

Request for Records Disposition Authority

Records Schedule Number DAA-GRS-2016-0016
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 GRS 5.1: Common Office Records
Internal agency concurrences will be provided No

Background Information

This schedule covers certain records common to most offices in Federal agencies, whether those offices are involved in administrative or mission-related activities. Most of these records are administrative housekeeping records. Agencies create and maintain administrative records when carrying out general, non-mission-related activities that keep an office operating. In contrast, agencies create mission records when carrying out the unique activities for which the agency was established. The only mission-related records this schedule covers are non-recordkeeping copies of electronic records (item 020) that are maintained for decision-making purposes or taking action. Copies maintained solely for convenience of reference are considered non-record materials. This schedule may be applied to records in offices that carry out mission-related activities, but only those records that are described here.

This schedule does not apply to transitory records, which are scheduled in GRS 5.2. The distinction between transitory and the records covered in this schedule is that the records here generally have a longer period of business use than transitory records. This schedule also does not cover materials an agency determines to be non-record or personal. Neither does this schedule cover common administrative records found in most offices that are scheduled elsewhere in the GRS, such as timekeeping and procurement records.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-2016-0016

Sequence Number	
1	Administrative records maintained in any agency office. Disposition Authority Number: DAA-GRS-2016-0016-0001
2	Non-recordkeeping copies of electronic records. Disposition Authority Number: DAA-GRS-2016-0016-0002
3	Records of non-mission related internal agency committees. Disposition Authority Number: DAA-GRS-2016-0016-0003

Records Schedule Items

Sequence Number

1

Administrative records maintained in any agency office.

Disposition Authority Number **DAA-GRS-2016-0016-0001**

Records accumulated by individual offices that relate to routine day-to-day administration and management of the office rather than the mission-specific activities for which the office exists, excluding records scheduled elsewhere in the GRS such as timekeeping and procurement. Records include: # staff locators, unofficial organizational charts, and office seating charts (see Exclusion 1) # office-level administrative policies and procedures and files related to their development (see Note 1) # calendars or schedules of daily activities of non-high-level officials (high-level officials are defined in GRS 6.1; this item covers those positions not defined as high-level) # informal requests and tracking of personnel training, travel, supplies, and equipment, excluding procurement and payment records and forms requesting training (e.g. SF-182) # internal office activity and workload reports # studies and analyses of office administrative functions and activities # non-mission related management reviews and surveys # minutes of meetings related to administrative activities Exclusion 1: This item does not apply to recordkeeping copies of organizational charts, functional statements, and related records that document the mission-related organization, staffing, and procedures of the office. Agencies must schedule those records on an agency-specific schedule. Note 1: This item covers administrative policies and procedures at the office/unit level. GRS 5.7 covers agency-level administrative issuances or directives.

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 5.1, item 010	

GRS or Superseded Authority Citation **N1-GRS-98-002 / 43**
 N1-GRS-87-019 / 5/a
 N1-GRS-87-019 / 5/b

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Disposition Instruction

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

Additional Information

GAO Approval **Not Required**

Non-recordkeeping copies of electronic records.

Disposition Authority Number **DAA-GRS-2016-0016-0002**

Non-recordkeeping copies of electronic records agencies maintain in email systems, computer hard drives or networks, web servers, or other locations after agencies copy the records to a recordkeeping system or otherwise preserve the recordkeeping version. This includes:

- documents such as letters, memoranda, reports, handbooks, directives, manuals, briefings, or presentations created on office applications, including those in Portable Document Format (PDF) or its equivalent**
- senders' and recipients' versions of electronic mail messages that meet the definition of Federal records, and any related attachments**
- electronic spreadsheets**
- digital still pictures or posters**
- digital video or audio files**
- digital maps or architectural drawings**
- copies of the above electronic records maintained on websites or web servers, but EXCLUDING web pages themselves**

Note 1: Non-recordkeeping copies may be Federal records. Often, copies are non-records and can be immediately destroyed, but not always. Copies are non-record if they are kept only for convenience of reference. If copies are used in the course of agency business to make decisions or take action, they are Federal records. The copies described here are Federal records if they are still being used by the agency for such business purposes, but are not recordkeeping copies of those records. Note 2: For electronic mail records, the recordkeeping system must capture the names of sender and recipients, date (transmission data for recordkeeping purposes), and any receipt data, along with the message text. Sender/recipient information should be individual account information, not the name of a distribution list.

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 5.1, item 020	

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GRS or Superseded Authority Citation DAA-GRS-2013-0001-0007

Disposition Instruction

Retention Period Destroy immediately after copying to a recordkeeping system or otherwise preserving, but longer retention is authorized if required for business use.

Additional Information

GAO Approval Not Required

Records of non-mission related internal agency committees.

Disposition Authority Number DAA-GRS-2016-0016-0003

Records created and maintained by committees established by an agency for facilitative or operational purposes unrelated to the agency's mission, such as organizing events, selecting interior furnishings, overseeing volunteer activities, or employee recreational activities. Records include: # meeting minutes, summaries, agendas, and transcripts # reports and studies # membership records # correspondence, mailing, and distribution records Exclusion: These items do not cover records of Federal Advisory Committee Act or interagency committees. GRS 6.2 covers Federal Advisory Committee Act committee records. Note: Records of mission-related committees are potentially permanent and agencies must schedule them by an agency-specific records 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 5.1, item 030	

GRS or Superseded Authority Citation N1-GRS-04-001 / 1/a

Disposition Instruction

Retention Period Destroy when business use ceases.

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
11/15/2016	Certify	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/23/2017	Submit for Concurrence	Andrea Riley	Supervisor, General Records Schedule Team	National Archives and Records Administration - Records Management Services
05/30/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/30/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/31/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

GENERAL RECORDS SCHEDULE 5.1: Common Office Records

This schedule covers certain records common to most offices in Federal agencies, whether those offices are involved in administrative or mission-related activities. Most of these records are administrative housekeeping records. Agencies create and maintain administrative records when carrying out general, non-mission-related activities that keep an office operating. In contrast, agencies create mission records when carrying out the unique activities for which the agency was established. The only mission-related records this schedule covers are non-recordkeeping copies of electronic records (item 020) that are maintained for decision-making purposes or taking action. Copies maintained solely for convenience of reference are considered non-record materials. This schedule may be applied to records in offices that carry out mission-related activities, but only those records that are described here.

This schedule does not apply to transitory records, which are scheduled in GRS 5.2. The distinction between transitory and the records covered in this schedule is that the records here generally have a longer period of business use than transitory records. This schedule also does not cover materials an agency determines to be non-record or personal. Neither does this schedule cover common administrative records found in most offices that are scheduled elsewhere in the GRS, such as timekeeping and procurement records.

Item	Records Description	Disposition Instruction	Disposition Authority
010	<p>Administrative records maintained in any agency office. Records accumulated by individual offices that relate to routine day-to-day administration and management of the office rather than the mission-specific activities for which the office exists, excluding records scheduled elsewhere in the GRS such as timekeeping and procurement. Records include:</p> <ul style="list-style-type: none"> ● staff locators, unofficial organizational charts, and office seating charts (see Exclusion 1) ● office-level administrative policies and procedures and files related to their development (see Note 1) ● calendars or schedules of daily activities of non-high-level officials (high-level officials are defined in GRS 6.1; this item covers those positions not defined as high-level) ● informal requests and tracking of personnel training, travel, supplies, and equipment, excluding procurement and payment records and forms requesting training (e.g. SF-182) ● internal office activity and workload reports ● studies and analyses of office administrative functions and activities ● non-mission related management reviews and surveys ● minutes of meetings related to administrative activities 	<p>Temporary. Destroy when business use ceases.</p>	<p>DAA-GRS-2016-0016-0001</p>

GRS 5.1: General Administrative Records, page 2

	<p>Exclusion 1: This item does not apply to recordkeeping copies of organizational charts, functional statements, and related records that document the mission-related organization, staffing, and procedures of the office. Agencies must schedule those records on an agency-specific schedule.</p> <p>Note 1: This item covers administrative policies and procedures at the office/unit level. GRS 5.7 covers agency-level administrative issuances or directives.</p>		
020	<p>Non-recordkeeping copies of electronic records. Non-recordkeeping copies of electronic records agencies maintain in email systems, computer hard drives or networks, web servers, or other locations after agencies copy the records to a recordkeeping system or otherwise preserve the recordkeeping version. This includes:</p> <ul style="list-style-type: none"> • documents such as letters, memoranda, reports, handbooks, directives, manuals, briefings, or presentations created on office applications, including those in Portable Document Format (PDF) or its equivalent • senders' and recipients' versions of electronic mail messages that meet the definition of Federal records, and any related attachments • electronic spreadsheets • digital still pictures or posters • digital video or audio files • digital maps or architectural drawings • copies of the above electronic records maintained on websites or web servers, but EXCLUDING web pages themselves <p>Note 1: Non-recordkeeping copies may be Federal records. Often, copies are non-records and can be immediately destroyed, but not always. Copies are non-record if they are kept only for convenience of reference. If copies are used in the course of agency business to make decisions or take action, they are Federal records. The copies described here are Federal records if they are still being used by the agency for such business purposes, but are not recordkeeping copies of those records.</p>	<p>Temporary. Destroy immediately after copying to a recordkeeping system or otherwise preserving, but longer retention is authorized if required for business use.</p>	DAA-GRS-2016-0016-0002

GRS 5.1: General Administrative Records, page 3

	<p>Note 2: For electronic mail records, the recordkeeping system must capture the names of sender and recipients, date (transmission data for recordkeeping purposes), and any receipt data, along with the message text. Sender/recipient information should be individual account information, not the name of a distribution list.</p>		
030	<p>Records of non-mission related internal agency committees. Records created and maintained by committees established by an agency for facilitative or operational purposes unrelated to the agency's mission, such as organizing events, selecting interior furnishings, overseeing volunteer activities, or employee recreational activities. Records include:</p> <ul style="list-style-type: none"> ● meeting minutes, summaries, agendas, and transcripts ● reports and studies ● membership records ● correspondence, mailing, and distribution records <p>Exclusion: These items do not cover records of Federal Advisory Committee Act or interagency committees. GRS 6.2 covers Federal Advisory Committee Act committee records.</p> <p>Note: Records of mission-related committees are potentially permanent and agencies must schedule them by an agency-specific records schedule.</p>	<p>Temporary. Destroy when business use ceases.</p>	<p>DAA-GRS-2016-0016-0003</p>

**GRS 5.1 Common Office Records
Crosswalk**

New GRS				Old GRS			
GRS No.	Item No.	Retention	ERA Number/ Disposition Authority	GRS No.	Item No.	Retention	Disposition Authority
5.1	010	business use ceases	DAA-GRS-2016-0016-0001	23	1	2 years	N1-GRS-98-2, item 43
				23	5a	2 years	N1-GRS-87-19, item 5a
				23	5b	no longer needed	N1-GRS-87-19, item 5b
5.1	020	after copying to a recordkeeping system	DAA-GRS-2016-0016-0002	4.3	040	after copying to a recordkeeping system	DAA-GRS-2013-0001-0007
5.1	030	business use ceases	DAA-GRS-2016-0016-0003	26	1a	no longer needed	N1-GRS-04-1, item 1a