

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2023-0006

Status: APPROVED  
Date Approved: 03/07/2024  
Last Modified: 11/01/2024

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## 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	GRS 5.4: Facility, Equipment, Vehicle, Property, and Supply Records - Revision
Additional Schedule Information	<p>This schedule covers records Federal agencies create and receive while managing, operating, and maintaining Government-owned and -leased real property, facilities, equipment, vehicles (land, water and air), personal property, and supplies. This includes allocating space and managing supply stock.</p> <p>Agencies must offer any records created prior to January 1, 1921, to the National Archives and Records Administration (NARA) before applying disposition instructions in this schedule.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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## Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 2

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-GRS-2023-0006

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Real property ownership records	Temporary
0002	Vehicle and equipment ownership records and operation manuals	Temporary

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Records Schedule Items

<b>DAA-GRS-2023-0006-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Real property ownership records	
Item Description	<p>Abstract or certificate of title documenting Federal real property ownership, surveys, easements, rights-of-way, and chain of title for property the Government acquired after December 31, 1920, by purchase, condemnation, donation, exchange, or otherwise.</p> <p>Note: Ownership records may be transferred to a new owner, if applicable.</p> <p>Exclusions:</p> <ol style="list-style-type: none"> <li>1. Records relating to property acquired prior to January 1, 1921. Agencies must schedule these separately.</li> <li>2. Reports of Excess Real Property (Standard Form 118) and associated real property case files. Agencies must schedule these separately.</li> </ol>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<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-2016-0011-0002	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Retention Period	Other: Destroy after final action. Longer retention is authorized if needed for business use.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

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<b>DAA-GRS-2023-0006-0002</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Vehicle and equipment ownership records and operation manuals	
Item Description	Vehicle and equipment identification, registration, and warranty records, manuals and similar documentation, whether produced locally or by the manufacturer.	
	Note: Ownership records may be transferred to a new owner, if applicable.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<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-2016-0011-0003	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Retention Period	Other: Destroy after final action. Longer retention is authorized if needed for business use.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	03/07/2024