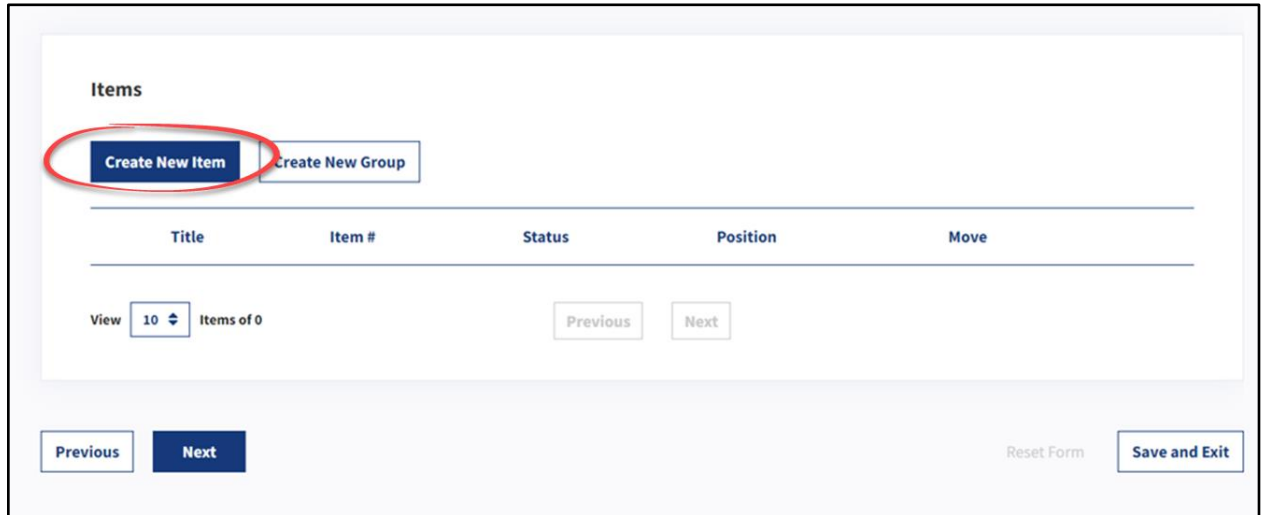


How to Create a New Schedule Item



The screenshot shows a web interface for managing items. At the top, there is a header 'Items'. Below it, there are two buttons: 'Create New Item' (highlighted with a red circle) and 'Create New Group'. Below the buttons is a table with columns: Title, Item #, Status, Position, and Move. Below the table, there is a 'View' dropdown set to '10' and 'Items of 0'. There are 'Previous' and 'Next' buttons. At the bottom, there are 'Previous' and 'Next' buttons, a 'Reset Form' link, and a 'Save and Exit' button.

Figure 1 Items Tab: Create New Item is Circled

1. Select **Create New Item** on the **Items** tab.
2. Enter the item's **Title and Description**.
3. Click **Yes** or **No** to the question: **Is this item media neutral?**
4. If No, select the appropriate **value** from the **Media Limitations** menu.
5. Click **Yes** or **No** to the question: **Is this item a Big Bucket?**
6. Select **Next**.

Records Manual Citation

1. Enter your agency's *records manual citation*, *code* or *classification* for the item in the **Agency Code** field. (This field is **optional** and has a 1000-character limit).
2. If you entered a *manual citation*, enter the *Title* of your agency's records manual in the appropriate field. (This field is **optional** and has a 1500-character limit).
3. Select *Next*.

Superseded Agency Disposition Authorities and GRS Deviations Tab

1. Answer *Yes* or *No* to the question: **Does this item supersede existing disposition authorities?**
2. If No, click *Next*.
3. If Yes, the following fields appear:

For ERA Disposition Authorities:

1. Select *Find DAA Item(s)*.

Does this item supersede existing disposition authorities? *

Yes No

ERA Disposition Authorities (DAA) Pre-ERA Disposition Authorities

Select the "Find DAA Item(s)" button below to find existing disposition authorities. After selecting one or more items available, select the "Add Disposition Item(s)" button to place the Item(s) in a table below.

Find DAA Item(s)

Figure 2 ERA Disposition Authorities Tab, Find DAA Item(s) Button is Circled

2. Select the *Item(s) to be superseded*.
3. Select *Add Disposition Item(s)*.

For Pre-ERA Disposition Authorities:

1. **Enter** the pre-ERA authority(ies) in the text box. (Pre-ERA authorities begin with **NN, NC, NC1, N1**.)
2. **Do not** enter DAA authorities in the **Pre-ERA Disposition Authorities** text box.

**** Key for SF 115 and Records Schedule Numbering**

The screenshot shows a form titled "Does this item supersede existing disposition authorities? *". At the top, there are two buttons: "Yes" (which is highlighted in gray) and "No". Below this, there are two tabs: "ERA Disposition Authorities (DAA)" and "Pre-ERA Disposition Authorities (NN, NC, NC1, N1)". The "Pre-ERA Disposition Authorities" tab is selected. The content of this tab includes instructions: "DO NOT enter DAA authorities in this tab. Enter pre-ERA disposition authorities (Authority number should begin with NN, NC, NC1, or N1). Select the 'Add Disposition Item(s)' button to place the items you entered in the table below. Enter one Pre-ERA disposition authority at a time." Below the instructions is a text input field and a blue button labeled "Add Disposition Item(s)".

Figure 3 Pre-ERA Disposition Authorities Tab Selected

3. Answer **Yes** or **No** to the question: **Does this item supersede existing disposition authorities?**

If **Yes**, you must explain your answer in the text field (limit 500 characters).

For Deviations to the GRS:

1. Answer **Yes** or **No** to the question: **Is this item a deviation from the GRS?**

The screenshot shows a form titled "Is this item a deviation from the GRS? *". At the top, there are two buttons: "Yes" (which is highlighted in gray) and "No". Below this, there is a section titled "GRS disposition authority *". Underneath this title is a blue button labeled "Lookup GRS Item ID(s)". At the bottom of the form, it says "No GRS have been added."

Figure 4 GRS Disposition Deviation Question, the Yes Button is Gray

If you responded **Yes**,

1. Click ***Lookup GRS Item ID(s)*** button (see **Figure 4**).
2. Locate and select the appropriate ***disposition item(s)***.
3. Select to ***add the item(s)***.
4. Explain ***why*** you are seeking a deviation to the GRS in the **Justification for GRS Deviation** field. (500-character limit).
5. Select ***Next***.