



A Disposition Guide for Common Program- and Mission-Related Records (those not covered by the General Records Schedule)

This guide provides advice on identifying the disposition authority for those program- and mission-related records that are common across the government. Although the records are common, their value varies from agency to agency. If you have questions about this guide and its applicability to your records, please reach out to your [agency's records officer](#).

This guide does not pertain to common administrative records found throughout the government. See the [General Records Schedules](#) for additional coverage of administrative records, as well as NARA's [Tip Sheet: Common Administrative Records and using the General Records Schedule \(GRS\)](#)

Most common records covered by agency schedules:

To identify your agency-specific disposition authorities, either reach out to your [agency's records officer](#) or locate your agency's NARA approved disposition authorities on [NARA's Records Control Schedules \(RCS\) repository](#).

Records	Disposition Authority	Disposition
Executive-level records , such as senior official correspondence, subject files, briefing books	<i>Identify agency-specific disposition authorities</i>	Typically permanent
Budget submissions , pre-2017 (post-2017 records are often covered by the GRS)	<i>Identify agency-specific disposition authorities</i>	Typically permanent
Legal records , including legal opinions/advice and litigation	<i>Identify agency-specific disposition authorities</i>	Typically permanent, unless related to administrative matters. See also <u>Scheduling Guide 3: Legal Records</u>.
Public Affairs records	<i>See GRS 6.4 for common temporary records</i> <i>Identify agency-specific disposition authorities for permanent records</i>	Certain records such as speeches, publications, and news releases are typically permanent. See also <u>Scheduling Guide 1: Public Affairs Records</u>.

		Common temporary records are covered by GRS 6.4 .
Agency histories and organizational records	<i>Identify agency-specific disposition authorities</i>	Typically permanent
Audiovisual, photographic, and graphic records	<p><i>See GRS 6.4.050 for non-mission related audiovisual records</i></p> <p><i>Identify agency-specific disposition authorities</i></p>	<p>Non-mission-related records are typically temporary.</p> <p>Mission-related records are typically permanent.</p> <p>Posters are typically permanent.</p>
Directives, procedures, and operating manuals relating to mission functions	<i>Identify agency-specific disposition authorities</i>	Typically permanent
Comments on legislation	<i>Identify agency-specific disposition authorities</i>	<p>Typically permanent, although often temporary at component entities if they are sent to the department level.</p> <p>See also Scheduling Guide 4: Legislative Records.</p>
Research and development (R&D) records	<i>Identify agency-specific disposition authorities</i>	<p>Record value varies.</p> <p>See Scheduling Guide 6: Research and Development (R&D) Records.</p>
Environmental health and safety records	<p><i>Some records related to employee health and safety are covered by GRS 5.7.</i></p> <p><i>Identify agency-specific disposition authorities</i></p>	<p>Records value varies.</p> <p>See Scheduling Guide 7: Environmental Health and Safety Records.</p>