

Request for Records Disposition Authority

Records Schedule Number DAA-GRS-2015-0002
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 Additions to General Records Schedule 4.2: Information Access and Protection Records

Internal agency concurrences will be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-GRS-2015-0002

Sequence Number	
1	Erroneous release records.
1.1	Records filed with the record-keeping copy of the erroneously released records. Disposition Authority Number: DAA-GRS-2015-0002-0001
1.2	Records filed separately from the record-keeping copy of the released records. Disposition Authority Number: DAA-GRS-2015-0002-0002
2	Classified information nondisclosure agreements.
2.1	Records maintained separately from the individual's official personnel folder Disposition Authority Number: DAA-GRS-2015-0002-0003

Records Schedule Items

Sequence Number					
1	<p>Erroneous release records.</p>				
	<p>Files relating to the inadvertent release of privileged information to unauthorized parties, the disclosure of which would constitute an unwarranted invasion of personal privacy. Includes: • requests for information • copies of replies • all related supporting documents May include: • official copy of records requested or copies</p>				
1.1	<p>Records filed with the record-keeping copy of the erroneously released records.</p>				
	<p>Disposition Authority Number DAA-GRS-2015-0002-0001</p>				
	<p>Final Disposition Temporary</p>				
	<p>Item Status Active</p>				
	<p>Is this item media neutral? Yes</p>				
	<p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p>				
	<p>Do any of the records covered by this item exist as structured electronic data? Yes.</p>				
	<table border="1"> <thead> <tr> <th data-bbox="360 1159 933 1202">Manual Citation</th> <th data-bbox="933 1159 1515 1202">Manual Title</th> </tr> </thead> <tbody> <tr> <td data-bbox="360 1202 933 1266">GRS 4.2, item 060</td> <td data-bbox="933 1202 1515 1266"></td> </tr> </tbody> </table>	Manual Citation	Manual Title	GRS 4.2, item 060	
Manual Citation	Manual Title				
GRS 4.2, item 060					
	<p>GRS or Superseded Authority Citation N1-GRS-89-2, item 1a</p>				
	<p>Disposition Instruction</p>				
	<p>Retention Period Follow the disposition instructions approved for the erroneously released records or destroy 6 years after the erroneous release, whichever is later.</p>				
	<p>Additional Information</p>				
	<p>GAO Approval Not Required</p>				
1.2	<p>Records filed separately from the record-keeping copy of the released records.</p>				
	<p>Disposition Authority Number DAA-GRS-2015-0002-0002</p>				
	<p>Final Disposition Temporary</p>				
	<p>Item Status Active</p>				

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 061	

GRS or Superseded Authority Citation **N1-GRS-89-2, item 1b**

Disposition Instruction

Retention Period **Destroy 6 year(s) after the erroneous release, but longer retention is authorized if required for business use.**

Additional Information

GAO Approval **Not Required**

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.

Records maintained separately from the individual's official personnel folder

Disposition Authority Number **DAA-GRS-2015-0002-0003**

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

2

2.1

GRS 4.2, item 121	
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GRS or Superseded Authority
Citation

N1-GRS-95-1 item 1a

Disposition Instruction

Retention Period

Destroy when 50 years old.

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
10/31/2014	Certify	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
04/03/2015	Submit for Concurrence	Galen Wilson	Appraiser	National Archives and Records Administration - Records Management Services
04/16/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/16/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/20/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist