**GENERAL RECORDS SCHEDULE REVISION MONTHLY STATUS REPORT**

**November 2016**

**TRANSMITTAL 27: Expected January 2017**

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| **TITLE** | **APPRAISER** | **WHERE IN PROCESS** | **STATUS** | **Transmittal status** |
| GRS 2.5 Addition of Phased Retirement Program | Wilson | Closeout | Signed | The Transmittal is in the final stages of compilation and is expected to be sent for management review in early December. |
| GRS 2.6 Employee Training Records | Kim | Closeout | Signed |
| GRS 4.2 Addition of FOIA Virtual Library Records | Wilson | Closeout | Signed |
| Additions to 1.1, 3.1, and 4.2: Administrative Records | Riley | Closeout | Signed |
| GRS 5.3 Continuity & Emergency Planning Records | Riley | Closeout | Signed |
| GRS 5.4 Facilities, Fleet, Equipment & Supply Records | Wilson | Closeout | Signed |
| GRS 5.5 Mail and Telecommunications Services Records | Wilson | Closeout | Signed |
| GRS 6.4 Public Affairs  | Riley | Closeout | Signed |

**TRANSMITTAL 28: Expected June/July 2017**

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| **TITLE** | **APPRAISER** | **WHERE IN PROCESS** | **STATUS** |
| GRS 1.3 Budgeting Records | Wilson | Appraisal | Waiting on information from OMB |
| GRS 2.1 Employee Acquisition Records | Wilson | Final Review | Requested off Federal Register; comments received |
| GRS 2.2 Employee Management Records | McHale | Initial Review | Comment adjudication |
| GRS 2.3 Employee Relations Records | Compton | Final Review | Requested off Federal Register; comment period closes 12/30 |
| GRS 2.4 Employee Compensation and Benefits Records | Wilson | Appraisal | Addressing issues with OPM |
| GRS 5.1 General Administrative Records  | Riley | Final Review | Extended Final SHU review to 12/5 |
| GRS 5.2 Transitory Records | Riley | Initial Review | Comment adjudication |
| GRS 5.6 Security Records  | McHale | Appraisal | Preparing for Final Review |
| GRS 5.7 Management Controls and Oversight Records  | Compton | Initial Review | Comment adjudication |
| GRS 5.8 Administrative Help Desk Records | Kim | Appraisal | Preparing for Final Review |
| GRS 6.3 Legal Records | Compton | Initial Review | Comment adjudication |
| GRS 6.5 Customer Service Records  | Kim | Appraisal | Preparing for Final Review |

**TRANSMITTAL 29: Expected November/December 2017**

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| **TITLE** | **APPRAISER** | **WHERE IN PROCESS** | **STATUS** |
| GRS 2.7 Employee Health and Safety Records | McHale | Development | In development |
| GRS 6.6 [Remaining GRS 27 items and related records] | McHale | Development | In development |
| GRS 6.X Regulatory Records | Wilson | Development | In development (still determining if GRS is possible) |