

## GENERAL RECORDS SCHEDULE REVISION MONTHLY STATUS REPORT

May 2016

### TRANSMITTAL 26: Expected Summer 2016

TITLE	APPRAISER	WHERE IN PROCESS	STATUS
GRS 1.1 Revisions	Wilson	Signed	Signed
GRS 2.6 Employee Training Records	Kim	Approval	Sent for signature
GRS 2.8 Revision	McHale	Final Review	Requested off Federal Register; comments close 6/30
GRS 4.2 Addition: PIAs & SORNs	Wilson	Signed	Signed
GRS 4.2 Revisions	Wilson	Approval	Sent for signature
GRS 4.4 Library & Special Collections Records	McHale/Kim	Signed	Signed

### TRANSMITTAL 27: Expected Spring 2017

TITLE	APPRAISER	WHERE IN PROCESS	STATUS
GRS 1.3 Budgeting Records	Wilson	Appraisal	Waiting on information from OMB
GRS 2.5 Addition of Phased Retirement Program	Wilson	Appraisal	Comments adjudicated
GRS 4.2 Addition of FOIA Virtual Library Records	Wilson	Appraisal	Comments adjudicated
GRS 5.1 General Administrative Records	Riley	Initial Review	Comment period closed 5/20; compiling comments
GRS 5.2 Transitory Records	Riley	Initial Review	Comment period closed 5/20; compiling comments
Additions to 1.1, 3.1, and 4.2: Administrative Records	Riley	Initial Review	Comment period closed 5/20; compiling comments
GRS 5.3 Continuity & Emergency Planning Records	Riley	Final Review	On hold pending resolution of internal issues
GRS 5.4 Facilities, Fleet, Equipment & Supply Records	Wilson	Appraisal	Comments adjudicated
GRS 5.5 Mail and Telecommunications Services Records	Wilson	Appraisal	Comments adjudicated
GRS 5.6 Security Records	McHale	Initial Review	Comment period closed 5/20; compiling comments
GRS 5.7 Management Controls and Oversight Records	Compton	Development	In development
GRS 5.8 Administrative Help Desk Records	Kim	Initial Review	Adjudicating comments
GRS 6.3 Legal Records	Compton	Development	In development
GRS 6.4 Public Affairs	Riley	Final Review	On hold pending resolution of internal issues
GRS 6.5 Customer Service Records	Kim	Initial Review	Adjudicating comments

### UNKNOWN ISSUANCE DATE (Dependent on outside agency action)

TITLE	APPRAISER	WHERE IN PROCESS	STATUS
GRS 2.1 Employee Acquisition Records	Wilson	Final 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	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