

GENERAL RECORDS SCHEDULE REVISION MONTHLY STATUS REPORT

February 2016

TRANSMITTAL 26: Expected Spring /Summer 2016

TITLE	APPRAISER	WHERE IN PROCESS	STATUS
GRS 1.1 Revisions	Wilson	Final Review	Final stakeholder review
GRS 2.6 Employee Training Records	Kim	Appraisal	Finalizing package for final stakeholder review
GRS 4.2 Addition: PIAs & SORNs	Wilson	Final Review	Final stakeholder review
GRS 4.4 Library & Special Collections Records	McHale/Kim	Signed	Signed – but not yet issued
GRS 5.3 Continuity & Emergency Planning Records	Riley	Final Review	Final stakeholder review
GRS 6.4 Public Affairs	Riley	Final Review	Final stakeholder review

TRANSMITTAL 27: Expected Spring 2017

TITLE	APPRAISER	WHERE IN PROCESS	STATUS
GRS 1.3 Budgeting Records	Wilson	Appraisal	Waiting on information from OMB
GRS 5.1 General Administrative Records	Riley	Development	In development
GRS 5.2 Transitory Records	Riley	Development	In development
Additions to 1.1, 3.1, and 4.2: Administrative Records Items	Riley	Development	In development
GRS 5.4 Facilities, Fleet and Equipment Records	Wilson	Initial Review	Ready for initial review – to be sent first week of March
GRS 5.5 Mail and Telecommunications Services Records	Wilson	Initial Review	Ready for initial review – to be sent first week of March
GRS 5.6 Security Records	McHale	Development	In development
GRS 5.7 Management Controls and Oversight Records	Compton	Development	In development
GRS 5.8 Administrative Help Desk Records	Kim	Development	Finalizing package for initial review
GRS 6.3 Legal Records	Compton	Development	Pulled back for additional development
GRS 6.5 Customer Service Records	Kim	Initial Review	Ready for initial review – to be sent first week of March
GRS 6.6 Legislative & Congressional Affairs Records	Kim	Development	In development

UNKNOWN ISSUANCE DATE (Dependent on outside agency action)

TITLE	APPRAISER	WHERE IN PROCESS	STATUS
GRS 2.1 Employee Acquisition Records	Wilson	Final Review	Final stakeholder review; awaiting OPM concurrence
GRS 2.2 Employee Management Records	McHale	Development	Preparing for initial review; dependent on OPM
GRS 2.3 Employee Relations Records	Compton	Final Review	Final stakeholder review; awaiting OPM concurrence
GRS 2.4 Employee Compensation and Benefits Records	Wilson	Appraisal	Waiting to resolve records retention question with OPM
GRS 2.7 Employee Health and Safety Records	McHale	Development	In development; dependent on OPM