

Request for Records Disposition Authority

Records Schedule Number DAA-GRS-2017-0005
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 Addition to GENERAL RECORDS SCHEDULE 1.1: Administrative Claims Records

Internal agency concurrences will be provided No

Background Information This schedule adds an item to GRS 1.1 covering Administrative Claims records. This schedule is subject to the limitations outlined in the introduction to GRS 1.1.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-GRS-2017-0005

Sequence Number

1

Administrative claims by or against the United States. Disposition Authority Number: DAA-GRS-2017-0005-0001
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Records Schedule Items

Sequence Number					
1	<p>Administrative claims by or against the United States.</p> <p>Disposition Authority Number DAA-GRS-2017-0005-0001</p> <p>Records of monetary or property claims by the United States subject to the Federal Claims Collection Standards, completed or closed by: • payment in full • compromise agreement • termination of collection action • determination that money or property is not owed to the United States • approval or denial of claim waiver for erroneous payment of pay, travel, or relocation expenses to a civilian Federal employee or a member or former member of the uniformed services or the National Guard • lifting of court order Also, records of monetary claims against the United States, completed or closed by • disallowance in full • allowance in full or in part with final payment awarded • settlement, compromise, or withdrawal • lifting of court order Legal Citations: 31 CFR 900-904 28 U.S.C. 2401 28 U.S.C. 2415(a) 31 U.S.C. 3716(c) 31 U.S.C. 3716(e)</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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>GRS 1.1, item 080</td> <td></td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation N1-GRS-87-013 / 1/A N1-GRS-87-013 / 1/B/1 N1-GRS-87-013 / 1/B/2/A N1-GRS-87-013 / 1/B/2/B N1-GRS-87-013 / 1/B/3 N1-GRS-87-013 / 1/C N1-GRS-88-001 / 11/A N1-GRS-88-001 / 11/B</p> <p>Disposition Instruction</p>	Manual Citation	Manual Title	GRS 1.1, item 080	
Manual Citation	Manual Title				
GRS 1.1, item 080					

Retention Period

Destroy 7 years after final action, but longer retention is authorized if required 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
01/05/2017	Certify	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/16/2017	Submit for Concurrence	Galen Wilson	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/22/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/22/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/23/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

Addition to GENERAL RECORDS SCHEDULE 1.1: Financial Management and Reporting Records

This schedule adds an item to GRS 1.1 covering Administrative Claims records. This schedule is subject to the limitations outlined in the introduction to GRS 1.1.

Item	Records Description	Disposition Instruction	Disposition Authority
080	<p>Administrative claims by or against the United States. Records of monetary or property claims <i>by</i> the United States subject to the Federal Claims Collection Standards, completed or closed by:</p> <ul style="list-style-type: none"> • payment in full • compromise agreement • termination of collection action • determination that money or property is not owed to the United States • approval or denial of claim waiver for erroneous payment of pay, travel, or relocation expenses to a civilian Federal employee or a member or former member of the uniformed services or the National Guard • lifting of court order <p>Also, records of monetary claims <i>against</i> the United States, completed or closed by:</p> <ul style="list-style-type: none"> • disallowance in full • allowance in full or in part with final payment awarded • settlement, compromise, or withdrawal • lifting of court order <p>Legal Citations: 31 CFR 900-904 31 U.S.C. 3716(c) 28 U.S.C. 2401 31 U.S.C. 3716(e) 28 U.S.C. 2415(a)</p> <p>Supersedes: GRS 6, item 10a (N1-GRS-87-13, item 1a), <i>6 years, 3 months</i> GRS 6, item 10b1 (N1-GRS-87-13, items 1b1), <i>6 years, 3 months</i> GRS 6, item 10b2a (N1-GRS-87-13, item 1b2a), <i>10 years, 3 months</i> GRS 6, item 10b2b (N1-GRS-87-13, item 1b2b), <i>3 months</i></p>	<p>Temporary. Destroy 7 years after final action, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2017-0005-0001</p>

Item	Records Description	Disposition Instruction	Disposition Authority
	GRS 6, item 10b3 (N1-GRS-87-13, item 1b3), <i>6 years, 3 months</i> GRS 6, item 10c (N1-GRS-87-13, items 1c), <i>6 years, 3 months</i> GRS 6, item 11a (N1-GRS-88-1, item 11a), <i>6 years, 3 months</i> GRS 6, item 11b (N1-GRS-88-1, item 11b), <i>6 years, 3 months; 10 years, 3 months; or 3 months</i>		

New GRS 1.1				Old GRS			
GRS No.	Item No.	Retention	ERA Number/ Disposition Authority	GRS No.	Item No.	Retention	Disposition Authority
1.1	080	7 years	DAA-GRS-2017-0005-0001	6	10a	6 years, 3 months	N1-GRS-87-13, item 1a
				6	10b1	6 years, 3 months	N1-GRS-87-13, item 1b1
				6	10b2a	10 years, 3 months	N1-GRS-87-13, item 1b2a
				6	10b2b	3 months after right to collect ends	N1-GRS-87-13, item 1b2b
				6	10b3	6 years, 3 months	N1-GRS-87-13, item 1b3
				6	10c	6 years, 3 months	N1-GRS-87-13, item 1c
				6	11a	6 years, 3 months	N1-GRS-88-1, item 11a
				6	11b	6 years, 3 months --or-- 10 years, 3 months --or-- 3 months after right to litigate ends	N1-GRS-88-1, item 11b