

# THE APPRAISAL PROCESS

This process is guided by the Appraisal Policy of the National Archives.  
To learn more about Appraisal at NARA, visit [archives.gov/records-mgmt/scheduling/appraisal](https://www.archives.gov/records-mgmt/scheduling/appraisal).

## Agency Submission

01



Agencies submit records schedules through the Electronic Records Archive, ERA.

## NARA Accepts or Returns

02



NARA appraisers review the schedule. The appraiser will accept the schedule, or return it and ask for revisions.

## Review

03

Appraisers review schedules to....

- determine if disposition instructions are appropriate
- ensure proposed permanent records fit NARA's criteria
- ensure proposed temporary records lack archival value



*NARA stakeholders also review schedules throughout the process*

## Appraisal Meetings



Records Managers, Program Staff, & NARA meet to:

- discuss the records
- look at examples of records
- answer questions

*\*See NARA's "Appraisal Meeting Checklist"*

## Schedule Revisions

Record schedule changes require NARA and agency agreement.

05

**NARA Appraiser**

- Proposes changes
- Documents communication



**Agency**

- Provides information
- Makes changes in ERA

## Appraisal Report

06

The appraiser drafts a report for the Archivist of the United States recommending approval of the schedule

## Public Comment

07

If a schedule includes temporary records, NARA posts it on the Federal Register for public comment.



The public has 45 days to comment.

## Approval

08

Schedules are reviewed and approved by the Archivist -- The agency now has legal authority for disposition. Agencies & the public can access approved schedules online through the Records Control Schedule (RCS) repository at [www.archives.gov/records-mgmt/rcs](https://www.archives.gov/records-mgmt/rcs)