

## How to Add Temporary Disposition Instructions to an Item

1. Under the **Final Disposition** header, select the **Temporary disposition** button.



Figure 1 Final Disposition Buttons Temporary is Selected and Gray

2. Under **Cutoff Instructions**, select the **appropriate cutoff instruction** option.
3. Complete the **information** for the instruction field(s).

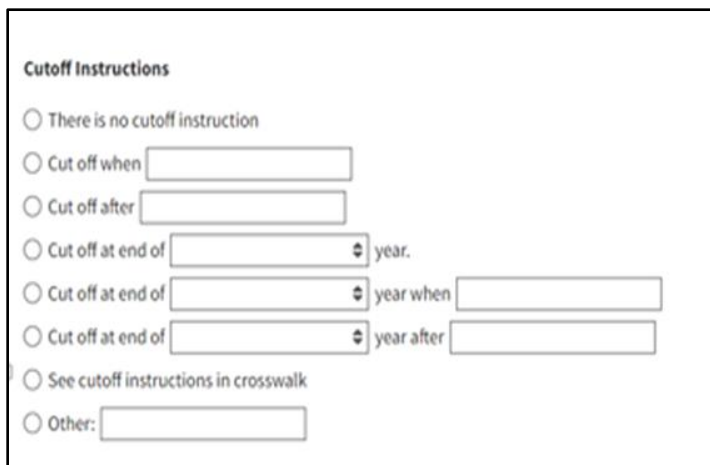
A screenshot of a web interface showing a section titled "Cutoff Instructions". It contains several radio button options, each followed by an input field or a dropdown menu. The options are: "There is no cutoff instruction", "Cut off when" (with an input field), "Cut off after" (with an input field), "Cut off at end of" (with a dropdown menu) "year.", "Cut off at end of" (with a dropdown menu) "year when" (with an input field), "Cut off at end of" (with a dropdown menu) "year after" (with an input field), "See cutoff instructions in crosswalk", and "Other:" (with an input field).

Figure 2 Cutoff Instructions Selections and Fields

4. Select a **retention period**.

The screenshot shows a form titled "Retention Period" with a red asterisk. It contains several radio button options, each followed by one or more input fields:

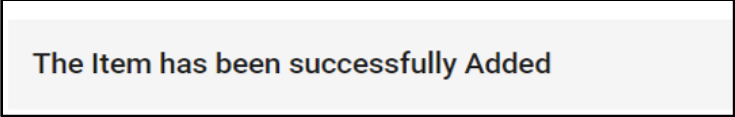
- Destroy immediately after [input field]
- Destroy [input field] year(s) after [input field]
- Destroy [input field] year(s) and [input field] month(s) after [input field]
- Destroy when no longer needed
- Destroy between [input field] year(s) and [input field] year(s) after [input field]
- Destroy no later than [input field] year(s) after [input field]
- Destroy [input field] year(s) after [input field] or when [input field] occurs, whichever is [input field]
- Destroy [input field] year(s) after [input field] or [input field] year(s) after [input field] occurs, whichever is [input field]
- Other: [input field]

Figure 3 Retention Period Instructions Selections and Fields

5. Select **Next**. The **Additional Information** tab appears.
6. Enter the **legal citation** (if applicable) that applies to the item.
7. Click **Yes** or **No** to the question: **Are any of the records covered by this item national security classified?**
8. Select the **appropriate option** in the **GAO Approval Required** drop-down menu.
9. Select **Next**.
10. Review the information in the **Preview & Submit** tab.

## To Add an Item

1. Select **Add Item**
2. To add more than one item, select **Add Item and Create Another**.
3. Complete the **appropriate fields**. (See also: **How to Create a New Schedule Item** job aid.)
4. Verify that the **item** was added.



The Item has been successfully Added

*Figure 4 Add Item Confirmation Message*

5. Repeat steps 1 through 3 until **all new items** have been added.
6. Select **Records Schedule Items** to return to the **Items** tab.

Once the **General Information** and **Contact Information** tabs are complete and all the associated items are entered on the records schedule, you can submit the records schedule for certification.