

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2015-0002

Status: APPROVED
Date Approved: 04/20/2015
Last Modified: 11/03/2024

General Information

Agency or Establishment	General Records Schedules (National Archives and Records Administration)
Record/Scheduling Group	GRS - General Records Schedules
Records Schedule Applies To	Government-wide All agencies except:
Schedule Subject	Additions to General Records Schedule 4.2: Information Access and Protection Records
Additional Schedule Information	Note: This schedule was modified after approval in ERA Base. If information regarding the modifications was created in ERA Base it will be found in the Revision Notes in NARA only attachments.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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Item Count

Total number of disposition items: 3

Number of Temporary disposition items: 3

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Records Schedule Number: DAA-GRS-2015-0002

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

Item #	Title	Disposition
0001	Erroneous release records. : Records filed with the record-keeping copy of the erroneously released records.	Temporary
0002	Erroneous release records. : Records filed separately from the record-keeping copy of the released records.	Temporary
0003	Classified information nondisclosure agreements. : Records maintained separately from the individual's official personnel folder	Temporary

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Records Schedule Items

Group Title	Erroneous release records.	
Group Description	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: <ul style="list-style-type: none"> • requests for information • copies of replies • all related supporting documents May include: <ul style="list-style-type: none"> • official copy of records requested or copies 	
DAA-GRS-2015-0002-0001	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Records filed with the record-keeping copy of the erroneously released records.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 4.2, item 060	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-GRS-89-2, item 1a	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Follow the disposition instructions approved for the erroneously released records or destroy 6 years after the erroneous release, whichever is later.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	
DAA-GRS-2015-0002-0002	STATUS: Active	

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ITEM GENERAL INFORMATION	
Item Title	Records filed separately from the record-keeping copy of the released records.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 4.2, item 061
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded Explanation in Part?
N1-GRS-89-2, item 1b	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Destroy 6 year(s) after the erroneous release, but longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Classified information nondisclosure agreements.
Group Description	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.

DAA-GRS-2015-0002-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Records maintained separately from the individual's official personnel folder
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 4.2, item 121

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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?		Yes
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
N1-GRS-95-1 item 1a	No	
Is this item a deviation from the GRS?		No
DISPOSITION INSTRUCTION		
Final Disposition		Temporary
Retention Period		Other: Destroy when 50 years old.
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required		No

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Signatory Information

Action	User	Date
Approve	David Ferriero	04/20/2015