

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0002

Status: APPROVED  
Date Approved: 06/05/2016  
Last Modified: 11/10/2024

---

## 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	Alterations 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

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0002

Status: APPROVED  
Date Approved: 06/05/2016  
Last Modified: 11/10/2024

---

## Item Count

Total number of disposition items: 4  
Number of Temporary disposition items: 4  
Number of Permanent disposition items: 0  
Number of Items with Disposition Not Approved: 0  
Number of Inactive disposition items: 2

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0002

Status: APPROVED  
Date Approved: 06/05/2016  
Last Modified: 11/10/2024

---

Outline of Records Schedule Items for DAA-GRS-2016-0002

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Access and disclosure request files.	Temporary
0002	Information access and protection operational records. : Information access and protection tracking and control records.	Temporary
0003	Information access and protection operational records. : Records relating to classified or controlled unclassified document containers.	Temporary
0004	Accounting for and control of access to classified and controlled unclassified records and records requested under FOIA, PA, and MDR.	Temporary

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0002

Status: APPROVED  
Date Approved: 06/05/2016  
Last Modified: 11/10/2024

Records Schedule Items

<b>DAA-GRS-2016-0002-0001</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
<b>Item Title</b>	Access and disclosure request files.
<b>Item Description</b>	<p>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"> <li>• granting the request in full</li> <li>• granting the request in part</li> <li>• denying the request for any reason including: <ul style="list-style-type: none"> <li>o inability to fulfill request because records do not exist</li> <li>o inability to fulfill request because request inadequately describes records</li> <li>o inability to fulfill request because search or reproduction fees are not paid</li> </ul> </li> <li>• final adjudication on appeal to any of the above original settlements</li> <li>• final agency action in response to court remand on appeal</li> </ul> <p>Includes:</p> <ul style="list-style-type: none"> <li>• requests (either first-party or third-party)</li> <li>• replies</li> <li>• copies of requested records</li> <li>• administrative appeals</li> <li>• related supporting documents (such as sanitizing instructions)</li> </ul> <p>Note 1: Record copies of requested records remain covered by their original disposal authority, but if disposable sooner than their associated access/disclosure case file, may be retained under this item for disposition with that case file.</p> <p>Note 2: 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>
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	GRS 4.2, item 020

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0002

Status: APPROVED  
Date Approved: 06/05/2016  
Last Modified: 11/10/2024

<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes
Superseded Item	Superseded Items Item Superseded in Part? Explanation
DAA-GRS-2013-0007-0002	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: 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.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>Group Title</b>	Information access and protection operational records.
DAA-GRS-2016-0002-0002	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Information access and protection tracking and control records.
Item Description	Includes: <ul style="list-style-type: none"> <li>• records documenting receipt, internal routing, dispatch, and destruction of unclassified records</li> <li>• tracking databases and other records used to manage overall program</li> <li>• requests and authorizations for individuals to have access to classified files</li> </ul>
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	GRS 4.2, item 030
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0002

Status: APPROVED  
Date Approved: 06/05/2016  
Last Modified: 11/10/2024

Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
DAA-GRS-2013-0007-0003	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. Superseded By: DAA-GRS-2019-0001-0002 on 05/30/2023.</b>	
Final Disposition	Temporary
Retention Period	Other: 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.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
<b>DAA-GRS-2016-0002-0003</b> <span style="float: right;"><b>STATUS: Active</b></span>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Records relating to classified or controlled unclassified document containers.
Item Description	Includes forms placed on safes, cabinets, or vaults that record opening, closing, and routine checking of container security, such as SF-701 and SF-702.  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.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	GRS 4.2, item 032
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes
<b>Superseded Items</b>	
Superseded Item	Item Superseded in Part? Explanation
DAA-GRS-2013-0007-0021	No

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0002

Status: APPROVED  
Date Approved: 06/05/2016  
Last Modified: 11/10/2024

Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy 90 days after last entry on form, but longer retention is authorized if required for business use.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>DAA-GRS-2016-0002-0004</b>	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Accounting for and control of access to classified and controlled unclassified records and records requested under FOIA, PA, and MDR.
Item Description	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"> <li>• forms, registers, ledgers, logs, and tracking systems documenting requester identity and contact information, request date, and nature or purpose of request</li> <li>• inventories of controlled records</li> <li>• forms accompanying documents to ensure continuing control, showing names of people handling the documents, inter-office routing, and comparable data</li> <li>• agent and researcher files</li> </ul>
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	GRS 4.2, item 040
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded Explanation in Part?

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0002

Status: APPROVED  
Date Approved: 06/05/2016  
Last Modified: 11/10/2024

DAA-GRS-2013-0007-0004	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. Superseded By: DAA-GRS-2019-0001-0003 on 05/30/2023.</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy or delete 5 years after date of last entry, final adjudication by courts, or final action by agency (such as downgrading, transfer or destruction of related classified documents, or release of information from controlled unclassified status), as may apply, whichever is later; but longer retention is authorized if required for business use.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No



National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0002

Status: APPROVED  
Date Approved: 06/05/2016  
Last Modified: 11/10/2024

---

Signatory Information

Action	User	Date
Approve	David Ferriero	06/05/2016