

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0016

Status: APPROVED  
Date Approved: 05/31/2017  
Last Modified: 11/09/2024

---

## General Information

Agency or Establishment	General Records Schedules (National Archives and Records Administration)
Record/Scheduling Group	GRS - General Records Schedules
Records Schedule Applies To	Government-wide All agencies except:
Schedule Subject	GRS 5.1: Common Office Records
Additional Schedule Information	<p>This schedule covers certain records common to most offices in Federal agencies, whether those offices are involved in administrative or mission-related activities. Most of these records are administrative housekeeping records. Agencies create and maintain administrative records when carrying out general, non-mission-related activities that keep an office operating. In contrast, agencies create mission records when carrying out the unique activities for which the agency was established. The only mission-related records this schedule covers are non-recordkeeping copies of electronic records (item 020) that are maintained for decision-making purposes or taking action. Copies maintained solely for convenience of reference are considered non-record materials. This schedule may be applied to records in offices that carry out mission-related activities, but only those records that are described here.</p> <p>This schedule does not apply to transitory records, which are scheduled in GRS 5.2. The distinction between transitory and the records covered in this schedule is that the records here generally have a longer period of business use than transitory records. This schedule also does not cover materials an agency determines to be non-record or personal. Neither does this schedule cover common administrative records found in most offices that are scheduled elsewhere in the GRS, such as timekeeping and procurement records.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0016

Status: APPROVED  
Date Approved: 05/31/2017  
Last Modified: 11/09/2024

---

## Item Count

Total number of disposition items: 3

Number of Temporary disposition items: 3

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0016

Status: APPROVED  
Date Approved: 05/31/2017  
Last Modified: 11/09/2024

---

Outline of Records Schedule Items for DAA-GRS-2016-0016

Item #	Title	Disposition
0001	Administrative records maintained in any agency office.	Temporary
0002	Non-recordkeeping copies of electronic records.	Temporary
0003	Records of non-mission related internal agency committees.	Temporary

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0016

Status: APPROVED  
Date Approved: 05/31/2017  
Last Modified: 11/09/2024

Records Schedule Items

DAA-GRS-2016-0016-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Administrative records maintained in any agency office.	
Item Description	<p>Records accumulated by individual offices that relate to routine day-to-day administration and management of the office rather than the mission-specific activities for which the office exists, excluding records scheduled elsewhere in the GRS such as timekeeping and procurement. Records include:</p> <ul style="list-style-type: none"><li>staff locators, unofficial organizational charts, and office seating charts (see Exclusion 1)</li><li>office-level administrative policies and procedures and files related to their development (see Note 1)</li><li>calendars or schedules of daily activities of non-high-level officials (high-level officials are defined in GRS 6.1; this item covers those positions not defined as high-level)</li><li>informal requests and tracking of personnel training, travel, supplies, and equipment, excluding procurement and payment records and forms requesting training (e.g. SF-182)</li><li>internal office activity and workload reports</li><li>studies and analyses of office administrative functions and activities</li><li>non-mission related management reviews and surveys</li><li>minutes of meetings related to administrative activities</li></ul> <p>Exclusion 1: This item does not apply to recordkeeping copies of organizational charts, functional statements, and related records that document the mission-related organization, staffing, and procedures of the office. Agencies must schedule those records on an agency-specific schedule.</p> <p>Note 1: This item covers administrative policies and procedures at the office/unit level. GRS 5.7 covers agency-level administrative issuances or directives.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 5.1, item 010	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0016

Status: APPROVED  
Date Approved: 05/31/2017  
Last Modified: 11/09/2024

Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
N1-GRS-87-019 / 5/a	No
N1-GRS-87-019 / 5/b	No
N1-GRS-98-002 / 43	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy when business use ceases.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-GRS-2016-0016-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Non-recordkeeping copies of electronic records.	
Item Description	<p>Non-recordkeeping copies of electronic records agencies maintain in email systems, computer hard drives or networks, web servers, or other locations after agencies copy the records to a recordkeeping system or otherwise preserve the recordkeeping version. This includes:</p> <ul style="list-style-type: none"><li>• documents such as letters, memoranda, reports, handbooks, directives, manuals, briefings, or presentations created on office applications, including those in Portable Document Format (PDF) or its equivalent</li><li>• senders' and recipients' versions of electronic mail messages that meet the definition of Federal records, and any related attachments</li><li>• electronic spreadsheets</li><li>• digital still pictures or posters</li><li>• digital video or audio files</li><li>• digital maps or architectural drawings</li><li>• copies of the above electronic records maintained on websites or web servers, but EXCLUDING web pages themselves</li></ul>	

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0016

Status: APPROVED  
Date Approved: 05/31/2017  
Last Modified: 11/09/2024

Note 1: Non-recordkeeping copies may be Federal records. Often, copies are non-records and can be immediately destroyed, but not always. Copies are non-record if they are kept only for convenience of reference. If copies are used in the course of agency business to make decisions or take action, they are Federal records. The copies described here are Federal records if they are still being used by the agency for such business purposes, but are not recordkeeping copies of those records.

Note 2: For electronic mail records, the recordkeeping system must capture the names of sender and recipients, date (transmission data for recordkeeping purposes), and any receipt data, along with the message text. Sender/recipient information should be individual account information, not the name of a distribution list.

Is this item media neutral? Yes

Is this item a Big Bucket?

#### MANUAL CITATION

Agency Code GRS 5.1, item 020

#### SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS

Does this item supersede existing disposition authorities? Yes

##### Superseded Items

Superseded Item	Item Superseded in Part?	Explanation
-----------------	--------------------------	-------------

DAA-GRS-2013-0001-0007	No	
------------------------	----	--

Is this item a deviation from the GRS?	No
--	----

#### DISPOSITION INSTRUCTION

Final Disposition Temporary

Retention Period Other: Destroy immediately after copying to a recordkeeping system or otherwise preserving, but longer retention is authorized if required for business use.

#### ADDITIONAL INFORMATION

Are any of the records covered by this item national security classified?

GAO Approval Required No

DAA-GRS-2016-0016-0003

STATUS: Active

#### ITEM GENERAL INFORMATION

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0016

Status: APPROVED  
Date Approved: 05/31/2017  
Last Modified: 11/09/2024

Item Title	Records of non-mission related internal agency committees.	
Item Description	<p>Records created and maintained by committees established by an agency for facilitative or operational purposes unrelated to the agency's mission, such as organizing events, selecting interior furnishings, overseeing volunteer activities, or employee recreational activities. Records include:</p> <ul style="list-style-type: none"><li>meeting minutes, summaries, agendas, and transcripts</li><li>reports and studies</li><li>membership records</li><li>correspondence, mailing, and distribution records</li></ul> <p>Exclusion: These items do not cover records of Federal Advisory Committee Act or interagency committees. GRS 6.2 covers Federal Advisory Committee Act committee records.</p> <p>Note: Records of mission-related committees are potentially permanent and agencies must schedule them by an agency-specific records schedule.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>MANUAL CITATION</b>		
Agency Code	GRS 5.1, item 030	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-GRS-04-001 / 1/a	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Retention Period	Other: Destroy when business use ceases.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0016

Status: APPROVED  
Date Approved: 05/31/2017  
Last Modified: 11/09/2024

---

Signatory Information

Action	User	Date
Approve	David Ferriero	05/31/2017