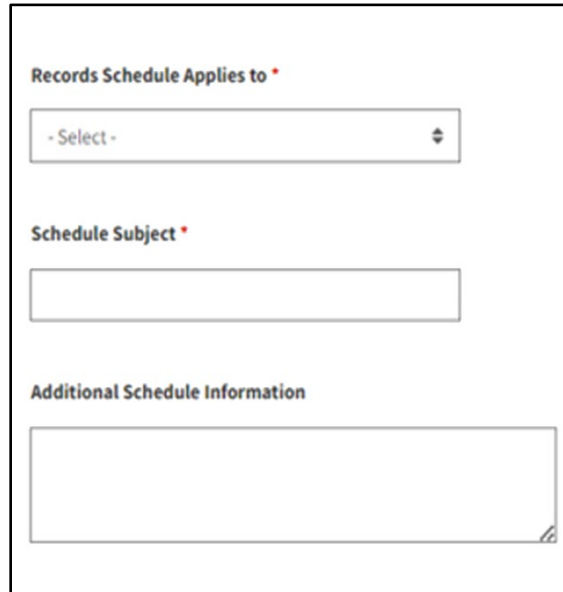


The General Information Tab

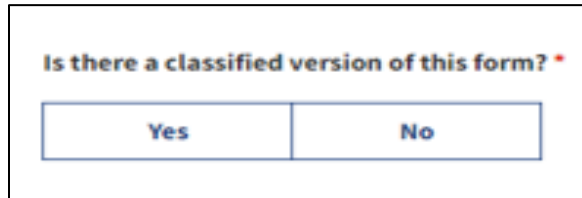
You can enter basic information about your records schedule using the **General Information** tab.



The screenshot shows a form with three main sections. The first section is labeled "Records Schedule Applies to" with a red asterisk, followed by a dropdown menu currently showing "- Select -". The second section is labeled "Schedule Subject" with a red asterisk, followed by a single-line text input field. The third section is labeled "Additional Schedule Information" and is followed by a larger multi-line text area.

Figure 1 General Information Tab

1. Select the **appropriate choice** from **the Records Schedule Applies To** drop-down menu.
2. Complete the **Schedule Subject** field.
3. Complete the **Additional Schedule Information** field (Optional)
4. Select **Yes** or **No** in response to the question: **Is there a classified version of this form?**



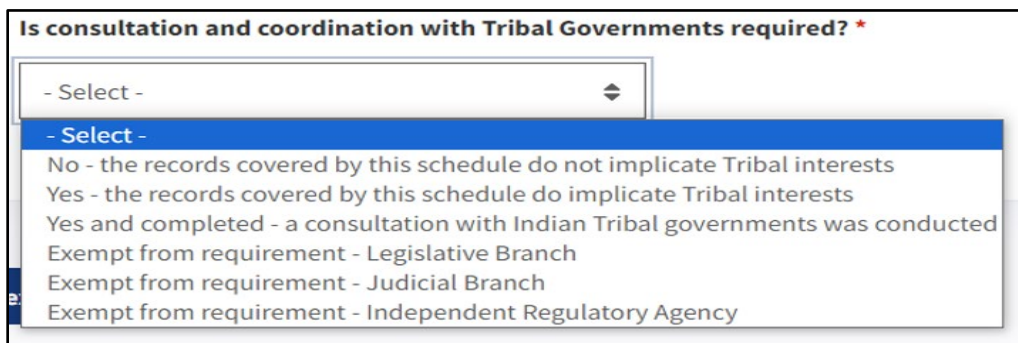
Is there a classified version of this form? *

Yes	No
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Figure 2 General Information Tab – Classified Version Question

IMPORTANT NOTE! Do not submit a classified schedule in ERA 2.0. See the **Create a Records Schedule job aid** for more information.

5. Select **the applicable answer** to the question that asks if you must coordinate and consult with Tribal Governments regarding the schedule.



Is consultation and coordination with Tribal Governments required? *

- Select -

- Select -
- No - the records covered by this schedule do not implicate Tribal interests
- Yes - the records covered by this schedule do implicate Tribal interests
- Yes and completed - a consultation with Indian Tribal governments was conducted
- Exempt from requirement - Legislative Branch
- Exempt from requirement - Judicial Branch
- Exempt from requirement - Independent Regulatory Agency

Figure 3 Tribal Consultation Required Field

6. Select **Next**.
7. The **Contact Information** tab appears.