

Records Scheduling

WHAT is a Record?

Record: Any recorded information created or received by a government agency in the course of business



The **records schedule** tells the agency what to do with records when no longer needed for agency business. The final fate of the record, or disposition, will be either permanent or temporary.

WHAT is NARA's Role?



The National Archives **provides guidance and assistance** to federal agencies in managing their records. NARA **reviews and approves** the agency's request for authority to carry out disposition. Agencies submit these requests on a Records Schedule.



Did You Know?
Permanent Records
are Preserved Forever!

WHO IS INVOLVED IN THE PROCESS?



1. The Agency submits a Records Schedule for their records



2. NARA Appraiser reviews the schedule using NARA's appraisal policy



3. NARA Stakeholders provide input



4. The Public weighs in on destruction requests through a notice and comment process



5. The Archivist reviews & approves the Schedule

6. The Agency manages the records until full retention is met & disposition is authorized



7. NARA Custodial Units accession permanent records for long-term preservation



WHY MUST AGENCIES SCHEDULE RECORDS?

EFFICIENCY & COST SAVINGS



- It reduces duplication and storage costs.
- It ensures faster response to FOIA requests, court orders and litigation.

LEGAL COMPLIANCE AND ACCOUNTABILITY



- It prevents unauthorized destruction and loss of critical records.
- It's required under the Federal Records Act and regulations. (44 USC 3303) (36 CFR 1225.10)

PROTECTION OF RIGHTS AND TRANSPARENCY



- It helps agencies provide better service.
- It ensures that agencies are credible, trust-worthy, and transparent.
- Records safeguard rights

HISTORICAL AND GOVERNMENT PRESERVATION



- It ensures valuable records are identified, transferred and preserved at NARA.
- It allows future generations access to key government documents that shape history and policy.



For more information on Records Scheduling and Appraisal review the Guide to Inventory, Scheduling, and Disposition of Federal Records
www.archives.gov/records-mgmt/scheduling