

# ROLES AND RESPONSIBILITIES IN THE RECORDS SCHEDULING AND APPRAISAL PROCESS

Agency Records Officers (AROs) have authority to certify and submit Records Schedules to the National Archives.  
Appraisal archivists are the primary NARA point of contact for records management.  
Find your ARO & NARA contacts at [www.archives.gov/records-mgmt/appraisal](http://www.archives.gov/records-mgmt/appraisal).

## NARA Appraisal Staff



VS

## Agency Records Management Staff



- Ensure the schedule is clear and implementable
- Provide scheduling guidance
- Evaluate records to determine their historical, legal, fiscal, and administrative value



- Identify records to schedule
- Collect information about the records
- Write schedule items
- Propose record dispositions (temporary or permanent)

- Work with the agency to ensure retention periods are appropriate for their business needs
- Coordinate with the agency and NARA stakeholders to ensure transfer times for permanent records are appropriate
- Review previous disposition authorities and appraisal history



- Recommend retention periods for temporary records
- Recommend transfer periods for permanent records
- Provide crosswalk that includes disposition authorities of previously scheduled records when necessary

- Prepare questions for the records' program office
- Request appraisal meetings with program staff
- Suggest revisions to schedules
- Provide ERA guidance
- Make disposition recommendations
- Ensure that schedule proposals align with current federal records laws and regulations



- Explain changes in proposed dispositions for previously scheduled records
- Explain changes in retention periods for previously scheduled temporary records
- Schedule appraisal meetings with relevant program staff and NARA
- Provide details related to the agency and business processes the records support
- Answer NARA's questions about the records in a timely manner
- Complete ERA updates as needed

- Publish schedules with temporary records in the Federal Register
- Work with stakeholders to finalize the schedule and appraisal report
- Route schedules to the Archivist for approval
- Update schedule status in ERA



- Seek review from other internal offices as needed;
  - Agency Historian
  - IT, Chief Information Officer, Chief Data Officer
  - Legal Counsel
- Communicate schedule updates to agency staff



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](http://www.archives.gov/records-mgmt/scheduling)