GRS Schedule Review Comment Form
GRS 4.5 Digitizing Records

About this form

In order to facilitate our document review process, we strongly encourage you to use this form to provide edits, recommend changes, and offer corrections/clarifications with supporting analysis. This form helps us collect and organize recommended text revisions and sort comments. We appreciate your using this form.

How to fill out the form

Please use a separate file for each schedule you are responding to.

Name/Agency: Your name; agency name.

Item #: The section or item in the schedule to which your comment or revision relates. Please use the complete item number, e.g. GRS 1.1.010. If you are referring to an item overview (descriptive information for multiple items) please say "Overview for 1.1.010." If you are making a general comment about the schedule, please enter "General." If you are referring to something in the Background Information, please enter "Background Information."

Comment: Enter anything you have to say *about* the text here. Please be thorough! Also use this column to provide the rationale for any proposed specific revisions in the next column.

Suggested specific revision: You will greatly help us by rewriting text to replace what could be better expressed or you feel is wrong. Cut and paste existing text into this column. Make edits by highlighting new text and ~~striking out~~ text to be deleted. Your providing revised text helps us see your critique in context to fully understand your point.

Saving/Renaming the File

Once the file is opened in MS Word, Select ***File*** from the menu bar, and click ***Save as***. Under the ***File*** name field in the ***Save as*** window, add your agency name to the existing file name. For example, change *Comments.doc* to: *Comments OMB.doc.*

Questions?

Please email: GRS_Team@nara.gov

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Name/Agency	**Item #**	**Comment** (why you recommend change)	**Suggested specific revision:** (type revised text here)

For questions, please contact: GRS_Team@nara.gov