

Request for Records Disposition Authority

Records Schedule Number **DAA-GRS-2016-0013**
Schedule Status **Approved**

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 GRS 1.1, 3.1, and 4.2: Administrative Records**

Internal agency concurrences will be provided **No**

Background Information **This schedule contains additional disposition authorities for general administrative records on financial management and reporting (GRS 1.1), technology management (GRS 3.1), and information access and protection (GRS 4.2). These additional items will be integrated into the GRS they relate to upon issuance. Each item in this schedule relates only to the function and activities covered by the item's parent schedule (either GRS 1.1, GRS 3.1, or GRS 4.2) and is subject to the same coverage and limitations outlined in the background information of the item's parent schedule.**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-2016-0013

Sequence Number	
1	Financial management and reporting administrative records. Disposition Authority Number: DAA-GRS-2016-0013-0001
2	Technology management administrative records. Disposition Authority Number: DAA-GRS-2016-0013-0002
3	FOIA, Privacy Act, and classified documents administrative records. Disposition Authority Number: DAA-GRS-2016-0013-0003

Records Schedule Items

Sequence Number					
1	<p>Financial management and reporting administrative records.</p> <p>Disposition Authority Number DAA-GRS-2016-0013-0001</p> <p>Records related to managing financial activities and reporting. Records include:</p> <ul style="list-style-type: none"> • correspondence • subject files • feeder reports • workload management and assignment records <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" data-bbox="370 1070 1510 1172"> <thead> <tr> <th data-bbox="370 1070 938 1115">Manual Citation</th> <th data-bbox="938 1070 1510 1115">Manual Title</th> </tr> </thead> <tbody> <tr> <td data-bbox="370 1115 938 1172">GRS 1.1, item 001</td> <td data-bbox="938 1115 1510 1172"></td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation NC1-64-77-005 / 3 NC1-64-77-011 / 5/A NC1-64-77-011 / 5/B GRS 7, dated 1952, item 1 GRS 8, dated 1952, item 1 N1-GRS-91-003 / 4/A</p> <p>Disposition Instruction</p> <p>Retention Period Destroy when 3 years old, but longer retention is authorized if needed for business use.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	GRS 1.1, item 001	
Manual Citation	Manual Title				
GRS 1.1, item 001					
2	<p>Technology management administrative records.</p> <p>Disposition Authority Number DAA-GRS-2016-0013-0002</p> <p>Records on day-to-day, routine information technology management. Records include:</p> <ul style="list-style-type: none"> • correspondence • subject files, including briefings, reports, presentations, and studies that do not relate to high-level decision-making • data calls • 				

operational and managerial guidance to organizational segments of the agency
Exclusion: This item does not apply to the records of the Chief Information Officer.
These records must be scheduled by the agency on an agency-specific schedule.

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 3.1, item 001	

Disposition Instruction

Retention Period Destroy when 5 years old, but longer retention is authorized if needed for business use.

Additional Information

GAO Approval Not Required

FOIA, Privacy Act, and classified documents administrative records.

Disposition Authority Number DAA-GRS-2016-0013-0003

Records on managing information access and protection activities. Records include: • correspondence related to routine implementation of the FOIA and Privacy Act and administration of security classification, control, and accounting for classified documents • associated subject files • feeder and statistical reports
Exclusion: This item does not cover records documenting policies and procedures accumulated in offices having agency-wide responsibilities for FOIA, Privacy Act, and classified documents. These records must be scheduled by the agency on an agency-specific schedule.

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

3

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

Manual Citation	Manual Title
GRS 4.2, item 001	

GRS or Superseded Authority Citation **N1-GRS-98-002 / 12
N1-GRS-98-002 / 13
GRS 18 (1960) / 2**

Disposition Instruction

Retention Period **Destroy when 3 years old, but longer retention is authorized if needed for business use.**

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
08/30/2016	Certify	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/27/2016	Submit for Concurrence	Andrea Riley	Supervisor, General Records Schedule Team	National Archives and Records Administration - Records Management Services
10/14/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/14/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/17/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

ADDITIONS TO GRS 1.1, 3.1, and 4.2: ADMINISTRATIVE RECORDS

This schedule contains additional disposition authorities for general administrative records on financial management and reporting (GRS 1.1), technology management (GRS 3.1), and information access and protection (GRS 4.2). These additional items will be integrated into the GRS they relate to upon issuance. Each item in this schedule relates only to the function and activities covered by the item's parent schedule (either GRS 1.1, GRS 3.1, or GRS 4.2) and is subject to the same coverage and limitations outlined in the background information of the item's parent schedule.

GRS	Item	Records Description	Disposition Instruction	Disposition Authority
1.1	001	<p>Financial management and reporting administrative records. Records related to managing financial activities and reporting. Records include:</p> <ul style="list-style-type: none"> • correspondence • subject files • feeder reports • workload management and assignment records 	<p>Temporary. Destroy when 3 years old, but longer retention is authorized if needed for business use.</p>	DAA-GRS-2016-0013-0001
3.1	001	<p>Technology management administrative records. Records on day-to-day, routine information technology management. Records include:</p> <ul style="list-style-type: none"> • correspondence • subject files, including briefings, reports, presentations, and studies that do not relate to high-level decision-making • data calls • operational and managerial guidance to organizational segments of the agency <p>Exclusion: This item does not apply to the records of the Chief Information Officer. These records must be scheduled by the agency on an agency-specific schedule.</p>	<p>Temporary. Destroy when 5 years old, but longer retention is authorized if needed for business use.</p>	DAA-GRS-2016-0013-0002
4.2	001	<p>FOIA, Privacy Act, and classified documents administrative records. Records on managing information access and protection activities. Records include:</p> <ul style="list-style-type: none"> • correspondence related to routine implementation of the FOIA and Privacy Act and administration of security classification, control, and accounting for classified documents • associated subject files 	<p>Temporary. Destroy when 3 years old, but longer retention is authorized if needed for business use.</p>	DAA-GRS-2016-0013-0003

Additions to GRS 1.1, 3.1, and 4.2, page 2

	<ul style="list-style-type: none">• feeder and statistical reports <p>Exclusion: This item does not cover records documenting policies and procedures accumulated in offices having agency-wide responsibilities for FOIA, Privacy Act, and classified documents. These records must be scheduled by the agency on an agency-specific schedule.</p>		
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**GRS 1.1, 3.1, 4.2 additions
Crosswalk**

New GRS				Old GRS			
GRS No.	Item No.	Retention	ERA Number/ Disposition Authority	GRS No.	Item No.	Retention	Disposition Authority
1.1	001	3 years	DAA-GRS-2016-0013-0001	3	2	2 years	NC1-64-77-5, item 3
				6	5a	2 years	NC1-64-77-11, item 5a
				6	5b	3 years	NC1-64-77-11, item 5b
				7	1	2 years	GRS 7, 1952, item 1
				8	1	2 years	GRS 8, 1952, item 1
				9	4a	2 years	N1-GRS-91-3, item 4a
3.1	001	5 years	DAA-GRS-2016-0013-0002	New Item			
4.2	001	3 years	DAA-GRS-2016-0013-0003	14	15	2 years	N1-GRS-98-2, item 12
				14	26	2 years	N1-GRS-98-2, item 13
				18	1	2 years	GRS 18, 1960, item 2