

Request for Records Disposition Authority

Records Schedule Number **DAA-GRS-2013-0007**
Schedule Status **Modified Approved Version**

Agency or Establishment **General Records Schedules (National Archives and Records Administration)**

Record Group / Scheduling Group **General Records Schedules**

Records Schedule applies to **Government-wide**

Schedule Subject **GRS 4.2: Information Access and Protection Records**

Internal agency concurrences will be provided **No**

Background Information **This schedule covers records created in the course of agencies (1) responding to requests for access to Government information and (2) protecting information that is classified or controlled unclassified, or contains personal data that is required by law to be protected.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
14	0	14	0

GAO Approval

0006

Outline of Records Schedule Items for DAA-GRS-2013-0007

Sequence Number	
1	General information request files. Disposition Authority Number: DAA-GRS-2013-0007-0001
2	Access and disclosure request files. Disposition Authority Number: DAA-GRS-2013-0007-0002
3	Internal information access and protection program operation records.
3.1	General administrative records Disposition Authority Number: DAA-GRS-2013-0007-0003
3.2	Access control records. Disposition Authority Number: DAA-GRS-2013-0007-0020
3.3	Records relating to classified or controlled unclassified document containers. Disposition Authority Number: DAA-GRS-2013-0007-0021
4	Accounting and control of access to classified, controlled unclassified, and unclassified records and records regarding FOIA, PA, and MDR. Disposition Authority Number: DAA-GRS-2013-0007-0004
5	Agency reports to the Congress, Department of Justice, or other entities regarding FOIA, MDR, PA, and similar access and disclosure programs. Disposition Authority Number: DAA-GRS-2013-0007-0006
6	Legal and regulatory compliance reporting records.
6.1	Annual reports by agency CIO, Inspector General, or Senior Agency Official for Privacy. Legal citation: OMB M-07-16 Disposition Authority Number: DAA-GRS-2013-0007-0022
6.2	All other agency reports and internal reports by individual system owners to the Senior Agency Official for Privacy (SAOP). Disposition Authority Number: DAA-GRS-2013-0007-0023
7	Privacy Act amendment request files. Disposition Authority Number: DAA-GRS-2013-0007-0007
8	Automatic and systematic declassification review program records. Disposition Authority Number: DAA-GRS-2013-0007-0008
9	Fundamental classification guidance review files. Disposition Authority Number: DAA-GRS-2013-0007-0011
10	Personally identifiable information extracts. Disposition Authority Number: DAA-GRS-2013-0007-0012
11	Personally identifiable information extract logs. Disposition Authority Number: DAA-GRS-2013-0007-0013

Records Schedule Items

Sequence Number

1

General information request files.

Disposition Authority Number **DAA-GRS-2013-0007-0001**

Requests for information, publications, photographs, and other information involving no administrative action, policy decision, or special compilations or research. Also includes acknowledgements, replies, and referrals of inquiries to other offices for response.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
GRS 4.2, item 010	

GRS or Superseded Authority Citation **N1-GRS-98-1, item 10
GRS 14 (1952), item 2
GRS 14 (1952), item 3
N1-GRS-04-5, item 1 (first bullet only)**

Disposition Instruction

Retention Period **Destroy when 90 days old, but longer retention is authorized if required for business use.**

Additional Information

GAO Approval **Not Required**

2

Access and disclosure request files.

Disposition Authority Number **DAA-GRS-2013-0007-0002**

Case files created in response to requests for information under the Freedom of Information Act (FOIA), Mandatory Declassification Review (MDR) process, Privacy Act (PA), Classification Challenge, and similar access programs, and completed by • granting the request in full • granting the request in part • denying the request for any reason including: o inability to fulfill request because records do not exist o inability to fulfill request because request inadequately describes

records o inability to fulfill request because search or reproduction fees are not paid • final adjudication on appeal to any of the above original settlements • final agency action in response to court remand on appeal Includes: • requests (either first-party or third-party) • replies • copies of requested records • administrative appeals • related supporting documents (such as sanitizing instructions) Exclusion: Record copies of requested records are not covered by this item. They remain covered by their original disposal authority. Note: Agencies may wish to retain redacted copies of requested records for business use after the rest of the associated request case file is destroyed.

Final Disposition Temporary
Item Status Active
Is this item media neutral? Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes
Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 4.2, item 020	

GRS or Superseded Authority Citation
 NC1-64-77-1, item 16a1
 NC1-64-77-1, item 16a2a
 NC1-64-77-1, item 16a2b
 NC1-64-77-1, item 16a3a
 NC1-64-77-1, item 16a3b
 N1-GRS-87-4, item 17a
 NC1-64-77-1, item 25a1
 NC1-64-77-1, item 25a2a
 NC1-64-77-1, item 25a2b
 NC1-64-77-1, item 25a3a
 NC1-64-77-1, item 25a3b
 N1-GRS-87-7, item 31a1
 N1-GRS-87-7, item 31a2a
 N1-GRS-87-7, item 31a2b
 N1-GRS-87-7, item 31a3a
 N1-GRS-87-7, item 31a3b
 N1-GRS-87-7, item 31c
 N1-GRS-87-7, item 32a

Disposition Instruction

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3.1

Retention Period Destroy 6 years after final agency action or 3 years after final adjudication by the courts, whichever is later, but longer retention is authorized if required for business use.

Additional Information

GAO Approval Not Required

Internal information access and protection program operation records.

General administrative records

Disposition Authority Number DAA-GRS-2013-0007-0003

Includes: • records documenting security-approved container access • records documenting receipt, internal routing, dispatch, and destruction of classified, unclassified-but-controlled, and unclassified records relating to classified or controlled unclassified document containers, such as forms placed on safes, cabinets, or vaults that record opening, closing, and routine checking of container security • tracking databases and other records used to manage overall program • requests and authorizations for individuals to have access to classified files

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 4.2, item 030	

GRS or Superseded Authority Citation N1-GRS-98-2, item 14
N1-GRS-98-2, item 15
GRS 18 [1960], item 3
GRS 18 [1960], item 4
GRS 18 [1960], item 5
GRS 18 [1960], item 7

Disposition Instruction

Retention Period Destroy 2 years after last form entry, reply, or submission; or when associated documents are declassified or destroyed; or when authorization

expires; whichever is appropriate. Longer retention is authorized if required for business use.

Additional Information

GAO Approval Not Required

Access control records.

Disposition Authority Number **DAA-GRS-2013-0007-0020**

Includes: • safe and padlock combinations • names or other personal identifiers of individuals who know combinations • comparable data used to control access into classified document containers

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
GRS 4.2, item 031	

GRS or Superseded Authority Citation **GRS 18 [1960], item 8**

Disposition Instruction

Retention Period **Destroy when superseded or obsolete, but longer retention is authorized if required for business use.**

Additional Information

GAO Approval **Not Required**

Records relating to classified or controlled unclassified document containers.

Disposition Authority Number **DAA-GRS-2013-0007-0021**

Includes forms placed on safes, cabinets, or vaults that record opening, closing, and routine checking of container security. Note: Forms involved in investigations are not covered by this item. They are instead retained according to the schedule item for records of the investigation.

Final Disposition **Temporary**

3.2

3.3

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
GRS 4.2, item 032	

GRS or Superseded Authority Citation **N1-GRS-93-1, item 7b (GRS 18, item 7b)**

Disposition Instruction

Retention Period **Destroy 90 days after last entry on form, but longer retention is authorized if required for business use.**

Additional Information

GAO Approval **Not Required**

Accounting and control of access to classified, controlled unclassified, and unclassified records and records regarding FOIA, PA, and MDR.

Disposition Authority Number **DAA-GRS-2013-0007-0004**

Records documenting identity, internal routing, and final disposition of classified documents. Also, records documenting control points and accountability for information relating to access requests. Includes: • forms, registers, ledgers, logs, and tracking systems documenting requester identity and contact information, request date, and nature or purpose of request • inventories of controlled records • forms accompanying documents to ensure continuing control, showing names of people handling the documents, intra-office routing, and comparable data • agent and researcher files

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title

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GRS 4.2, item 040	
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GRS or Superseded Authority Citation
 NC1-64-76-3, item 11a
 NC1-64-76-3, item 11b
 NC1-64-77-1, item 28a
 NC1-64-77-1, item 28b
 N1-GRS-87-7, item 33a
 N1-GRS-87-7, item 33b
 GRS 18 [1960], item 6a
 GRS 18 [1960], item 6b

Disposition Instruction

Retention Period
 Destroy 5 year(s) after date of last entry, final action by agency (such as downgrading, transfer or destruction of related classified documents, or release of information from controlled unclassified status) or final adjudication by courts, as may apply, whichever is later, but longer retention is authorized if required for business use.

Additional Information

GAO Approval Not Required

Agency reports to the Congress, Department of Justice, or other entities regarding FOIA, MDR, PA, and similar access and disclosure programs.

Disposition Authority Number DAA-GRS-2013-0007-0006

Note: This item does not apply to summary reports incorporating government-wide statistics. These must be scheduled separately by the summarizing agent.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
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GRS 4.2, item 070	
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GRS or Superseded Authority Citation
 N1-GRS-98-2, item 11
 N1-GRS-89-4, item 1

Disposition Instruction

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6	Retention Period	Destroy 2 years after date of report, but longer retention is authorized if required for business use.			
	Additional Information				
	GAO Approval	Required and Received			
	Legal and regulatory compliance reporting records.				
	Reports prepared in compliance with Federal laws and regulations, such as the E-Government Act (Public Law 107-347), Title III (Federal Information Security Management Act), and Title V (Confidential Information Protection and Statistical Efficiency Act), as codified in 44 U.S.C. §101.				
	6.1	Annual reports by agency CIO, Inspector General, or Senior Agency Official for Privacy. Legal citation: OMB M-07-16			
	Disposition Authority Number	DAA-GRS-2013-0007-0022			
	Final Disposition	Temporary			
	Item Status	Active			
	Is this item media neutral?	Yes			
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes				
Do any of the records covered by this item exist as structured electronic data?	Yes				
<table border="1"> <thead> <tr> <th>Manual Citation</th> <th>Manual Title</th> </tr> </thead> <tbody> <tr> <td>GRS 4.2, item 080</td> <td></td> </tr> </tbody> </table>		Manual Citation	Manual Title	GRS 4.2, item 080	
Manual Citation	Manual Title				
GRS 4.2, item 080					
GRS or Superseded Authority Citation	N1-GRS-04-4 item 4				
Disposition Instruction					
Retention Period	Destroy 5 year(s) after submission of report, but longer retention is authorized if required for business use.				
Additional Information					
GAO Approval	Not Required				
6.2	All other agency reports and internal reports by individual system owners to the Senior Agency Official for Privacy (SAOP).				
Disposition Authority Number	DAA-GRS-2013-0007-0023				

Final Disposition Temporary
 Item Status Active
 Is this item media neutral? Yes
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes
 Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 4.2, item 081	

Disposition Instruction

Retention Period Destroy 2 year(s) after submission of report, but longer retention is authorized if required for business use.

Additional Information

GAO Approval Not Required

Privacy Act amendment request files.

Disposition Authority Number DAA-GRS-2013-0007-0007

Files relating to an individual's request to amend a record pertaining to that individual under 5 U.S.C. §552a(d)(2), to the individual's request for review of an agency's refusal of the to amend a record under 5 U.S.C. §552a(d)(3), and to any civil action or appeal brought by the individual against the refusing agency under 5 U.S.C. §552a(g). Includes: • requests to amend and to review refusal to amend • copies of agency's replies • statement of disagreement • agency justification for refusal to amend a record • appeals • related materials

Final Disposition Temporary
 Item Status Active
 Is this item media neutral? Yes
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes
 Do any of the records covered by this item exist as structured electronic data? No

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Additional Information

GAO Approval **Not Required**

Fundamental classification guidance review files.

Disposition Authority Number **DAA-GRS-2013-0007-0011**

Reports, significant correspondence, drafts, received comments, and related materials responding to "fundamental classification guidance review" as required by Executive Order 13526 Section 1.9. Note: This item does not cover reports and correspondence received at the Information Security Oversight Office (ISOO).

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
GRS 4.2, item 110	

Disposition Instruction

Retention Period **Destroy 5 year(s) after report is submitted to ISOO, but longer retention is authorized if required for business use.**

Additional Information

GAO Approval **Not Required**

Personally identifiable information extracts.

Disposition Authority Number **DAA-GRS-2013-0007-0012**

System-generated or hardcopy print-outs generated for business purposes that contain Personally Identifiable Information.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in **Yes**

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electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
GRS 4.2, item 130	

Disposition Instruction

Retention Period **Destroy when 90 days old or no longer needed pursuant to supervisory authorization, whichever is appropriate.**

Additional Information

GAO Approval **Not Required**

Personally identifiable information extract logs.

Disposition Authority Number **DAA-GRS-2013-0007-0013**

Logs that track the use of PII extracts by authorized users, containing some or all of: date and time of extract, name and component of information system from which data is extracted, user extracting data, data elements involved, business purpose for which the data will be used, length of time extracted information will be used. Also includes (if appropriate): justification and supervisory authorization for retaining extract longer than 90 days, and anticipated disposition date.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
GRS 4.2, item 140	

Disposition Instruction

Retention Period **Destroy when business use ceases.**

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Additional Information

GAO Approval

Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
08/26/2013	Certify	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
02/18/2015	Submit for Concurrence	Galen Wilson	Appraiser	National Archives and Records Administration - Records Management Services
02/18/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
02/19/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
02/26/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

GENERAL RECORDS SCHEDULE 4.2: Information Access and Protection Records

This schedule covers records created in the course of agencies (1) responding to requests for access to Government information and (2) protecting information that is classified or controlled unclassified, or contains personal data that is required by law to be protected.

Item	Records Description	Disposition Instruction	Disposition Authority
010	<p>General information request files. Requests for information, publications, photographs, and other information involving no administrative action, policy decision, or special compilations or research. Also includes acknowledgements, replies, and referrals of inquiries to other offices for response.</p>	<p>Temporary. Destroy when 90 days old, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2013-0007-0001</p>
020	<p>Access and disclosure request files. Case files created in response to requests for information under the Freedom of Information Act (FOIA), Mandatory Declassification Review (MDR) process, Privacy Act (PA), Classification Challenge, and similar access programs, and completed by</p> <ul style="list-style-type: none"> • granting the request in full • granting the request in part • denying the request for any reason including: <ul style="list-style-type: none"> ○ inability to fulfill request because records do not exist ○ inability to fulfill request because request inadequately describes records ○ inability to fulfill request because search or reproduction fees are not paid • final adjudication on appeal to any of the above original settlements • final agency action in response to court remand on appeal <p>Includes:</p> <ul style="list-style-type: none"> • requests (either first-party or third-party) • replies • copies of requested records • administrative appeals • related supporting documents (such as sanitizing instructions) <p>Exclusion: Official file copies of requested records are not covered by this item. They remain covered by their original disposal authority.</p> <p>Note: Agencies may wish to retain redacted copies of requested records for business use after the rest of the associated request case file is destroyed.</p>	<p>Temporary. Destroy 6 years after final agency action or 3 years after final adjudication by the courts, whichever is later, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2013-0007-0002</p>

Item	Records Description		Disposition Instruction	Disposition Authority
030	Internal information access and protection program operation records.	General administrative records. Includes: <ul style="list-style-type: none"> • records documenting security-approved container access • records documenting receipt, internal routing, dispatch, and destruction of classified, unclassified-but-controlled, and unclassified records relating to classified or controlled unclassified document containers, such as forms placed on safes, cabinets, or vaults that record opening, closing, and routine checking of container security • tracking databases and other records used to manage overall program • requests and authorizations for individuals to have access to classified files 	Temporary. Destroy 2 years after last form entry, reply, or submission; or when associated documents are declassified or destroyed; or when authorization expires; whichever is appropriate. Longer retention is authorized if required for business use.	DAA-GRS-2013-0007-0003
031		Access control records. Includes: <ul style="list-style-type: none"> • safe and padlock combinations • names or other personal identifiers of individuals who know combinations • comparable data used to control access into classified document containers 	Temporary. Destroy when superseded or obsolete, but longer retention is authorized if required for business use.	DAA-GRS-2013-0007-0020
032		Records relating to classified or controlled unclassified document containers. Includes forms placed on safes, cabinets, or vaults that record opening, closing, and routine checking of container security. Note: Forms involved in investigations are not covered by this item. They are instead retained according to the schedule item for records of the investigation.	Temporary. Destroy 90 days after last entry on form, but longer retention is authorized if required for business use.	DAA-GRS-2013-0007-0021
040	Accounting for and control of access to classified, controlled unclassified, and unclassified records and records regarding FOIA, PA, and MDR. Records documenting identity, internal routing, and final disposition of classified documents. Also, records documenting control points and accountability for information relating to access requests. Includes: <ul style="list-style-type: none"> • forms, registers, ledgers, logs, and tracking systems documenting requester identity and contact information, request date, and nature or purpose of request • inventories of controlled records • forms accompanying documents to ensure continuing control, showing names of people handling the documents, intra-office routing, and comparable data • agent and researcher files 		Temporary. Destroy or delete 5 years after date of last entry, final action by agency (such as downgrading, transfer or destruction of related classified documents, or release of information from controlled unclassified status) or final adjudication by courts, as may apply, whichever is later; but longer retention is authorized if required for business use.	DAA-GRS-2013-0007-0004

Item	Records Description	Disposition Instruction	Disposition Authority	
050	<p>Privacy Act accounting of disclosure files. Files maintained under the provisions of 5 U.S.C. §552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency. Includes:</p> <ul style="list-style-type: none"> • forms with the subject individual's name • records of the requester's name and address • explanations of the purpose for the request • date of disclosure • proof of subject individual's consent 	<p>Temporary. Dispose of in accordance with the approved disposition instructions for the related subject individual's records, or 5 years after the disclosure for which the accountability was made, whichever is later.</p>	<p>NC1-64-77-1 item 27</p>	
060	<p>Erroneous release records. Files relating to the inadvertent release of privileged information to unauthorized parties, containing information the disclosure of which would constitute an unwarranted invasion of personal privacy. Files contain requests for information, copies of replies thereto, and all related supporting documents, and may include the official copy of records requested or copies thereof.</p>	<p>Files that include the official file copy of the released records.</p>	<p>Follow the disposition instructions approved for the released official file copy or destroy 6 years after the erroneous release, whichever is later.</p>	<p>N1-GRS-89-2 item 1a</p>
061		<p>Files that do not include the official file copy of the released records.</p>	<p>Destroy 6 years after the erroneous release.</p>	<p>N1-GRS-89-2 item 1b</p>
070	<p>Agency reports to the Congress, Department of Justice, or other entities regarding FOIA, MDR, PA, and similar access and disclosure programs. Note: This item does not apply to summary reports incorporating government-wide statistics. These must be scheduled separately by the summarizing agent</p>	<p>Temporary. Destroy 2 years after date of report, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2013-0007-0006</p>	
080	<p>Legal and regulatory compliance reporting records. Reports prepared in compliance with Federal laws and regulations, such as the E-Government Act (Public Law 107-347), Title III (Federal Information Security Management Act), and Title V (Confidential Information Protection and Statistical Efficiency Act), as codified in 44 U.S.C. §101.</p>	<p>Annual reports by agency CIO, Inspector General, or Senior Agency Official for Privacy. Legal citation: OMB M-07-16.</p>	<p>Temporary. Destroy 5 years after submission of report, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2013-0007-0022</p>
081		<p>All other agency reports and internal reports by individual system owners to the Senior Agency Official for Privacy (SAOP).</p>	<p>Temporary. Destroy 2 years after submission of report, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2013-0007-0023</p>

Item	Records Description	Disposition Instruction	Disposition Authority	
090	<p>Privacy Act amendment request files. Files relating to an individual’s request to amend a record pertaining to that individual under 5 U.S.C. §552a(d)(2), to the individual’s request for review of an agency’s refusal of the to amend a record under 5 U.S.C. §552a(d)(3), and to any civil action or appeal brought by the individual against the refusing agency under 5 U.S.C. §552a(g). Includes:</p> <ul style="list-style-type: none"> • requests to amend and to review refusal to amend • copies of agency’s replies • statement of disagreement • agency justification for refusal to amend a record • appeals • related materials 	<p>Temporary. Destroy with the records for which amendment was requested or 4 years after close of case (final determination by agency or final adjudication, whichever applies), whichever is later. Longer retention is authorized if required for business use.</p>	DAA-GRS-2013-0007-0007	
100	<p>Automatic and systematic declassification review program records. Files related to the review of permanent records in anticipation of automatic declassification at 25, 50, or 75 years per Executive Order 13526, and the periodic review of records exempted from declassification. Files include program records documenting declassification decisions.</p>	<p>Temporary. Destroy or delete 30 years after completion of review, but longer retention is authorized if required for business use.</p>	DAA-GRS-2013-0007-0008	
110	<p>Fundamental classification guidance review files. Reports, significant correspondence, drafts, received comments, and related materials responding to “fundamental classification guidance review” as required by Executive Order 13526 Section 1.9. Note: This item does not cover reports and correspondence received at the Information Security Oversight Office (ISOO).</p>	<p>Temporary. Destroy 5 years after report is submitted to ISOO, but longer retention is authorized if required for business use.</p>	DAA-GRS-2013-0007-0011	
120	<p>Classified information nondisclosure agreements. Copies of nondisclosure agreements, such as SF 312, Classified Information Nondisclosure Agreement, signed by civilian and military personnel with access to information that is classified under standards put forth by Executive orders governing security classification. These forms should be maintained separately from personnel security clearance files. Agreements for civilian employees working for elements of the intelligence community must be maintained separately from the official personnel folder. For all other persons, these forms may be filed in the individual's official military personnel folder (for uniformed military personnel) or on the right side of the official personnel folder (for civilian employees).</p>	<p>Maintained in the individual’s official personnel folder.</p>	Apply the disposition for the official personnel folder.	N1-GRS-95-1 item 1b
121	<p>Copies of nondisclosure agreements, such as SF 312, Classified Information Nondisclosure Agreement, signed by civilian and military personnel with access to information that is classified under standards put forth by Executive orders governing security classification. These forms should be maintained separately from personnel security clearance files. Agreements for civilian employees working for elements of the intelligence community must be maintained separately from the official personnel folder. For all other persons, these forms may be filed in the individual's official military personnel folder (for uniformed military personnel) or on the right side of the official personnel folder (for civilian employees).</p>	<p>Maintained separately from the individual’s official personnel folder.</p>	<p>Temporary. Destroy when 70 years old.</p>	N1-GRS-95-1 item 1a

Item	Records Description	Disposition Instruction	Disposition Authority
130	<p>Personally identifiable information extracts. System-generated or hardcopy print-outs generated for business purposes that contain Personally Identifiable Information.</p> <p>Legal citation: OMB M-07-16 (May 22, 2007), Attachment 1, Section C, bullet "Log and Verify."</p>	<p>Temporary. Destroy when 90 days old or no longer needed pursuant to supervisory authorization, whichever is appropriate.</p>	<p>DAA-GRS-2013-0007-0012</p>
140	<p>Personally identifiable information extract logs. Logs that track the use of PII extracts by authorized users, containing some or all of: date and time of extract, name and component of information system from which data is extracted, user extracting data, data elements involved, business purpose for which the data will be used, length of time extracted information will be used. Also includes (if appropriate): justification and supervisory authorization for retaining extract longer than 90 days, and anticipated disposition date.</p>	<p>Temporary. Destroy when business use ceases.</p>	<p>DAA-GRS-2013-0007-0013</p>

New GRS 4.2				Old GRS			
GRS No.	Item No.	Retention	ERA Number/ Disposition Authority	GRS No.	Item No.	Retention	Disposition Authority
4.2	010	90 days	DAA-GRS-2013-0007-0001	14	1	3 months	N1-GRS-98-2, item 10
				14	2	3 months	GRS 14 (1952), items 2 and 3
				23	7, first bullet only	When no longer needed.	N1-GRS-04-5, item 1
4.2	020	6 years	DAA-GRS-2013-0007-0002	14	11a1	2 years	NC1-64-77-1, item 16a1
				14	11a2a	2 years	NC1-64-77-1, item 16a2a
				14	11a2b	6 years or 3 years or with related records	NC1-64-77-1, item 16a2b
				14	11a3a	6 years	NC1-64-77-1, item 16a3a
				14	11a3b	6 years or 3 years or with related records	NC1-64-77-1, item 16a3b
				14	12a	6 years or 3 years	N1-GRS-87-4, item 17a
				14	21a1	2 years	NC1-64-77-1, item 25a1
				14	21a2a	2 years	NC1-64-77-1, item 25a2a
				14	21a2b	4 years or 3 years or with related records	NC1-64-77-1, item 25a2b
				14	21a3a	5 years	NC1-64-77-1, item 25a3a
				14	21a3b	4 years or 3 years or with related records	NC1-64-77-1, item 25a3b
				14	31a1	2 years	N1-GRS-87-7, item 31a1
				14	31a2a	2 years	N1-GRS-87-7, item 31a2a
				14	31a2b	4 years or with related records	N1-GRS-87-7, item 31a2b
				14	31a3a	5 years	N1-GRS-87-7, item 31a3a
14	31a3b	4 years or with related records	N1-GRS-87-7, item 31a3b				
14	31c	With related records	N1-GRS-87-7, item 31c				
14	32a	4 years	N1-GRS-87-7, item 32a				
4.2	030	2 years	DAA-GRS-2013-0007-0003	14	34	2 years	N1-GRS-98-2, item 14
				14	35	2 years	N1-GRS-98-2, item 15
				18	2	2 years	GRS 18 (1960), item 3
				18	3	2 years	GRS 18 (1960), item 4
				18	4	2 years	GRS 18 (1960), item 5
				18	6	2 years	GRS 18 (1960), item 7
4.2	031	Superseded or obsolete	DAA-GRS-2013-0007-0020	18	7a	Superseded by new form	GRS 18 (1960), item 8
4.2	032	90 days	DAA-GRS-2013-0007-0021	18	7b	3 months	N1-GRS-93-1, item 7b
4.2	040	5 years	DAA-GRS-2013-0007-0004	14	13a	5 years	NC1-64-76-3, item 11a
				14	13b	5 years	NC1-64-76-3, item 11b
				14	24a	5 years	NC1-64-77-1, item 28a
				14	24b	5 years	NC1-64-77-1, item 28b
				14	33a	5 years	N1-GRS-87-7, item 33a
				14	33b	5 years	N1-GRS-87-7, item 33b
				18	5a	5 years	GRS 18 (1960), item 6a
				18	5b	When related document is downgraded, transferred or destroyed	GRS 18 (1960), item 6b
4.2	050	No change. Current authority remains valid.		14	23	5 years	NC1-64-77-1 item 27
4.2	060	No change. Current authority remains valid.		14	36a	6 years or with related records	N1-GRS-89-2, item 1a
4.2	061	No change. Current authority remains valid.		14	36b	6 years	N1-GRS-89-2, item 1b
4.2	070	2 years	DAA-GRS-2013-0007-0006	14	14	2 years	N1-GRS-98-2, item 11
				14	25	2 years	N1-GRS-89-4, item 1
4.2	080	5 years	DAA-GRS-2013-0007-0022	27	4	5 years	N1-GRS-04-4, item 4
4.2	081	2 years	DAA-GRS-2013-0007-0023	New item			
4.2	090	4 years	DAA-GRS-2013-0007-0007	14	22a	4 years or with related records	NC1-64-77-1, item 26a
				14	22b	4 years or 3 years or with related records	NC1-64-77-1, item 26b
				14	22c	3 years or with related records	NC1-64-77-1, item 26c
4.2	100	30 years	DAA-GRS-2013-0007-0008	New item			
4.2	110	5 years	DAA-GRS-2013-0007-0011	New item			
4.2	120	No change. Current authority remains valid.		18	25b	Apply disposition of OPF	N1-GRS-95-1 item 1b
4.2	121	No change. Current authority remains valid.		18	25a	70 years	N1-GRS-95-1 item 1a
4.2	130	90 days	DAA-GRS-2013-0007-0012	New item			
4.2	140	No longer needed	DAA-GRS-2013-0007-0013	New item			