 GRS 91 1 item 5b	2.2	010	Employee management administrative records	DAA GRS 2017 0007 0001
9	5c	Records Relating to Official Passports Passport registers	N1 GRS 98 2 item 9	2.2	010	Employee management administrative records	DAA GRS 2017 0007 0001
				2.2	091	Records related to official passports: Official passport registers	DAA GRS 2017 0007 0014
9	6	Does not exist				N/A	
9	7	Federal Employee Transportation Subsidy Records	N1 GRS 97 2 item 7	2.4	130	Transportation subsidy program administrative records	DAA GRS 2016 0015 0017
9	7	Federal Employee Transportation Subsidy Records	N1 GRS 97 2 item 7	2.4	131	Transportation subsidy program individual case files	DAA GRS 2016 0015 0018
10	1	Motor Vehicle Correspondence Files	GRS 10, 1952, item 1	5.4	010	Facility, space, vehicle, equipment, stock, and supply administrative and operational records	DAA GRS 2016 0011 0001

Old GRS				Current GRS			
GRS	Item	Series Title	Authority	GRS	Item	Series Title	Authority
10	2a	Motor Vehicle Operating and Maintenance Files Operating records	GRS 10, 1952, item 2a	5.4	090	Land vehicle and water vessel inspection, maintenance, and service records	DAA GRS 2016 0011 0011
10	2b	Motor Vehicle Operating and Maintenance Files Maintenance records	GRS 10, 1952, item 2b	5.4	090	Land vehicle and water vessel inspection, maintenance, and service records	DAA GRS 2016 0011 0011
10	3	Motor Vehicle Cost Files	GRS 10, 1952, item 3	5.4	090	Land vehicle and water vessel inspection, maintenance, and service records	DAA GRS 2016 0011 0011
10	4	Motor Vehicle Report Files	GRS 10, 1952, item 4	5.4	010	Facility, space, vehicle, equipment, stock, and supply administrative and operational records	DAA GRS 2016 0011 0001
10	5	Motor Vehicle Accident Files	GRS 10, 1952, item 5	5.4	140	Vehicle and vessel accident and incident records	DAA GRS 2016 0011 0017
10	6	Motor Vehicle Release Files	NARA memo 10/20/1955	5.4	040	Excess personal property, equipment, and vehicle records	DAA GRS 2016 0011 0004
10	7	Motor Vehicle Operator Files	Unknown	5.4	110	Vehicle and heavy equipment operator records	DAA GRS 2016 0011 0014
10	8	Does not exist				N/A	
10	9	Routine Aircraft Operations	N1 GRS 04 6, item 1	5.4	120	Aircraft flight operations records	DAA GRS 2016 0011 0015
10	10	Logistical Support for Flight Operations	N1 GRS 04 6, item 2	5.4	130	Aircraft operational support records	DAA GRS 2016 0011 0016
10	11a	General Aircraft Maintenance and Modification Records Recordkeeping copies of maintenance manuals for unique or customized aircraft	N1 GRS 04 6, item 3a			Rescinded	
10	11b	General Aircraft Maintenance and Modification Records All other records	N1 GRS 04 6, item 3	5.4	100	Aircraft inspection, maintenance, and modification records	DAA GRS 2016 0011 0013
				5.4	130	Aircraft operational support records	DAA GRS 2016 0011 0016
10	12	Individual Aircraft Maintenance and Airframe Modification Records	N1 GRS 04 6, item 4	5.4	100	Aircraft inspection, maintenance, and modification records	DAA GRS 2016 0011 0013
10	13	Records Required for Accident/Incident Reports	N1 GRS 04 6, item 5	5.6	100	Accident and incident records	DAA GRS 2017 0006 0013
11	1	Space and Maintenance General Correspondence Files	N1 GRS 96 1, item 1c	5.4	010	Facility, space, vehicle, equipment, stock, and supply administrative and operational records	DAA GRS 2016 0011 0001
11	2a	Agency Space Files Building plan files, etc.	GRS 11, 1952, item 2a	5.4	010	Facility, space, vehicle, equipment, stock, and supply administrative and operational records	DAA GRS 2016 0011 0001
11	2b1	Agency Space Files Correspondence and reports Reports to GSA	GRS 11, 1952, item 2b1	5.4	010	Facility, space, vehicle, equipment, stock, and supply administrative and operational records	DAA GRS 2016 0011 0001
11	2b2	Agency Space Files Copies	GRS 11, 1952, item 2b2	5.4	010	Facility, space, vehicle, equipment, stock, and supply administrative and operational records	DAA GRS 2016 0011 0001
11	3	Directory Service Files	GRS 11, 1952, item 3	5.4	010	Facility, space, vehicle, equipment, stock, and supply administrative and operational records	DAA GRS 2016 0011 0001
11	4a	Credentials Files Identification credentials	GRS 11, 1952, item 4a	5.6	120	Personal identification credentials and cards: Application and activation records	DAA GRS 2017 0006 0016
11	4a	Credentials Files Identification credentials	GRS 11, 1952, item 4a	5.6	130	Local facility identification and card access records	DAA GRS 2017 0006 0018
11	4b	Credentials Files Receipts, indexes, listings, etc.	GRS 11, 1952, item 4b	5.6	120	Personal identification credentials and cards: Application and activation records	DAA GRS 2017 0006 0016
11	4b	Credentials Files Receipts, indexes, listings, etc.	GRS 11, 1952, item 4b	5.6	130	Local facility identification and card access records	DAA GRS 2017 0006 0018
11	5	Building and Equipment Service Files	GRS 11, 1952, item 5	5.4	071	Records tracking completion of custodial and minor repair work	DAA GRS 2016 0011 0009
12	1	Messenger Service Files	NC1 64 77 9, item 1	5.5	020	Mail, printing, and telecommunication services control records	DAA GRS 2016 0012 0002

Old GRS				Current GRS			
GRS	Item	Series Title	Authority	GRS	Item	Series Title	Authority
12	2a	Communication General Files Correspondence re: internal administration and operation	NC1 64 77 9, item 2a	5.5	010	Mail, printing, and telecommunication services administrative and operational records	DAA GRS 2016 0012 0001
12	2b	Communication General Files Telecommunications general files	NC1 64 77 9, item 2b	5.5	010	Mail, printing, and telecommunication services administrative and operational records	DAA GRS 2016 0012 0001
12	2c	Communication General Files Telecommunications statistical reports	NC1 64 77 9, item 2c	5.5	020	Mail, printing, and telecommunication services control records	DAA GRS 2016 0012 0002
12	2d1	Communication General Files Telecommunication voucher files reference copies	NC1 64 77 9, item 2d1	1.1	011	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: All other copies	DAA GRS 2013 0003 0002
12	2d2	Communication General Files Telecommunication voucher files relating to installation, etc.	NC1 64 77 9, item 2d2	5.5	010	Mail, printing, and telecommunication services administrative and operational records	DAA GRS 2016 0012 0001
12	2e	Communication General Files Copies of agreements	NC1 64 77 9, item 2e	5.5	010	Mail, printing, and telecommunication services administrative and operational records	DAA GRS 2016 0012 0001
12	3a	Telecommunications Operational Files Message registers, etc.	NC1 64 77 9, item 3a	5.5	020	Mail, printing, and telecommunication services control records	DAA GRS 2016 0012 0002
12	3b	Telecommunications Operational Files Copies of incoming/outgoing messages	NC1 64 77 9, item 3b	Rescinded			
12	4	Telephone Use (Call Detail) Records	N1 GRS 96 4	5.5	010	Mail, printing, and telecommunication services administrative and operational records	DAA GRS 2016 0012 0001
12	5a	Post Office and Private Mail Company Records re: incoming/outgoing mail	N1 GRS 87 2 item 5a	5.5	020	Mail, printing, and telecommunication services control records	DAA GRS 2016 0012 0002
12	5b	Post Office and Private Mail Company Records Application for registration and certification of declared value mail	N1 GRS 87 2 item 5b	5.5	020	Mail, printing, and telecommunication services control records	DAA GRS 2016 0012 0002
12	5c	Post Office and Private Mail Company Records Report of loss, etc.	N1 GRS 87 2 item 5c	5.5	020	Mail, printing, and telecommunication services control records	DAA GRS 2016 0012 0002
12	6a	Mail and Delivery Service Control Files Records of receipt and routing	NC1 64 77 9, item 6a	5.5	020	Mail, printing, and telecommunication services control records	DAA GRS 2016 0012 0002
12	6b	Mail and Delivery Service Control Files Statistical reports of postage used	NC1 64 77 9, item 6b	5.5	020	Mail, printing, and telecommunication services control records	DAA GRS 2016 0012 0002
12	6c	Mail and Delivery Service Control Files Requisition for stamps	NC1 64 77 9, item 6c	5.5	020	Mail, printing, and telecommunication services control records	DAA GRS 2016 0012 0002
12	6d	Mail and Delivery Service Control Files Statistical reports and data relating to handling of mail	NC1 64 77 9, item 6d	5.5	020	Mail, printing, and telecommunication services control records	DAA GRS 2016 0012 0002
12	6e	Mail and Delivery Service Control Files Records relating to checks or other valuables remitted to agency by mail	NC1 64 77 9, item 6e	5.5	020	Mail, printing, and telecommunication services control records	DAA GRS 2016 0012 0002
12	6f	Mail and Delivery Service Control Files Records of and receipts for mail and packages received through Official Mail and Messenger Service	NC1 64 77 9, item 6f	5.5	020	Mail, printing, and telecommunication services control records	DAA GRS 2016 0012 0002
12	6g	Mail and Delivery Service Control Files General files	NC1 64 77 9, item 6g	5.5	020	Mail, printing, and telecommunication services control records	DAA GRS 2016 0012 0002
12	6h	Mail and Delivery Service Control Files Locator cards, directories, indexes, etc.	NC1 64 77 9, item 6h	5.5	020	Mail, printing, and telecommunication services control records	DAA GRS 2016 0012 0002

Old GRS				Current GRS			
GRS	Item	Series Title	Authority	GRS	Item	Series Title	Authority
12	7	Metered Mail Files	NC1 64 77 9, item 7	5.5	030	Metered mail records	DAA GRS 2016 0012 0003
12	8	Postal Irregularities Files	NC1 64 77 9, item 8	5.5	020	Mail, printing, and telecommunication services control records	DAA GRS 2016 0012 0002
12	8	Postal Irregularities Files	NC1 64 77 9, item 8	5.6	050	Records of credit card abuse and postal irregularities	DAA GRS 2017 0006 0006
13	1	Administrative Correspondence Files	GRS 13, 1952, item 2	5.5	010	Mail, printing, and telecommunication services administrative and operational records	DAA GRS 2016 0012 0001
13	2a	Project Files Files pertaining to the accomplishment of the job	GRS 13, 1952, item 3a	5.5	020	Mail, printing, and telecommunication services control records	DAA GRS 2016 0012 0002
13	2b	Project Files Files pertaining to planning and other tech matters	GRS 13, 1952, item 3b	5.5	010	Mail, printing, and telecommunication services administrative and operational records	DAA GRS 2016 0012 0001
13	3	Control Files	GRS 13, 1952, item 4	5.5	020	Mail, printing, and telecommunication services control records	DAA GRS 2016 0012 0002
13	4a	Mailing Lists Correspondence, etc.	GRS 13, 1952, item 5a	6.5	020	Customer/client records	DAA GRS 2017 0002 0002
13	4b	Mailing Lists Card lists	GRS 13, 1952, item 5b	6.5	020	Customer/client records	DAA GRS 2017 0002 0002
13	5a	Joint Committee on Printing (JCP) Reports Files Agency report to JCP	GRS 13, 1952, item 6a	5.7	050	Mandatory reports to external Federal entities regarding administrative matters	DAA GRS 2017 0008 0005
13	5b	Joint Committee on Printing (JCP) Reports Files Copies in subordinate units	GRS 13, 1952, item 6b	5.7	050	Mandatory reports to external Federal entities regarding administrative matters	DAA GRS 2017 0008 0005
13	6	Internal Management Files	GRS 13, 1952, item 7	5.5	010	Mail, printing, and telecommunication services administrative and operational records	DAA GRS 2016 0012 0001
14	1	Information Requests Files	N1 GRS 98 2, item 10	4.2	010	General information request files	DAA GRS 2013 0007 0001
14	2	Acknowledgment Files	GRS 14, 1954, item 4	4.2	010	General information request files	DAA GRS 2013 0007 0001
14	3	Press Service Files	GRS 14, 1954, item 5	Rescinded			
14	4	Information Project Files	GRS 14, 1954, item 6	6.4	030	Public affairs product production files	DAA GRS 2016 0005 0003
14	5	Commendation/Complaint Correspondence Files	GRS 14, 1954, item 7	6.4	020	Public correspondence and communications not requiring formal action	DAA GRS 2016 0005 0002
14	5	Commendation/Complaint Correspondence Files	GRS 14, 1954, item 7	6.5	010	Public customer service operations records	DAA GRS 2017 0002 0001
14	6	Indexes and Check Lists	GRS 14, 1954, item 8	6.4	030	Public affairs product production files	DAA GRS 2016 0005 0003
14	7 10	Do not exist		N/A			
14	11a1	FOIA Requests Files Correspondence, etc. Granting access	NC1 64 77 1 item 16a1	4.2	020	Access and disclosure request files	DAA GRS 2016 0002 0001
14	11a2a	FOIA Requests Files Unable to be filled not appealed	NC1 64 77 1 item 16a2a	4.2	020	Access and disclosure request files	DAA GRS 2016 0002 0001
14	11a2b	FOIA Requests Files Unable to be filled appealed	NC1 64 77 1 item 16a2b	4.2	020	Access and disclosure request files	DAA GRS 2016 0002 0001
14	11a3a	FOIA Requests Files Denied not appealed	NC1 64 77 1 item 16a3a	4.2	020	Access and disclosure request files	DAA GRS 2016 0002 0001
14	11a3b	FOIA Requests Files Denied appealed	NC1 64 77 1 item 16a3b	4.2	020	Access and disclosure request files	DAA GRS 2016 0002 0001
14	11b	FOIA Requests Files Official file copy of requested records	NC1 64 77 1 item 16b	Rescinded			
14	12a	FOIA Appeals Files Correspondence and supporting documents	NC1 64 77 1 item 17a	4.2	020	Access and disclosure request files	DAA GRS 2016 0002 0001
14	12b	FOIA Appeals Files Official file copy of records under appeal	NC1 64 77 1 item 17b	Rescinded			

Old GRS				Current GRS			
GRS	Item	Series Title	Authority	GRS	Item	Series Title	Authority
14	13a	FOIA Control Files Registers or listings	NC1 64 76 3, item 11a	4.2	040	Accounting for and control of access to classified and controlled unclassified records and records requested under FOIA, PA, and MDR	DAA GRS 2016 0002 0004
14	13b	FOIA Control Files Other files	NC1 64 76 3, item 11b	4.2	040	Accounting for and control of access to classified and controlled unclassified records and records requested under FOIA, PA, and MDR	DAA GRS 2016 0002 0004
14	14	FOIA Reports Files	N1 GRS 98 2 item 11	4.2	070	Agency reports to the Congress, Department of Justice, or other entities regarding FOIA, MDR, PA, and similar access and disclosure programs	DAA GRS 2013 0007 0006
14	15	FOIA Administrative Files	N1 GRS 98 2 item 12	4.2	001	FOIA, Privacy Act, and classified documents administrative records	DAA GRS 2016 0013 0003
14	16 20	Do not exist		N/A			
14	21a1	Privacy Act Requests Files Correspondence, etc. Granting access	NC1 64 77 1 item 25a1	4.2	020	Access and disclosure request files	DAA GRS 2016 0002 0001
14	21a2a	Privacy Act Requests Files Unable to be filled - not appealed	NC1 64 77 1 item 25a2a	4.2	020	Access and disclosure request files	DAA GRS 2016 0002 0001
14	21a2b	Privacy Act Requests Files Unable to be filled - appealed	NC1 64 77 1 item 25a2b	4.2	020	Access and disclosure request files	DAA GRS 2016 0002 0001
14	21a3a	Privacy Act Requests Files Denied not appealed	NC1 64 77 1 item 25a3a	4.2	020	Access and disclosure request files	DAA GRS 2016 0002 0001
14	21a3b	Privacy Act Requests Files Denied appealed	NC1 64 77 1 item 25a3b	4.2	020	Access and disclosure request files	DAA GRS 2016 0002 0001
14	21b	Privacy Act Requests Files Official file copy of requested records	NC1 64 77 1 item 25b	Rescinded			
14	22a	Privacy Act Amendment Case Files Agreed by agency	NC1 64 77 1 item 26a	4.2	090	Privacy Act amendment request files	DAA GRS 2013 0007 0007
14	22b	Privacy Act Amendment Case Files Refused by agency	NC1 64 77 1 item 26b	4.2	090	Privacy Act amendment request files	DAA GRS 2013 0007 0007
14	22c	Privacy Act Amendment Case Files Refused and appealed	NC1 64 77 1 item 26c	4.2	090	Privacy Act amendment request files	DAA GRS 2013 0007 0007
14	23	Privacy Act Accounting of Disclosure Files	NC1 64 77 1 item 27	4.2	050	Privacy Act accounting of disclosure files	NC1 64 77 1 item 27
14	24a	Privacy Act Control Files registers or listings	NC1 64 77 1 item 28a	4.2	040	Accounting for and control of access to classified and controlled unclassified records and records requested under FOIA, PA, and MDR	DAA GRS 2016 0002 0004
14	24b	Privacy Act Control Files other files	NC1 64 77 1 item 28b	4.2	040	Accounting for and control of access to classified and controlled unclassified records and records requested under FOIA, PA, and MDR	DAA GRS 2016 0002 0004
14	25	Privacy Act Reports Files	N1 GRS 89 4 item 1	4.2	070	Agency reports to the Congress, Department of Justice, or other entities regarding FOIA, MDR, PA, and similar access and disclosure programs	DAA GRS 2013 0007 0006
14	26	Privacy Act General Administrative Files	N1 GRS 98 2 item 13	4.2	001	FOIA, Privacy Act, and classified documents administrative records	DAA GRS 2016 0013 0003
14	27 30	Do not exist		N/A			
14	31a1	Mandatory Review For Declassification Requests Files Correspondence, etc. Granting access	N1 GRS 87 7, item 31a1	4.2	020	Access and disclosure request files	DAA GRS 2016 0002 0001
14	31a2a	Mandatory Review For Declassification Requests Files Unable to be filled not appealed	N1 GRS 87 7, item 31a2a	4.2	020	Access and disclosure request files	DAA GRS 2016 0002 0001
14	31a2b	Mandatory Review For Declassification Requests Files Unable to be filled appealed	N1 GRS 87 7, item 31a2b	4.2	020	Access and disclosure request files	DAA GRS 2016 0002 0001
14	31a3a	Mandatory Review For Declassification Requests Files Denied not appealed	N1 GRS 87 7, item 31a3a	4.2	020	Access and disclosure request files	DAA GRS 2016 0002 0001
14	31a3b	Mandatory Review For Declassification Requests Files Denied appealed	N1 GRS 87 7, item 31a3b	4.2	020	Access and disclosure request files	DAA GRS 2016 0002 0001

Old GRS				Current GRS			
GRS	Item	Series Title	Authority	GRS	Item	Series Title	Authority
14	31b	Mandatory Review For Declassification Requests Files Official file copy of requested records	N1 GRS 87 7, item 31b	Rescinded			
14	31c	Mandatory Review For Declassification Requests Files Sanitizing instructions	N1 GRS 87 7, item 31c	4.2	020	Access and disclosure request files	DAA GRS 2016 0002 0001
14	32a	Mandatory Review for Declassification Appeals Files Correspondence and supporting documents	N1 GRS 87 7, item 32a	4.2	020	Access and disclosure request files	DAA GRS 2016 0002 0001
14	32b	Mandatory Review for Declassification Appeals Files Official file copy of records under appeal	N1 GRS 87 7, item 32b	Rescinded			
14	33a	Mandatory Review for Declassification Control Files regular or listing	N1 GRS 87 7, item 33a	4.2	040	Accounting for and control of access to classified and controlled unclassified records and records requested under FOIA, PA, and MDR	DAA GRS 2016 0002 0004
14	33b	Mandatory Review for Declassification Control Files: other files	N1 GRS 87 7, item 33b	4.2	040	Accounting for and control of access to classified and controlled unclassified records and records requested under FOIA, PA, and MDR	DAA GRS 2016 0002 0004
14	34	Mandatory Review for Declassification Reports Files	N1 GRS 98 2 item 14	4.2	030	Information access and protection tracking and control records	DAA GRS 2016 0002 0002
14	35	Mandatory Review for Declassification Administrative Files	N1 GRS 98 2 item 15	4.2	030	Information access and protection tracking and control records	DAA GRS 2016 0002 0002
14	36a	Erroneous Release Files that include the official file copy of the released records	N1 GRS 89 2 item 36a	4.2	060	Erroneous release records: Records filed with the record keeping copy of the erroneously released records	DAA GRS 2015 0002 0001
14	36b	Erroneous Release Files that do not include the official file copy of the released records	N1 GRS 89 2 item 36b	4.2	061	Erroneous release records: Records filed separately from the record keeping copy of the released records	DAA GRS 2015 0002 0002
15	1	Housing General Correspondence Files	GRS 15, 1953, item 1	5.4	010	Facility, space, vehicle, equipment, stock, and supply administrative and operational records	DAA GRS 2016 0011 0001
15	2a	Housing Maintenance and Repair Files Summary card or ledger record	GRS 15, 1953, item 2a	5.4	070	Records documenting facility structure and long term maintenance	DAA GRS 2016 0011 0008
15	2b	Housing Maintenance and Repair Files Work orders, etc.	GRS 15, 1953, item 2b	5.4	070	Records documenting facility structure and long term maintenance	DAA GRS 2016 0011 0008
15	3	Housing Management Files	GRS 15, 1953, item 3	5.4	010	Facility, space, vehicle, equipment, stock, and supply administrative and operational records	DAA GRS 2016 0011 0001
15	4	Housing Lease Files	GRS 15, 1953, item 4	5.4	080	Housing rental and lease records	DAA GRS 2016 0011 0010
15	5a	Housing Assignment and Vacancy Card Files Individual tenant cards	GRS 15, 1953, item 5a	5.4	080	Housing rental and lease records	DAA GRS 2016 0011 0010
15	5b	Housing Assignment and Vacancy Card Files Individual housing unit cards	GRS 15, 1953, item 5b	5.4	080	Housing rental and lease records	DAA GRS 2016 0011 0010
15	6	Housing Inventory Files	GRS 15, 1953, item 6	5.4	010	Facility, space, vehicle, equipment, stock, and supply administrative and operational records	DAA GRS 2016 0011 0001
15	7a	Housing Application Files Rejected application files	GRS 15, 1953, item 7a	5.4	080	Housing rental and lease records	DAA GRS 2016 0011 0010
15	7b	Housing Application Files All others	GRS 15, 1953, item 7b	5.4	080	Housing rental and lease records	DAA GRS 2016 0011 0010
16	1a	Administrative Issuances Notices, etc.	NC1 GRS 81 5 item 3c	5.7	030	Administrative directives and notices	DAA GRS 2017 0008 0003
16	1b	Administrative Issuances Case files	NC1 GRS 81 5 item 3d	5.7	030	Administrative directives and notices	DAA GRS 2017 0008 0003
16	2a1	Records Disposition Files Basic documentation approved SF115s	N1 GRS 98 2 item 16	4.1	020	Records management program records	DAA GRS 2013 0002 0007
16	2a2	Records Disposition Files Basic documentation Other records	N1 GRS 98 2 item 17	4.1	020	Records management program records	DAA GRS 2013 0002 0007

Old GRS				Current GRS			
GRS	Item	Series Title	Authority	GRS	Item	Series Title	Authority
16	2b	Records Disposition Files Routine correspondence and memoranda	N1 GRS 98 2 item 18	4.1	020	Records management program records	DAA GRS 2013 0002 0007
16	3a	Forms Files One record copy of each form	NC1 GRS 81 4 item 1	4.1	040	Forms management records	DAA GRS 2013 0002 0009
16	3b	Forms Files Background materials, etc.	NC1 64 77 8 item 4b	4.1	040	Forms management records	DAA GRS 2013 0002 0009
16	4a	Records Holdings Files records in offices that prepare reports on agency wide records holdings	NC1 GRS 80 4 item 6a	Rescinded			
16	4b	Records Holdings Files records held by other offices	NC1 GRS 80 4 item 6b	Rescinded			
16	5	Project Control Files	NC1 64 77 8 item 7	Rescinded			
16	6	Reports Control Files	NC1 GRS 80 7 item 1	5.7	040	Records about authorizing and managing report requirements and parameters	DAA GRS 2017 0008 0004
16	7	Records Management Files	N1 GRS 98 2 item 19	4.1	020	Records management program records	DAA GRS 2013 0002 0007
16	7	Records Management Files	N1 GRS 98 2 item 19	4.1	030	Vital or essential records program records	DAA GRS 2013 0002 0008
16	8	Does not exist		N/A			
16	9	Feasibility Studies	NC1 GRS 81 7 item 1	3.1	011	System development records	DAA GRS 2013 0005 0007
16	10a	Microfilm Inspection Records re: permanent records	N1 GRS 91 4 item 1	4.1	020	Records management program records	DAA GRS 2013 0002 0007
16	10b	Microfilm Inspection Records re: temporary records	N1 GRS 98 2 item 22	4.1	020	Records management program records	DAA GRS 2013 0002 0007
16	11	IRM Triennial Review Files	N1 GRS 87 15 item 1	Rescinded			
16	12	Information Collection Budget Files	N1 GRS 87 16 item 1	5.7	050	Mandatory reports to external Federal entities regarding administrative matters	DAA GRS 2017 0008 0005
16	13a	Documents Published in the Federal Register Processing notices announcing matters not codified in CFR	N1 GRS 87 17 item 1a	5.7	070	Federal Register notices other than proposed and final rules	DAA GRS 2017 0012 0004
16	13b	Documents Published in the Federal Register Processing of semiannual regulatory agenda	N1 GRS 87 17 item 1b	5.7	080	Agency input into the unified agenda	DAA GRS 2017 0012 0005
16	14a	Management Control Records Policy, procedure, and guidance files	N1 GRS 91 5 item 1a	5.7	010	Internal administrative accountability and operational management control records	DAA GRS 2017 0008 0001
16	14b	Management Control Records Management control plans	N1 GRS 91 5 item 1b	5.7	010	Internal administrative accountability and operational management control records	DAA GRS 2017 0008 0001
16	14c	Management Control Records Risk analyses	N1 GRS 91 5 item 1c	5.7	010	Internal administrative accountability and operational management control records	DAA GRS 2017 0008 0001
16	14d	Management Control Records Annual reports and assurance statements	N1 GRS 91 5 item 1d	5.7	010	Internal administrative accountability and operational management control records	DAA GRS 2017 0008 0001
16	14e	Management Control Records Tracking files	N1 GRS 98 2 item 23	5.7	010	Internal administrative accountability and operational management control records	DAA GRS 2017 0008 0001
16	14f1	Management Control Records Review Files Responsible office	N1 GRS 91 5 item 1f1	5.7	020	Internal control review, response, and mitigation management records	DAA GRS 2017 0008 0002
16	14f2	Management Control Records Review Files Other offices	N1 GRS 91 5 item 1f2	Rescinded			
17	1	Cartographic Records Prepared During Intermediate Stages of Publication	N1 GRS 88 5 item 1	6.4	030	Public affairs product production files	DAA GRS 2016 0005 0003
17	2	Does not exist		N/A			
17	3	Architectural Drawings of Temporary Structure and Buildings or of Buildings Not Critical to the Mission of the Agency	N1 GRS 98 2 item 24	5.4	051	Final and as built drawings, plans, and designs; and all other records	DAA GRS 2016 0011 0006
17	4	Drawings of Electrical, Plumbing, Heating, or Air Conditioning Systems	N1 GRS 98 2 item 25	5.4	051	Final and as built drawings, plans, and designs; and all other records	DAA GRS 2016 0011 0006

Old GRS				Current GRS			
GRS	Item	Series Title	Authority	GRS	Item	Series Title	Authority
17	5	Contract Negotiation Drawings	N1 GRS 98 2 item 26	5.4	050	Draft, preliminary, intermediate, working, and contract negotiation drawings	DAA GRS 2016 0011 0005
17	6	Space Assignment Plans	N1 GRS 98 2 item 27	5.4	051	Final and as built drawings, plans, and designs; and all other records	DAA GRS 2016 0011 0006
17	7	Does not exist				N/A	
17	8	Engineering Drawings of Routine Minor Parts	N1 GRS 98 2 item 28	5.4	051	Final and as built drawings, plans, and designs; and all other records	DAA GRS 2016 0011 0006
17	9	Drawings Reflecting Minor Modifications	N1 GRS 98 2 item 29	5.4	051	Final and as built drawings, plans, and designs; and all other records	DAA GRS 2016 0011 0006
17	10	Paint Plans and Samples	N1 GRS 98 2 item 30	5.4	051	Final and as built drawings, plans, and designs; and all other records	DAA GRS 2016 0011 0006
18	1	Classified Documents Administrative Correspondence Files	GRS 18, 1960, item 2	4.2	001	FOIA, Privacy Act, and classified documents administrative records	DAA GRS 2016 0013 0003
18	2	Document Receipt Files	GRS 18, 1960, item 3	4.2	030	Information access and protection tracking and control records	DAA GRS 2016 0002 0002
18	3	Destruction Certificates Files	GRS 18, 1960, item 4	4.2	030	Information access and protection tracking and control records	DAA GRS 2016 0002 0002
18	4	Classified Document Inventory Files	GRS 18, 1960, item 5	4.2	030	Information access and protection tracking and control records	DAA GRS 2016 0002 0002
18	5a	Top Secret Accounting and Control Files accountability over Top Secret documents	GRS 18, 1960, item 6a	4.2	040	Accounting for and control of access to classified and controlled unclassified records and records requested under FOIA, PA, and MDR	DAA GRS 2016 0002 0004
18	5b	Top Secret Accounting and Control Files handling and control documents	GRS 18, 1960, item 6b	4.2	040	Accounting for and control of access to classified and controlled unclassified records and records requested under FOIA, PA, and MDR	DAA GRS 2016 0002 0004
18	6	Access Request Files	GRS 18, 1960, item 7	4.2	030	Information access and protection tracking and control records	DAA GRS 2016 0002 0002
18	7a	Classified Document Container Security Files safe and padlock combinations, names of individuals knowing combinations	GRS 18, 1960, item 8	4.2	031	Access control records	DAA GRS 2013 0007 0020
18	7b	Classified Document Container Security Files records of opening, closing, and routine checking of the security of containers	N1 GRS 93 1 item 7b	4.2	032	Records relating to classified or controlled unclassified document containers	DAA GRS 2016 0002 0003
18	8	Security and Protective Services Administrative Correspondence Files	GRS 18, 1960, item 9	5.6	010	Security administrative records	DAA GRS 2017 0006 0001
18	9	Survey and Inspection Files government owned facilities	GRS 18, 1960, item 10	5.6	080	Facility security assessment records: Areas requiring highest level security	DAA GRS 2017 0006 0010
18	9	Survey and Inspection Files government owned facilities	GRS 18, 1960, item 10	5.6	081	Facility security assessment records: All other facility security areas	DAA GRS 2017 0006 0011
18	10	Survey and Inspection Files privately owned facilities	GRS 18, 1960, item 11	5.6	080	Facility security assessment records: Areas requiring highest level security	DAA GRS 2017 0006 0010
18	10	Survey and Inspection Files privately owned facilities	GRS 18, 1960, item 11	5.6	081	Facility security assessment records: All other facility security areas	DAA GRS 2017 0006 0011
18	11	Investigative Files for fire, explosions and accidents	GRS 18, 1960, item 12	5.6	100	Accident and incident records	DAA GRS 2017 0006 0013
18	12	Property Pass Files	GRS 18, 1960, item 13	5.6	040	Property pass records	DAA GRS 2017 0006 0005
18	13a	Guard Assignment Files ledger records	GRS 18, 1960, item 14a	5.6	010	Security administrative records	DAA GRS 2017 0006 0001
18	13b	Guard Assignment Files requests, analyses, reports, change notices, etc.	GRS 18, 1960, item 14b	5.6	010	Security administrative records	DAA GRS 2017 0006 0001
18	14a	Police Functions Files ledger records	GRS 18, 1960, item 15a	5.6	100	Accident and incident records	DAA GRS 2017 0006 0013
18	14b	Police Functions Files reports, statements of witnesses, warning notices, etc.	GRS 18, 1960, item 15b	5.6	100	Accident and incident records	DAA GRS 2017 0006 0013
18	14c	Police Functions Files reports on contact of outside police with building occupants	GRS 18, 1960, item 15c	5.6	100	Accident and incident records	DAA GRS 2017 0006 0013
18	15a	Personal Property Accountability Files ledger files	GRS 18, 1960, item 16a	5.6	060	Unclaimed personal property records: Records for property valued over \$500	DAA GRS 2017 0006 0007

Old GRS				Current GRS			
GRS	Item	Series Title	Authority	GRS	Item	Series Title	Authority
18	15a	Personal Property Accountability Files ledger files	GRS 18, 1960, item 16a	5.6	061	Unclaimed personal property records: Records for property valued at \$500 or less	DAA GRS 2017 0006 0008
18	15b	Personal Property Accountability Files reports, loss statements, receipts, etc.	GRS 18, 1960, item 16b	5.6	060	Unclaimed personal property records: Records for property valued over \$500	DAA GRS 2017 0006 0007
18	15b	Personal Property Accountability Files reports, loss statements, receipts, etc.	GRS 18, 1960, item 16b	5.6	061	Unclaimed personal property records: Records for property valued at \$500 or less	DAA GRS 2017 0006 0008
18	16a	Key Accountability Files areas under maximum security	GRS 18, 1960, item 17	5.6	020	Key and card access accountability records: Areas requiring highest level security awareness	DAA GRS 2017 0006 0002
18	16b	Key Accountability Files other areas	GRS 18, 1960, item 17	5.6	021	Key and card access accountability records: All other facility security areas	DAA GRS 2017 0006 0003
18	17a	Visitor Control Files areas under maximum security	GRS 18, 1960, item 18	5.6	110	Visitor processing records: Areas requiring highest level security awareness	DAA GRS 2017 0006 0014
18	17b	Visitor Control Files other areas	GRS 18, 1960, item 18	5.6	111	Visitor processing records: All other facility security areas	DAA GRS 2017 0006 0015
18	18a	Facilities Checks Files Data sheets, door slip summaries, check sheets, and guard reports on security violations	GRS 18, 1960, item 19a	5.6	090	Records of routine security operations	DAA GRS 2017 0006 0012
18	18b	Facilities Checks Files Reports of routine after hours security checks	GRS 18, 1960, item 19b	5.6	090	Records of routine security operations	DAA GRS 2017 0006 0012
18	19a	Guard Service Control Files Control center key or code records, emergency call cards, and building record and employee identification cards	GRS 18, 1960, item 20a	5.6	090	Records of routine security operations	DAA GRS 2017 0006 0012
18	19b	Guard Service Control Files Round reports, service reports on interruptions and tests, and punch clock dial sheets	GRS 18, 1960, item 20b	5.6	090	Records of routine security operations	DAA GRS 2017 0006 0012
18	19c	Guard Service Control Files Automatic machine patrol charts and registers of patrol and alarm services	GRS 18, 1960, item 20c	5.6	090	Records of routine security operations	DAA GRS 2017 0006 0012
18	19d	Guard Service Control Files Arms distribution sheets, charge records, and receipts	GRS 18, 1960, item 20d	5.6	030	Uniform and equipment tracking records	DAA GRS 2017 0006 0004
18	20a	Logs and Registers central master logs	GRS 18, 1960, item 21a	5.6	110	Visitor processing records: Areas requiring highest level security	DAA GRS 2017 0006 0014
18	20a	Logs and Registers central master logs	GRS 18, 1960, item 21a	5.6	111	Visitor processing records: All other facility security areas	DAA GRS 2017 0006 0015
18	20b	Logs and Registers individual posts	GRS 18, 1960, item 21b	5.6	110	Visitor processing records: Areas requiring highest level security	DAA GRS 2017 0006 0014
18	20b	Logs and Registers individual posts	GRS 18, 1960, item 21b	5.6	111	Visitor processing records: All other facility security areas	DAA GRS 2017 0006 0015
18	21	Security Clearance Administrative Subject Files	NC1 GRS 80 1 item 22	5.6	010	Security administrative records	DAA GRS 2017 0006 0001
18	22a	Personnel Security Clearance Files investigation done by government	NC1 GRS 80 1 item 23a	5.6	181	Personnel security and access clearance records: Records of people issued clearances	DAA GRS 2017 0006 0025
18	22b	Personnel Security Clearance Files investigation provided by other organizations	NC1 GRS 80 1 item 23b	5.6	170	Personnel suitability and eligibility investigative reports	DAA GRS 2017 0006 0022
18	22c	Personnel Security Clearance Files index	NC1 GRS 80 1 item 23c	5.6	190	Index to the personnel security case files	DAA GRS 2017 0006 0026
18	23	Personnel Security Clearance Status Files	NC1 GRS 80 1 item 24	5.6	190	Index to the personnel security case files	DAA GRS 2017 0006 0026
18	24a	Security Violations Files referred to DOJ or DOD	NC1 GRS 81 8 item 1a	5.6	200	Information security violations records	DAA GRS 2017 0006 0027
18	24b	Security Violations Files not referred to DOJ or DOD	N1 GRS 98 2 item 31	5.6	200	Information security violations records	DAA GRS 2017 0006 0027

Old GRS				Current GRS			
GRS	Item	Series Title	Authority	GRS	Item	Series Title	Authority
18	25a	Classified Information Nondisclosure Agreements maintained separately from OPF	N1 GRS 95 1 item 1a	4.2	121	Classified information nondisclosure agreements: Records maintained separately from the individual's OPF	DAA GRS 2015 0002 0003
18	25b	Classified Information Nondisclosure Agreements maintained in OPF	N1 GRS 95 1 item 1b	Rescinded			
18	26	Emergency Planning Administrative Correspondence Files	GRS 18, 1960, item 27	5.3	010	Continuity planning and related emergency planning files	DAA GRS 2016 0004 0001
18	27	Emergency Planning Case Files	NC1 GRS 81 1 item 1b	5.3	010	Continuity planning and related emergency planning files	DAA GRS 2016 0004 0001
18	28	Emergency Operations Tests Files	NC1 GRS 81 1 item 4	5.3	010	Continuity planning and related emergency planning files	DAA GRS 2016 0004 0001
18	29a	National Defense Executive Reserve (NDER) Case Files reservists	N1 GRS 87 10 item 1a	Rescinded			
18	29b	National Defense Executive Reserve (NDER) Case Files applications rejected or withdrawn	N1 GRS 87 10 item 1b	Rescinded			
20	1a	Files/Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records Electronic	N1 GRS 95 2 item 1a	3.1	010	Information technology development project records: Infrastructure project records	DAA GRS 2013 0005 0006
20	1a	Files/Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records Electronic files for testing system performance, etc.	N1 GRS 95 2 item 1a	3.1	011	Information technology development project records: System development records	DAA GRS 2013 0005 0007
20	1a	Files/Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records Electronic files for testing system performance, etc.	N1 GRS 95 2 item 1a	3.1	020	Information technology operations and maintenance records	DAA GRS 2013 0005 0004
20	1b	Files/Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records Electronic files/ records to create/update master file	N1 GRS 87 5 item 1b	5.2	020	Intermediary records	DAA GRS 2017 0003 0002
20	1c	Files/Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records Records created to monitor system usage	N1 GRS 95 2 item 1c	3.2	030	System access records: Systems not requiring special accountability for access	DAA GRS 2013 0006 0003
20	2a1	Input/Source Records Hard copy Previously scheduled; must be transferred in hard copy	N1 GRS 07 4 item 2a1	Rescinded			
20	2a2	Input/Source Records Hard copy Previously scheduled; e recs don't meet transfer standards	N1 GRS 07 4 item 2a2	Rescinded			
20	2a3	Input/Source Records Hard copy Contain info not captured in electronic version	N1 GRS 07 4 item 2a3	Rescinded			
20	2a4	Input/Source Records Hard copy Records not covered by 2a1 3.	N1 GRS 07 4 item 2a4	5.2	020	Intermediary records	DAA GRS 2017 0003 0002
20	2b	Input/Source Records Electronic records (except noted in 2c) entered during update process	N1 GRS 87 5 item 2b	5.2	020	Intermediary records	DAA GRS 2017 0003 0002
20	2c	Input/Source Records Electronic records received from another agency	N1 GRS 87 5 item 2c	5.2	020	Intermediary records	DAA GRS 2017 0003 0002
20	2d	Input/Source Records Uncalibrated or unvalidated observational data	N1 GRS 87 5 item 2d	5.2	020	Intermediary records	DAA GRS 2017 0003 0002
20	3a	Electronic Versions of Records Scheduled for Disposal Scanned images	N1 GRS 07 4 item 3a	Rescinded			
20	3b1	Electronic Versions of Records Scheduled for Disposal Other than scanned images Administrative records	N1 GRS 07 4 item 3b1	Rescinded			

Old GRS				Current GRS			
GRS	Item	Series Title	Authority	GRS	Item	Series Title	Authority
20	3b2	Electronic Versions of Records Scheduled for Disposal Other than scanned images Records covered by GRS 1, Item 21; GRS 1, Item 22; GRS 1, Item 25f; GRS 12, Item 3; and GRS 18, Item 5.	N1 GRS 07 4 item 3b2			Rescinded	
20	3b3	Electronic Versions of Records Scheduled for Disposal Other than scanned images Digital still pictures, sound or video	N1 GRS 07 4 item 3b3			Rescinded	
20	3b4	Electronic Versions of Records Scheduled for Disposal Other than scanned images Media neutral program records	N1 GRS 07 4 item 3b4			Rescinded	
20	3b5	Electronic Versions of Records Scheduled for Disposal Other than scanned images Program records maintained in an electronic format that are not covered by Items 3(a), 3(b)1, 3(b)3, or 3(b)4.	N1 GRS 07 4 item 3b5			Rescinded	
20	3.1	Electronic Records that Replace Permanent Hard Copy Records	N1 GRS 07 4 item 3.1			Rescinded	
20	4	Data Files Consisting of Summarized Information	N1 GRS 95 2 item 4	5.2	020	Intermediary records	DAA GRS 2017 0003 0002
20	5	Records Consisting of Extracted Information	N1 GRS 95 2 item 5	5.2	020	Intermediary records	DAA GRS 2017 0003 0002
20	6	Print File	N1 GRS 95 2 item 6	5.2	020	Intermediary records	DAA GRS 2017 0003 0002
20	7	Technical Reformat File	N1 GRS 95 2 item 7	5.2	020	Intermediary records	DAA GRS 2017 0003 0002
20	8a	Backups of Files Identical to permanent records	N1 GRS 95 2 item 8a	3.2	050	Backups of master files and databases: File identical to permanent records scheduled for transfer to the National Archives	DAA GRS 2013 0006 0007
20	8b	Backups of Files Identical to temporary records	N1 GRS 95 2 item 8b	3.2	051	Backups of master files and databases: File identical to temporary records authorized for destruction by a NARA approved records schedule	DAA GRS 2013 0006 0008
20	9	Finding Aids (or Indexes)	N1 GRS 95 2 item 9	4.1	010	Tracking and control records	DAA GRS 2013 0002 0016
20	10	Special Purpose Programs	N1 GRS 87 5 item 10	3.1	012	Information technology development project records: Special purpose computer programs and applications	DAA GRS 2013 0005 0008
20	11a1	Documentation Related to temporary systems	N1 GRS 07 4 item 11a1	3.1	051	All documentation for temporary electronic records and documentation not necessary for preservation of permanent records	DAA GRS 2013 0005 0003
20	11a2	Documentation Related to permanent systems	N1 GRS 07 4 item 11a2	3.1	050	Documentation necessary for preservation of permanent electronic records	DAA GRS 2013 0005 0002
20	11b	Documentation Copies of records relating to system security	N/A	3.2	010	Systems and data security records	DAA GRS 2013 0006 0001
20	12a	Downloaded and Copied Data Derived data for ad hoc reports	N1 GRS 95 2 item 12a	5.2	020	Intermediary records	DAA GRS 2017 0003 0002
20	12b	Downloaded and Copied Data Derived data in lieu of hard copy reports	N1 GRS 95 2 item 12b	5.2	020	Intermediary records	DAA GRS 2017 0003 0002
20	12c	Downloaded and Copied Data Metadata or reference data	N1 GRS 95 2 item 12c	5.2	020	Intermediary records	DAA GRS 2017 0003 0002
20	13	Word Processing Files	N1 GRS 95 2 item 13	5.1	020	Non recordkeeping copies of electronic records	DAA GRS 2016 0016 0002
20	14	Electronic Mail Records	N1 GRS 95 2 item 14	5.1	020	Non recordkeeping copies of electronic records	DAA GRS 2016 0016 0002
20	15a	Electronic Spreadsheets Used to produce hard copy that is maintained in organized files	N1 GRS 95 2 item 15a	5.1	020	Non recordkeeping copies of electronic records	DAA GRS 2016 0016 0002
20	15b	Electronic Spreadsheets Maintained in electronic form	N1 GRS 95 2 item 15b	5.1	020	Non recordkeeping copies of electronic records	DAA GRS 2016 0016 0002

Old GRS				Current GRS			
GRS	Item	Series Title	Authority	GRS	Item	Series Title	Authority
20	16	Hard Copy Printouts Created to Meet Ad Hoc Business Needs	N1 GRS 07 4 item 3.2	5.2	020	Intermediary records	DAA GRS 2017 0003 0002
21	1	Photographs of Routine Award Ceremonies, Social Events, and Activities not Related to the Mission of the Agency (Still Photography)	N1 GRS 98 2, item 32	6.4	050	Routine audiovisual records	DAA GRS 2016 0005 0006
21	2	Personnel Identification or Passport Photographs (Still Photography)	N1 GRS 98 2, item 33	2.2	090	Records related to official passports: Application records	DAA GRS 2017 0007 0013
21	2	Personnel Identification or Passport Photographs (Still Photography)	N1 GRS 98 2, item 33	5.6	120	Personal identification credentials and cards: Application and activation records	DAA GRS 2017 0006 0016
21	2	Personnel Identification or Passport Photographs (Still Photography)	N1 GRS 98 2, item 33	5.6	130	Local facility identification and card access records	DAA GRS 2017 0006 0018
21	3	Internal Personnel and Administrative Training Filmstrips and Slides of Programs that do not reflect the Mission of the Agency (Still Photog.)	NC1 GRS 81 9, item I-3	2.6	010	Non mission employee training program records	DAA GRS 2016 0014 0001
21	4	Does not exist				N/A	
21	5	Viewgraphs	N1 GRS 98 2, item 34	6.4	050	Routine audiovisual records	DAA GRS 2016 0005 0006
21	6	Routine Artwork for Handbills, Flyers, Posters, Letterhead, and Other Graphics	N1 GRS 98 2, item 35	6.4	030	Public affairs product production files	DAA GRS 2016 0005 0003
21	7	Line and Halftone Negatives, Screened Paper Prints and Offset Lithographic Plates Used for Photomechanical Reproduction	NC1 GRS 81 9, item II-3	6.4	030	Public affairs product production files	DAA GRS 2016 0005 0003
21	8	Line Copies of Graphs and Charts	N1 GRS 98 2, item 36	6.4	030	Public affairs product production files	DAA GRS 2016 0005 0003
21	9	Films Acquired from Outside Sources for Personnel and Management Training (Motion Pictures)	NC1 GRS 81 9, item III 1	2.6	010	Non mission employee training program records	DAA GRS 2016 0014 0001
21	10	Does not exist				N/A	
21	11	Routine Surveillance Footage (Motion Pictures)	N1 GRS 98 2, item 37	5.6	090	Records of routine security operations	DAA GRS 2017 0006 0012
21	12	Routine Scientific, Medical, or Engineering Footage (Motion Pictures)	N1 GRS 98 2, item 38			Rescinded	
21	13	Does not exist				N/A	
21	14	Programs Acquired from Outside Sources for Personnel and Management Training (Video Recordings)	NC1 GRS 81 9, item IV 1	2.6	010	Non mission employee training program records	DAA GRS 2016 0014 0001
21	15	Does not exist				N/A	
21	16	Rehearsal or Practice Tapes (Video Recordings)	NC1 GRS 81 9, item IV 3	6.4	030	Public affairs product production files	DAA GRS 2016 0005 0003
21	17	Internal Personnel and Administrative Training Programs that do not Reflect the Mission of the Agency (Video Recordings)	NC1 GRS 81 9, item IV 4	2.6	010	Non mission employee training program records	DAA GRS 2016 0014 0001
21	18	Routine Surveillance Recordings (Video Recordings)	N1 GRS 98 2, item 39	5.6	090	Records of routine security operations	DAA GRS 2017 0006 0012
21	19	Routine Scientific, Medical, or Engineering Recordings (Video Recordings)	N1 GRS 98 2, item 40			Rescinded	
21	20	Recordings that Document Routine Meetings and Award Presentations (Video Recordings)	N1 GRS 98 2, item 41	6.4	050	Routine audiovisual records	DAA GRS 2016 0005 0006
21	21	Does not exist				N/A	
21	22	Recordings of Meetings Made Exclusively for Note Taking or Transcription (Audio/Sound Recordings)	NC1 GRS 81 9, item V 1	5.2	020	Intermediary records	DAA GRS 2017 0003 0002
21	23	Dictation Belts or Tapes (Audio/Sound Recordings)	NC1 GRS 81 9, item V 2	5.2	020	Intermediary records	DAA GRS 2017 0003 0002

Old GRS				Current GRS			
GRS	Item	Series Title	Authority	GRS	Item	Series Title	Authority
21	24	Premix Sound Elements Created During the Course of a Motion Picture, Television, or Radio Production (Audio/Sound Recordings)	NC1 GRS 81 9, item V 3	6.4	030	Public affairs product production files	DAA GRS 2016 0005 0003
21	25	Does not exist		N/A			
21	26	Daily or Spot News Recordings Available to Local Radio Stations on a Call in Basis (Audio/Sound Recordings)	NC1 GRS 98 2, item 42	6.4	040	Routine media relations records	DAA GRS 2016 0005 0004
21	27	Does not exist		N/A			
21	28	Production Files or Similar Files that Document Origin, Development, Acquisition, Use and Ownership of Temporary Audiovisual Records	NC1 GRS 81 9, item VI 1	6.4	050	Routine audiovisual records	DAA GRS 2016 0005 0006
21	29	Finding Aids for Temporary Audiovisual Records	NC1 GRS 81 9, item VI 2	4.1	010	Tracking and control records	DAA GRS 2013 0002 0016
23	1	Office Administration Files	N1 GRS 98 2 item 43	5.1	010	Administrative records maintained in any agency office	DAA GRS 2016 0016 0001
23	2 4	Do not exist		N/A			
23	5a	Schedules of Daily Activities substantive information	N1 GRS 87 19 item 5a	5.1	010	Administrative records maintained in any agency office	DAA GRS 2016 0016 0001
23	5b	Schedules of Daily Activities routine activities	N1 GRS 87 19 item 5b	5.1	010	Administrative records maintained in any agency office	DAA GRS 2016 0016 0001
23	6a	Suspense Files A note or reminder	NC1 GRS 80 8 item 3a	5.2	010	Transitory records	DAA GRS 2017 0003 0001
23	6b	Suspense Files Copy of outgoing communication	NC1 GRS 80 8 item 3b	5.2	010	Transitory records	DAA GRS 2017 0003 0001
23	7	Transitory Files (first bullet only) Routine requests for information	N1 GRS 04 5, item 1	4.2	010	General information request files	DAA GRS 2013 0007 0001
23	7	Transitory Files (all other bullets)	N1 GRS 04 5, item 1	5.2	010	Transitory records	DAA GRS 2017 0003 0001
23	8	Tracking and Control Records	N1 GRS 98 2 item 45	4.1	010	Tracking and control records	DAA GRS 2013 0002 0016
23	9	Finding Aids (or Indexes)	N1 GRS 98 2 item 46	4.1	010	Tracking and control records	DAA GRS 2013 0002 0016
24	1a	Oversight and Compliance Files Performance measurements and benchmarks	N1 GRS 03 1 item 1a	3.1	040	Information technology oversight and compliance records	DAA GRS 2013 0005 0010
24	1b	Oversight and Compliance Files All other oversight and compliance records	N1 GRS 03 1 item 1b	3.1	040	Information technology oversight and compliance records	DAA GRS 2013 0005 0010
24	2	IT Facility, Site Management, and Equipment Support Services Records	N1 GRS 03 1 item 2	3.1	020	Information technology operations and maintenance records	DAA GRS 2013 0005 0004
24	3a	IT Asset and Configuration Management Files Inventories	N1 GRS 03 1 item 3a	3.1	020	Information technology operations and maintenance records	DAA GRS 2013 0005 0004
24	3b1	IT Asset and Configuration Management Files Management Records system implementations, applications, modifications	N1 GRS 03 1 item 3b1	3.1	030	Configuration and Change Management Records	DAA GRS 2013 0005 0005
24	3b2	IT Asset and Configuration Management Files Management Records routine IT maintenance	N1 GRS 03 1 item 3b2	3.1	020	Information technology operations and maintenance records	DAA GRS 2013 0005 0004
24	4a1	System Backups and Tape Library Records Backup tapes Incremental backup tapes	N1 GRS 03 1 item 4a1	3.2	040	System backups and tape library records: Incremental backup files	DAA GRS 2013 0006 0005
24	4a2	System Backups and Tape Library Records Backup tapes Full backup tapes	N1 GRS 03 1 item 4a2	3.2	041	System backups and tape library records: Full backup files	DAA GRS 2013 0006 0006
24	4b	System Backups and Tape Library Records Tape library records	N1 GRS 03 1 item 4b	4.1	010	Tracking and control records	DAA GRS 2013 0002 0016
24	5a	Files Related to Maintaining the Security of Systems and Data System Security Plans and Disaster Recovery Plans	N1 GRS 03 1 item 5a	3.2	010	Systems and data security records	DAA GRS 2013 0006 0001
24	5b	Files Related to Maintaining the Security of Systems and Data IT risks, etc.	N1 GRS 03 1 item 5b	3.2	010	Systems and data security records	DAA GRS 2013 0006 0001

Old GRS				Current GRS			
GRS	Item	Series Title	Authority	GRS	Item	Series Title	Authority
24	6a	User Identification, Profiles, Authorizations, and Password Files Systems requiring special accountability	N1 GRS 03 1 item 6a	3.2	031	System access records: Systems requiring special accountability for access	DAA GRS 2013 0006 0004
24	6b	User Identification, Profiles, Authorizations, and Password Files Routine systems	N/A	3.2	030	System access records: Systems not requiring special accountability for access	DAA GRS 2013 0006 0003
24	7	Computer Security Incident Handling, Reporting, and Follow up Records	N1 GRS 03 1 item 7	3.2	020	Computer security incident handling, reporting and follow up records	DAA GRS 2013 0006 0002
24	8a	IT Operations Records Workload schedules, etc.	N1 GRS 03 1 item 8a	3.1	020	Information technology operations and maintenance records	DAA GRS 2013 0005 0004
24	8b	IT Operations Records Problem reports, etc.	N1 GRS 03 1 item 8b	3.1	020	Information technology operations and maintenance records	DAA GRS 2013 0005 0004
24	8c	IT Operations Records Operations reports, etc.	N1 GRS 03 1 item 8c	3.1	020	Information technology operations and maintenance records	DAA GRS 2013 0005 0004
24	9a	Financing of IT Resources and Services Agreements	N1 GRS 03 1 item 9a	3.1	020	Information technology operations and maintenance records	DAA GRS 2013 0005 0004
24	9b	Financing of IT Resources and Services Files related to managing third party services	N1 GRS 03 1 item 9b	3.1	020	Information technology operations and maintenance records	DAA GRS 2013 0005 0004
24	9c	Financing of IT Resources and Services allocate charges, track payments	N1 GRS 03 1 item 9c	3.1	020	Information technology operations and maintenance records	DAA GRS 2013 0005 0004
24	10a	IT Customer Service Files Help desk information	N1 GRS 03 1 item 10a	5.8	010	Technical and administrative help desk operational records	DAA GRS 2017 0001 0001
24	10b	IT Customer Service Files Logs, reports, etc.	N1 GRS 03 1 item 10b	5.8	010	Technical and administrative help desk operational records	DAA GRS 2017 0001 0001
24	11a	IT Infrastructure Design and Implementation Files Not implemented	N1 GRS 03 1 item 11a	3.1	010	Information technology development project records: Infrastructure project records	DAA GRS 2013 0005 0006
24	11b	IT Infrastructure Design and Implementation Files Implemented	N1 GRS 03 1 item 11b	3.1	010	Information technology development project records: Infrastructure project records	DAA GRS 2013 0005 0006
24	11c	IT Infrastructure Design and Implementation Files Installation and testing	N1 GRS 03 1 item 11c	3.1	010	Information technology development project records: Infrastructure project records	DAA GRS 2013 0005 0006
24	12	Does not exist					
24	13a1	PKI Records PKI Administrative Records FBCA Cas	N1 GRS 07 3 item 13a1	3.2	060	PKI administrative records: FBCA Cas	N1 GRS 07 3 item 13a1
24	13a2	PKI Records PKI Administrative Records Other Cas	N1 GRS 07 3 item 13a2	3.2	061	PKI administrative records: Other (non FBCA et. al.) CAs	N1 GRS 07 3 item 13a2
24	13b	PKI Records Transaction specific records	N1 GRS 07 3 item 13b	3.2	062	PKI transaction specific records	N1 GRS 07 3 item 13b
25	1a	Ethics Program Implementation, Interpretation, Counseling, and Development Files [see records list in schedule]	N1 GRS 01 1 item 1a	2.8	010	General ethics program records	DAA GRS 2016 0006 0001
25	1b	Ethics Program Implementation, Interpretation, Counseling, and Development Files all other records	N1 GRS 01 1 item 1b	2.8	010	General ethics program records	DAA GRS 2016 0006 0001
25	2a1	Financial Disclosure Reporting Files public reports individuals not subsequently confirmed or elected	N1 GRS 01 1 item 2a1	2.8	060	Public financial disclosure reports: Reports for individuals filing in accordance with the Ethics in Government Act, as amended (5 U.S.C. app.), including the Stop Trading on Congressional Knowledge Act of 2012 (STOCK Act) (Pub. L. 112 105), and not subsequently confirmed by the U.S. Senate	DAA GRS 2014 0005 0007
25	2a2	Financial Disclosure Reporting Files public reports all other reports	N1 GRS 01 1 item 2a2	2.8	061	Public financial disclosure reports: All other reports	DAA GRS 2014 0005 0008
25	2b1	Financial Disclosure Reporting Files confidential reports individuals not subsequently confirmed or elected	N1 GRS 01 1 item 2b1	2.8	070	Confidential financial disclosure reports: Reports for individuals not subsequently confirmed by the U.S. Senate	DAA GRS 2014 0005 0011
		Financial Disclosure Reporting Files	N1 GRS 01 1 item	2.8	071	Confidential financial disclosure reports: All other reports	DAA GRS 2014 0005 0012

Old GRS				Current GRS			
GRS	Item	Series Title	Authority	GRS	Item	Series Title	Authority
25	2b2	Financial Disclosure Reporting Files confidential reports all other reports	N1 GRS 01 1 item 2b2	2.8	072	Confidential financial disclosure reports: OGE Optional Form 450 A reports	DAA GRS 2014 0005 0013
25	2c1	Financial Disclosure Reporting Files alternative or additional individuals not subsequently confirmed or elected	N1 GRS 01 1 item 2c1	2.8	080	Alternative or additional financial disclosure reports and related records: Reports for individuals not subsequently confirmed by the U.S. Senate	DAA GRS 2014 0005 0014
25	2c2	Financial Disclosure Reporting Files alternative or additional all other reports	N1 GRS 01 1 item 2c2	2.8	081	Alternative or additional financial disclosure reports and related records: All other reports	DAA GRS 2014 0005 0015
25	3	Ethics Agreement Records	N1 GRS 01 1 item 3	2.8	100	Ethics agreements records: Agreements for employees who do not file financial disclosure reports	DAA GRS 2014 0005 0017
25	3	Ethics Agreement Records	N1 GRS 01 1 item 3	2.8	101	Ethics agreements records: Agreements for employees who file financial disclosure reports	DAA GRS 2014 0005 0018
25	4	Referrals and Notifications of Violations of Criminal Conflict of Interest Statutes and Other Potential Violations Files	N1 GRS 01 1 item 4	2.8	020	Referrals and notifications of violations of criminal conflict of interest statutes and other potential violations files	DAA GRS 2014 0005 0002
25	5a	Non Federally Funded Travel Files Semiannual Expense Reports	N1 GRS 01 1 item 5a	2.8	030	Reports of payments accepted from non Federal sources: Agency reports	DAA GRS 2014 0005 0003
25	5b	Non Federally Funded Travel Files records used to compile Semiannual Expense Reports	N1 GRS 01 1 item 5b	2.8	031	Reports of payments accepted from non Federal sources: Supporting documentation	DAA GRS 2014 0005 0004
25	6a	Ethics Program Review Files OGE program review reports, etc.	N1 GRS 01 1 item 6a	2.8	050	Ethics program review records	DAA GRS 2014 0005 0006
25	6b	Ethics Program Review Files all other records	N1 GRS 01 1 item 6b	2.8	050	Ethics program review records	DAA GRS 2014 0005 0006
25	7a	Annual Agency Ethics Program Questionnaire Files questionnaire completed by ethics officials in compliance with Section 402(e)(1) of the Ethics in Government Act of 1978	N1 GRS 01 1 item 7a	2.8	040	Office of Government Ethics program questionnaire records	DAA GRS 2014 0005 0005
25	7b	Annual Agency Ethics Program Questionnaire Files all other records	N1 GRS 01 1 item 7b	2.8	040	Office of Government Ethics program questionnaire records	DAA GRS 2014 0005 0005
25	8a	Ethics Program Employee Training and Education Files administration	N1 GRS 01 1 item 8a	2.6	020	Ethics training records	DAA GRS 2016 0014 0002
25	8b	Ethics Program Employee Training and Education Files training materials	N1 GRS 01 1 item 8b	2.6	020	Ethics training records	DAA GRS 2016 0014 0002
25	9	Ethics Program Procedures Files	N1 GRS 01 1 item 9	2.8	010	General ethics program records	DAA GRS 2016 0006 0001
26	1a	Internal Agency Committees unrelated to mission	N1 GRS 04 1 item 1a	5.1	030	Records of non mission related internal agency committees	DAA GRS 2016 0016 0003
26	1b	Internal Agency Committees related to mission	N1 GRS 04 1 item 1b	Rescinded			
26	2a	FACA Committees establishment, policy, etc.	N1 GRS 07 5, item 2a	6.2	010	Substantive Committee Records (Non Grant Review Committees)	DAA GRS 2015 0001 0001
26	2a	FACA Committees establishment, policy, etc.	N1 GRS 07 5, item 2a	6.2	020	Substantive Audiovisual Records (Non Grant Review Committees)	DAA GRS 2015 0001 0002
26	2b	FACA Committees day to day activities	N1 GRS 07 1, item 2b	6.2	050	Non substantive Committee Records	DAA GRS 2015 0001 0005
26	2c1	FACA Committees websites electronic version	N1 GRS 07 1, item 2c1	6.2	010	Substantive Committee Records (Non Grant Review Committees)	DAA GRS 2015 0001 0001
26	2c1	FACA Committees websites electronic version	N1 GRS 07 1, item 2c1	6.2	050	Non substantive Committee Records	DAA GRS 2015 0001 0005
26	2c2	FACA Committees websites design and management	N1 GRS 07 1, item 2c2	Rescinded			
26	2c3	FACA Committees websites electronic version of records duplicated elsewhere	N1 GRS 07 1, item 2c3	6.2	050	Non substantive Committee Records	DAA GRS 2015 0001 0005
26	3	Records not maintained by sponsor or secretariat	N1 GRS 04 1, item 3	Rescinded			
26	4	Committee management records	N1 GRS 04 1, item 4	6.2	040	Committee Accountability Records	DAA GRS 2015 0001 0004

Old GRS				Current GRS			
GRS	Item	Series Title	Authority	GRS	Item	Series Title	Authority
26	4	Committee management records	N1 GRS 04 1, item 4	6.2	050	Non substantive Committee Records	DAA GRS 2015 0001 0005
26	4	Committee management records	N1 GRS 04 1, item 4	6.2	060	Committee Management Records	DAA GRS 2015 0001 0006
27	1	Information Technology Program Planning Records	N1 GRS 04 4 item 1	6.3	010	Information Technology program and capital investment planning records	DAA GRS 2017 0009 0001
27	2	Enterprise Architecture Records	N1 GRS 04 4 item 2	6.3	020	Enterprise architecture records	DAA GRS 2017 0009 0002
27	3	Information Technology Capital Investment Records	N1 GRS 04 4 item 3	6.3	010	Information Technology program and capital investment planning records	DAA GRS 2017 0009 0001
27	4	Legal and Regulatory Compliance Records	N1 GRS 04 4 item 4	4.2	080	Annual reports by agency CIO, Inspector General, or Senior Agency Official for Privacy	DAA GRS 2013 0007 0022
27	5	CIO Committee Records	N1 GRS 04 4 item 5	6.3	010	Information Technology program and capital investment planning records	DAA GRS 2017 0009 0001
27	6	CIO Subject and Office Records	N1 GRS 04 4 item 6	Rescinded			
27	7	Schedules of Daily Activities	N1 GRS 04 4 item 7	Rescinded			