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Guide to Aggregate Item Schedules

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About This Guide

This guide provides information and guidance on writing schedules with aggregate items. Aggregate items are any item that covers more than one series of records. The level of aggregation of a disposition item is part of the scope of an item. This includes items referred to as "Big Buckets." For more information about scoping disposition items, see the *Guide to Inventorying, Scheduling, and Disposition of Records* section *Scheduling Records (ISD) - Scoping Records Schedule Items.*

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Types of Aggregate Items

Record schedule items cover either a single series of records or many, related record series. Any item that covers multiple series of records is an ***aggregate item***. There are two types of aggregate items allowed when scheduling records:

Flexible/Open Aggregate Items (Big Buckets, Functional Items)

This disposition authority type covers many related records series and may be applied to new series created in the future, provided they conform to the item's description. These types of items are also known as Big Bucket items or functional items.

Items in a functional schedule are considered flexible/open because they are typically written to cover all records related to a specific function, activity or business process. This allows the agency to apply the disposition authority(ies) to any future records that the agency may create related to that function, activity, or process.

Use this type of item if you intend for it to cover all present and future records related to

the same function, activity or business process.

Identify this type of item on the records schedule by answering "Yes" to "Is this item a Big Bucket?". This indicates that your agency intends to apply the item to new records if needed. If you do not answer "Yes", NARA will assume that the item is fixed/closed.

NOTE: Older schedules may only identify that items are Big Buckets at the schedule level, if at all. Most older functional schedules do not indicate that they are Big Buckets either, however, any functional schedule must be a Big Bucket.

Fixed/Closed Aggregate Items

This is a disposition authority that covers many related records series, but it only includes those series identified at the time of scheduling. This type of item **may not** be applied to records that are not described on the schedule.

Use this type of item when scheduling:

- The same record type across many offices
- Related records series in one item that are specifically identified on the schedule or crosswalk

When using fixed/closed aggregate items, keep in mind:

- These items are not Big Buckets and should not be identified as such on the schedule.
- Fixed/closed aggregate item descriptions must be very clear about the records covered by the item. NARA recommends the use of crosswalks to identify all series of records that fall under the item. If there is any ambiguity about an item's coverage, it should not be applied to the records.
- Your agency cannot apply the schedule item to records series not identified on the schedule or crosswalk. If more record series turn up that need to be covered by the item, your agency must submit a new records schedule.
- If it is unclear to your NARA appraiser whether an item is a fixed/closed aggregate or a flexible/open aggregate item, they will assume that the item is fixed/closed. Agency schedules identified as Big Bucket schedules or that are clearly functional schedules are assumed to have flexible/open aggregate items.

Pros and Cons of Aggregate Item Schedules

Pros:

- **Flexible/open aggregate items (big buckets/functional items) can reduce the need to reschedule.** It is not necessary to reschedule every time your agency creates a new record series or system. As long as it fits under an existing authority, you can apply that authority.
- **Flexible/open aggregate schedules allow for an agency's change over time.** Items based on work processes and functions rather than organizational structure need little to no revision when an agency reorganizes. You can add new series and systems that relate to the work processes and functions described on the schedule to crosswalks without further NARA approval.
- **Aggregate schedules can cover entire functions or activities by a single disposition item.** This helps users to know which disposition authority they should be using.

Cons:

- **Aggregate schedules can be time consuming to create and appraise.** Successful aggregate schedules take time and effort, often much more than traditional schedules. Your agency needs to know your records and business processes to develop aggregate items that are meaningful and implementable.
- **Aggregate schedules are often difficult for staff to understand and use.** Agency users will need help using aggregate schedules. You will still need file plans or a robust records management application to ensure records are managed properly. Improper implementation of schedules can lead to unauthorized disposals and other legal implications.
- **Aggregating items can result in longer retention of some records.** For example, if you aggregate one series that is kept for 7 years with many that are only kept for 3 years, everything would need to be kept for 7 years. Make sure that extending retention on certain series is not going to result in a burden to the agency.

When Aggregate Items Are Not Appropriate

Your agency should not use aggregate items if:

- **You do not have knowledge and understanding of your records series and systems.** If you do not know your records, you cannot group them effectively.

- **It is undergoing significant changes in functions and work processes that may result in changes to the records.**
- **You will be unable to enforce compliance with the schedule.** Aggregate schedules may cover many offices and programs, by design. They often result in significant changes to records management practices in these organizations. It is crucial to have staff and management buy-in to aid compliance with the new schedule.
- **You cannot commit enough resources to develop an aggregate schedule.** Developing and implementing an aggregate item schedule is resource intensive. It involves inventorying your records, identifying appropriate item categories, properly aggregating series to them, and preparing a crosswalk. If your agency does not have the resources to commit to such a task, it is best to use another scheduling approach.
- **Your agency cannot commit enough time and resources to implement an aggregate schedule.** This is one of the most common areas of weakness when agencies move to aggregate item schedules. Aggregate schedules do not end the need for file plans, especially when many series are aggregated into one item. Implementing an aggregate item schedule involves training agency staff in its use and monitoring the staff to ensure that they apply items to series properly. Agencies must also update file plans and crosswalks when adding new series to an aggregate item. Aggregate item schedules are not a solution for under-resourced records management programs.

Developing an Aggregate Item Schedule

The steps outlined here supplement the general requirements for developing schedules provided in [36 CFR 1225.12](#). See also guidance outlined in the *Scheduling Records* section of the *ISD.* Your agency should carry out all these steps, although their sequence may vary. NARA recommends following these steps for a successful scheduling and appraisal process.

1. **Get buy-in from program staff and management.** Aggregate schedules take considerable time and effort. Make sure that your agency's management is supportive of the effort and will enforce compliance with the schedule. Involve program staff in the inventorying and scheduling process. Ensure they review aggregate items to make sure they make sense and are implementable.

2. **Consult your NARA appraiser during the planning process.** It may be helpful to meet with your appraiser to go over your strategy for aggregate schedules. Your appraiser can provide feedback on your plans. It is also helpful to document your plans because aggregate item schedules can take a long time to complete

and appraise. Agency and appraisal staff may turn over during this time. Having something in writing allows for continuity and understanding as staff change.

3. **Understand what your agency does. Identify your agency's business functions, work processes and organizational structure.** Refer to agency issuances such as organization charts, functional statements, budget estimates submitted to Congress, strategic plans, annual reports, and existing records disposition schedules/manuals. For more information, see *Knowing Your Records - Know What Your Agency Does* in the *ISD.*

4. **Know your records.** Most successful scheduling projects begin with an inventory. You cannot create an aggregate item schedule if you don't know what records your agency has. NARA requires agencies to inventory their records as part of the scheduling process ([36 CFR 1225.12(b)](#)). For more information on inventories see the section *Knowing Your Records* in the *ISD.*

5. **Determine the scope of the schedule.** Will the schedule be specific to an individual office, agency-wide, or, if you are a Departmental Records Officer, department-wide?

6. **Decide how to arrange the schedule.** Aggregate item schedules are usually arranged around business functions or activities. While it is possible to arrange the schedule around the agency's organizational structure, you might have to reschedule the records if that structure changes. Avoid arranging your schedules by organization unless your agency has a stable organizational structure.

> *Example of a schedule organized by function:* The agency has three basic functions, each listed below. A schedule with a functional structure would be organized as follows:
>
> - Policy Formulation and Direction
>   - *Items related to this function*
> - Licensing and Oversight
>   - *Items related to this function*
> - Research and Information Dissemination
>   - *Items related to this function*
>
> *Example of a schedule organized by office:* An agency can organize items by office.
>
> - Office of the Director
>   - *Items for this office*
> - Office of the Executive Secretary

7. **Identify the records series and systems associated with each work process or organizational unit.** This is where the records inventory becomes important.
   ● Your inventory should say where in the organization each record series exists.
   ● You should map each record series to the function to which it relates.

8. **Group the records into aggregate items.** Keep in mind the following rules when aggregating series and systems:
   ● **Organization**
     ○ All the series or systems in an item must relate to the same function or subject matter.
     ○ The number of items needed for each subject, business function, or work process will vary. A single item may work for very simple processes with only a small number of series that have a uniform value. Multiple items are necessary for complex work processes that involve records with different values and retention requirements.
     ○ Some records may exist at different hierarchical levels or in different offices within your agency. Only aggregate these records if they have the same disposition and retention period. If they have different values or retention needs, schedule them in separate items. For example, investigation files maintained by an agency's Office of Inspector General often have greater value and a longer retention than the same or similar files maintained by the offices investigated.
   ● **Disposition**
     ○ All the series in an aggregate item must have the same disposition (permanent or temporary).
     ○ **Do not** group series only because they have the same disposition or retention period.
   ● **Records covered by the GRS:**
     ○ You may aggregate records covered by the General Records Schedules (GRS) with records that are not covered by the GRS. The item's retention must align with the GRS and it must be treated as a GRS deviation. See Requesting GRS Deviations for more information.

- Agencies may aggregate multiple GRS items as long as the item uses the longest applicable GRS retention. Agencies do not need to get NARA approval to aggregate GRS items to their longest common retention. We recommend citing all relevant GRS authorities in your disposition manual. You will want to be able to identify use of the GRS in case those authorities change over time.
- **Map previously scheduled series and systems to the new items.** This is the first step in creating a crosswalk (see Step 11 below).
    i. Partially superseding existing authorities is not advised. It can make implementation difficult with older records.

9. **Identify records that are not appropriate for inclusion in an aggregate item.** You may find that not all series can be aggregated. You can create schedules that contain both granular and aggregate items. For example, you may find that most records related to a function are temporary, but that there are case files that should be permanent. You can have an aggregate item to cover the function's program records and a granular item for the case files. These items will need to be scheduled as individual series.

   Certain types of records are not appropriate for inclusion in aggregate items:
   a. Series of permanently valuable maps and drawings, still photographs and graphic materials, motion pictures and videos, and sound recordings. These records often document a broad range of functions and activities. Agencies tend to maintain them centrally for the entire agency or major agency component. Do not aggregate these records with textual records. Schedule these series individually with a separate item for each media type.
   b. Records that need a considerably shorter or longer retention than most of the records in the aggregate item. Aggregating such items can result in over or under-retention of other records.

10. **Prepare a description for each aggregated item.** See the section below on *Describing Aggregate Items*.

11. **Assign a disposition instruction to each item.** For additional information on determining disposition instructions, see *Analyzing Disposition and Retention Needs* in the *ISD.* The disposition instruction must be appropriate for all records covered by an aggregate item.

   Cutoff instructions:

a. Aggregate items may include series or systems with different cutoffs. In this case, cutoff instructions should be in the crosswalk. The schedule can say "See crosswalk" for the cutoff instruction.

b. An aggregate item may have multiple cutoff instructions.. Do not include too many options in one instruction. For example, your agency could use the cutoff instruction: "Cut off case files at the end of the calendar year of case closure. Cut off all other files at the end of the calendar year." It must be easy to identify which records each cutoff instruction applies to.

Retention and Transfer periods:

c. Do not apply an age-based retention to the item unless all records can be destroyed based on their age. There are many record series that cannot be destroyed based solely on their age. For example, procedures often should not be destroyed until they are superseded or obsolete.

d. Decide whether each item will have a flexible or fixed retention. See *Flexible Retention Periods (Retention Bands)* for more information on flexible retentions.

e. Aggregating series requires identifying a common record retention. This can result in considerably longer or shorter retentions for some records. When there is a wide range of retention needs within an aggregate item, you may find it better to break up the item.

f. **Records subject to the Privacy Act.** If an item includes temporary records subject to the Privacy Act, be sure that the proposed disposition instructions provide for the retention of the records only so long as they are needed for agency business. Do not allow longer retention than necessary.

12. **Prepare a crosswalk.** The crosswalk lists the series and systems that comprise each aggregate item. Prepare a crosswalk for any aggregate item, regardless of how many series are aggregated. Your appraiser may request a crosswalk and may return the schedule without action if you do not provide one.

a. Crosswalks are critical for appraisal and implementation.
    i. They help appraisers understand how your agency is disposing of its records.
    ii. Records storage facilities will need the crosswalk to convert current dispositions to new dispositions.
    iii. Owners of recordkeeping systems will need the crosswalk to update automated disposition instructions.
    iv. Agency staff will need crosswalks to update office level file plans.

b. NARA's *Crosswalk Template* includes the minimum data points needed for appraisal. Agencies may add fields.

i. Include all series or systems *actively* in use in your agency. This applies whether the records are already scheduled or are unscheduled. This includes series or systems covered by the GRS.

ii. Report any disposition authorities that are no longer in use. Use the [Inactive Item Reporting Form](#). Submit the form to LSSP_Team@nara.gov. NARA will identify the items as inactive in the Records Control Schedule (RCS) repository.

13. **Submit the schedule to NARA.** Agencies submit schedules using the Electronic Record Archive (ERA). Attach crosswalks to the schedule in ERA. NARA's approval process often takes longer for aggregate item schedules due to their greater complexity. An agency may find it helpful to pursue aggregate scheduling incrementally. Start with submission of a single aggregate item schedule to gain experience with the process.

Best Practices for Aggregate Item Schedules

1. **Do not rely on existing schedules as an information source.** Older schedules may not be accurate or reflect current processes and functions. Expect to update series descriptions and include previously unscheduled records.

2. **Do not make your aggregation so large that it cannot be easily defined.** Users should be able to read the item description and know if it covers their records. Users should not have to rely on a crosswalk. Poorly defined aggregated items require more time to train staff in how to use the schedule.

3. **Identify the rationale for each aggregated item.** Your appraiser will want to know the logic behind how you chose to aggregate series.

4. **Use similar record cutoffs.** Do not combine series that have age-based retentions with those that have event-based retentions. Mixed cutoffs can result in difficulties when implementing disposition instructions in automated environments. (See the *Guide to Machine-Implementable Disposition Instructions*.)

5. **Don't expect to use only age-based retentions.** There are many records that the government creates that need event-based disposition instructions. It is impossible to determine retentions for many records based on their age. For example, case files can be open for various years before closure. Event-based dispositions can be more challenging to implement. They often need some kind of human action or decision. Workflows and metadata can help automate these types of dispositions. Only use age-based retentions when you know how long

records must be kept based on their age.

6. **Avoid use of wide retention bands.** A retention band that is more than 5-10 years is too wide. Records retention should be legally defensible. Your agency needs to keep records the same records the same amount of time across all offices.

7. **Avoid open-ended retentions.** Avoid using "Destroy when no longer needed" or "Destroy when 5 years old, but longer retention is authorized." The General Records Schedules use these types of instructions to give agencies flexibility. Individual series within an aggregated item still need to have a specified retention, even when banding is used. This applies to open-ended retention bands, as well.

8. **Avoid including series or systems with long retention periods.** Temporary series or systems that have long retention needs are best scheduled as granular schedule items. Otherwise, records with shorter retention needs may be kept much longer than necessary.

9. **Consider using standardized retentions.** Standardizing retentions means to use a limited set of retentions for all records, or as many records as possible, in your agency. For example, you might decide that your standardized retentions are 3 years, 7 years, and 10 years. This results in a small set of possible retentions for all or most records in your agency. Some records management applications allow mapping of disposition authorities to record retentions. Standardized retentions may make implementation of hundreds or more items easier. While you may have hundreds of disposition authorities, they only map to thirty or so standardized retentions. When standardizing retentions, remember that you will need age-based as well as event-based retentions.

10. **Describe the aggregated item by the function, activity or business process.** You should also mention any general types of records created by the process, but it is not necessary to describe every potential record type.

11. **Plan for schedule implementation.** Develop implementation plans as you write the schedule. Test disposition instructions to make sure they are understandable and implementable.

   - Develop new or update existing file plans and train staff on how to use the new schedules.
   - Don't forget about existing records, especially those in records storage facilities, systems and shared drives. Determine how your agency will implement new aggregate items for legacy records as well as day-forward.

Describing Aggregate Items

Use the following guidelines when writing aggregate item descriptions:
- Descriptions for flexible/open aggregate items must accommodate not only existing series and systems but also those the agency may create in the future.
- Describe records in each aggregate item clearly and succinctly. Users must be able to tell which item applies to their records. If you cannot write a clear item description, you may need a smaller, more meaningful aggregation.

Item titles should refer to the function, activity, or work process associated with the item. For example:

- Ombudsman Program Records
- Planning and Survey Records
- Resource Management and Planning Records

Each aggregate item descriptions should describe:

- The function, activity, or work process.
- What the records related to this function, activity, or work process, are specifically used for.
- Any criteria or parameters around what is covered by the item. This might also be handled through the use of exclusions.
- Examples of the types of records covered (optional, but recommended)
- When describing systems, you may still want to describe the types of information the systems contain

Aggregate items will be described differently depending on whether they are flexible/open or fixed/closed because the intent of each item is different:

- **Flexible/open aggregate items:** The intent of a flexible/open aggregate item is to cover any existing and future series related to a function, activity, or work process. Therefore, the critical element of the description are the parameters or criteria for identifying what types of records the item covers. If examples of specific records are included, state "This includes but is not limited to…" within the item description, because the item can cover other record types.

    General template:

    Item Title: [Function, activity or work process] records

Item Description: Records related to [function, activity or work process.] These records are used to [general description of the function, activity or work process].The records include but are not limited to [examples of record types such as correspondence, reports, case files, policies and procedures].

- **Fixed/closed aggregate items:** Fixed/closed aggregate items only include known, existing series of records related to a function, activity, or work process. The key element of this item is describing the specific records it covers. The description must be precise and there should be no ambiguity. Use language such as "This item only covers…." If your agency wants to later add additional series to this item, a new schedule would be required.

  General template:

  Item Title: [Function, activity or work process] records
  Item Description: Records related to [function, activity or work process.] These records are used to …. This item only includes [the series covered by the item]. Record types include [examples of record types such as correspondence, reports, case files, policies and procedures].

Aggregate Item Description Examples

Flexible/Open Aggregate Items

Examples

Item: Quality control and performance planning records **Description:** Records related to the agency's quality control and performance planning function. These records are used to monitor agency performance and take corrective actions when needed. This includes, but is not limited to, quality control and performance plans and reports, corrective action plans and reports, follow-up reports, correspondence, quality control and performance planning procedures and standards , and all supporting documentation. **Is this item a big bucket?:** Yes
Item: Compliance Officer Certification Records **Description:** Records related to the day-to-day operations of the compliance officer certification function. Records include, but are not limited to, applications for certification, including resumes and copies of credentials; completed tests and exams; grades and reviews; correspondence related to the applicant; decision documentation; and final decision records, such as denial letter or approval certificate. **Is this item a big bucket?:** Yes

Group: Mission-Related Training Records
Group Description: Records related to the training of employees and contractors on mission-related topics, programs, and functions. Topics include, but are not limited to: agency certification programs; agency oversight and inspection programs and activities; and general agency mission direction, outreach, and strategic direction.

Item: Mission-Related Training Content
Description: Master copies of formal training content. Records include, but are not limited to: course materials and content, including PowerPoints, handouts, outlines, and textbooks; course syllabi; master copy of tests and exams; and reports related to course attendance and accomplishments.
Is this item a big bucket?: Yes

Item: Mission-Related Training Administrative Records
Description: Records related to the general administration of mission-related training sessions and programs. Records include, but are not limited to: sign-up sheets; class rosters; general correspondence; completed exams and tests; grade sheets and evaluations; and attendee certificates.
Is this item a big bucket?: Yes

Examples from Actual Schedules

DAA-0310-2024-0001 - Agricultural Research Service, Plum Island Animal Disease Center

Item: Public Affairs

Description: Records created and maintained by the Plum Island Animal Disease Center (PIADC) public affairs office. The records document outreach activities to stakeholders, correspondence, and events for staff and off-site visitors. The records also include materials that were used by PIADC staff to document and analyze public perception of and attitudes towards PIADC.
Is this item a big bucket: Yes

N1-088-07-002 - Food and Drug Administration, Agency-Wide

Item: Adverse Event Reporting Systems

Description: These systems support postmarket surveillance activities and contain the information on patients, adverse events, product problems, suspect medication, suspect medical devices, as well as reporter, manufacturer, and user facility information. Some selected data in another database originating ORA is directly entered without creating an input file. The systems are used to identify increases in adverse events associated with the use of FDA-regulated products and changes in adverse events over time Commonly known as AERS, they are maintained in each FDA Center depending on the type of product. Includes the following systems or their successor systems, but not limited to Vaccine Adverse

Event Reporting Systems (V AERS CBER), Adverse Event Reporting System (AERS CDER), Manufacturer and User Facility Device Experience (MAUDE CDRH), Medical Device Surveillance Network (MedSun CDRH), CFSAN Adverse Event Reporting System (CAERS).

Note that this is an open aggregate schedule because it is agency-wide and covers multiple systems with the same function.

Functional schedules should state that they are big buckets. This schedule pre-dates the requirement to indicate if an item is a big bucket or not.

Fixed/Closed Aggregate Items

Example

Item: Resource Management and Planning Records
Description: Records relating to projects, studies, and surveys pertaining to cultural and natural resources, accumulated by the office responsible for resource management and planning. These records are used to fulfill the agency's mandate to manage and oversee cultural resources of interest to the federal government. This item **only** includes legislative histories, cultural resources studies and research, archaeological and historical studies, endangered species preservation plans, geological surveys, and databases relating to significant cultural and natural resources. Record types include correspondence, reports, operating plans, inter-agency agreements, field notes, maps, drawings, photographs, video recordings, newsletters, press releases, databases, and agendas and meeting minutes.
Is this item a big bucket?: No

This item is a fixed aggregate item because it describes multiple series associated with the function of resource management and planning AND it indicates that it is not a big bucket. Therefore, the item only covers the records specifically described in the item description. Items not specifically mentioned in this item description are not covered. If an agency wanted to add additional record types or series, they would have to reschedule the item.

Examples from Actual Schedules

[DAA-0266-2014-0011](DAA-0266-2014-0011) - Securities and Exchange Commission, Office of the Chair

Item: SEC Chair

Description: Records include: subject files; schedules; itineraries; record copies of briefing books; logs used to track activities or serve as finding aids; assignments or actions taken; official invitations; drafts of documents (including correspondence, memoranda, emails, reports, speeches and testimony) that contain substantive notes or comments that are evidence of decisions, actions, or strategies; final copies of speeches delivered in an official

capacity; final copies of testimony presented as an official SEC representative; travel records of the Chair; meeting agendas and minutes where the SEC is the lead or host (to include annotated copies as well as substantive drafts); annotated copies of meeting agendas and minutes regardless of which agency is the lead or host; handwritten notes where specific guidance, direction, or tasking is memorialized; and any other records which document evidence of decisions, provide specific guidance, direction or tasking and/or document meetings, appointments, events, telephone calls, trips, visits and other activities of these officials that contain unique substantive information that document or relate to official program or mission related activities.

Item: SEC Chair's Chronological Files

Description: Incoming and outgoing correspondence and internal communications relating to specific projects or situations, and letters signed by SEC Officials answering letters addressed to the Chair, and letters signed by the Chair.

In this example only the first item is an aggregate item, but it is fixed. It only covers the record series that are described. The second item is a single series called out from other SEC Chair records because it is scheduled as temporary.

Implementing Aggregate Item Schedules

Follow the general requirements for implementing schedules in [36 CFR part 1226](). Do the following for proper implementation of aggregate schedules.

- **Keep track of series/systems.** Your agency still needs to manage series individually and often at the office level. This is where file plans or crosswalks are necessary. Keep track of the series covered by each aggregate item to ensure proper disposition of the records. There are different ways your agency can do this:
  - **Crosswalks.** Use the crosswalk submitted with the schedule. The crosswalk maps existing individual series and systems to an aggregate item. Update the crosswalk as new series or systems come into existence. It is a best practice to send updated crosswalks to NARA so that we have the most current information.
  - **File plans.** File plans are another way to track series. They are especially helpful when the same series exists across many offices. Update file plans when new series or systems come into existence.
    - If your agency uses a single file plan for all records, ensure that the plan indicates which item each series or system falls under.

- If each office in your agency has its own file plans, staff at the office level should update their file plans.
    - **Electronic records management systems.** Many agencies have moved to electronic recordkeeping systems to manage their records. These systems still need to identify records at the individual series and system level. Map each series or system to its appropriate item and disposition instruction.
- **Update crosswalks.** Agencies should regularly review their crosswalks and make updates. Updates can include:
    - Removing series or systems that are obsolete
    - Adding new series or systems to flexible/open aggregate items

Notify NARA of new series and electronic systems. Your agency does not have to submit a schedule to add a new series or system to a flexible/open aggregate schedule item. However, your agency should notify NARA when adding new series or systems, especially to permanent items. Submit crosswalk updates to your appraiser as needed. Contact your NARA appraiser if you are uncertain whether an aggregate item covers a new series or system.

Updating Aggregate Item Schedules

Generally, aggregate schedules don't need many changes over time. This is especially true of flexible/open aggregate item schedules. However, a new schedule is required when:

- **There is a substantial change in the content of the records covered by an aggregate item.** For example, the disposition item needs a new description due to changes in a process, activity, or function.
- **The retention period no longer meets agency business needs.**
- **Moving series or systems between existing aggregate items.** Your agency will need to reschedule both aggregate items.
- **Moving a series or system outside of an aggregate item.** Your agency will need to reschedule the individual series or system being moved. The new item will partially supersede the existing aggregate item. If your agency needs to revise the description of the previously approved item, you would reschedule both items.
- **Moving some series or systems out of an existing aggregate item into a new aggregate item.** This might occur if your agency decides to split an existing aggregate item. Your agency will need to schedule both the existing and the new item. This is because the description of the existing item will change.

Submit a new or revised crosswalk which updates references to systems or series which were moved between items and includes any new aggregate items. This applies even if your agency is only revising previously approved items.

Revising fixed/closed aggregate item schedules

- **You cannot add new series to fixed/closed aggregate schedules without submitting a new schedule.** This type of schedule does not allow for adding new series or systems, even though it might look like a flexible/open aggregate item schedule.
- **You can remove series or systems from fixed/closed aggregate schedules without NARA approval**. To do so, update your crosswalk, file plans, or records management system. Send an updated crosswalk to your NARA appraiser, especially if the removed series or system is scheduled as permanent. Be prepared to answer questions from the appraiser about the change.