

Request for Disposition Authority

Quality Control Checklist

- Only GRS items requiring an exception are included on the request
- No non-record materials are found on the request
- Item titles clearly represent records being described, and are meaningful to agency personnel
- Item descriptions includes information about the record content and formats, and the function for which the records are used
- Superseded Authority Citation (if applicable) includes both the schedule and item number, or the GRS number and item when requesting an exception to the retention specified in the GRS
 - Include a justification for GRS exception, or change in disposition and retention of previously scheduled items
- Item dispositions are implementable and include file breaks, retirement instructions, and transfer instructions
- GAO block completed accurately (see CFR 36 § 1225.20 - When do agencies have to get GAO approval for schedules?)
- Information entered into the appropriate field within ERA
 - overview descriptions (when appropriate) are relevant to sub-items
 - item information is split between item title and item description fields
 - disposition instructions are split between cutoff, transfer to inactive storage and retention fields

