

GENERAL RECORDS SCHEDULE REVISION MONTHLY STATUS REPORT

December 2016

TRANSMITTAL 27: Will be issued January 2017

TITLE	APPRAISER	WHERE IN PROCESS	STATUS	Transmittal status
GRS 2.5 Addition of Phased Retirement Program	Wilson	Closeout	Signed	The Transmittal will be issued in January.
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

TITLE	APPRAISER	WHERE IN PROCESS	STATUS
GRS 1.1 Addition: Administrative Claims Records	Wilson	Appraisal	Preparing for Final Review
GRS 1.3 Budgeting Records	Wilson	Appraisal	Waiting on information from OMB
GRS 2.1 Employee Acquisition Records	Wilson	Final Review	Response to comments sent 12/12; response due 1/4
GRS 2.2 Employee Management Records	McHale	Initial Review	Comment adjudication
GRS 2.3 Employee Relations Records	Compton	Approval	Preparing to send for signature
GRS 2.4 Employee Compensation and Benefits Records	Wilson	Appraisal	Addressing issues with OPM
GRS 5.1 General Administrative Records	Riley	Final Review	Posted to Federal Register on 12/15; request period closes 1/13
GRS 5.2 Transitory Records	Riley	Final Review	Sent for Final Review; due 1/11
GRS 5.6 Security Records	McHale	Appraisal	Preparing for Final Review
GRS 5.7 Management Controls and Oversight Records	McHale	Initial Review	Comment adjudication
GRS 5.8 Administrative Help Desk Records	Kim	Final Review	Sent for Final Review; due 1/13
GRS 6.3 Legal Records	Compton	Initial Review	Comment adjudication—this schedule is being pulled (see 1.1)
GRS 6.5 Customer Service Records	Kim	Final Review	Sent for Final Review; due 1/13

TRANSMITTAL 29: Expected November/December 2017

TITLE	APPRAISER	WHERE IN PROCESS	STATUS
GRS 2.7 Employee Health and Safety Records	McHale	Development	In development
GRS 6.3 [Remaining GRS 27 items and related records]	McHale	Development	In development (schedule renumbered to 6.3)
GRS 6.X Regulatory Records	Wilson	Development	In development (still determining if GRS is possible)