

# INACTIVE – ALL ITEMS SUPERSEDED

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: **DAA-GRS-2017-0003**

## Request for Records Disposition Authority

Records Schedule Number DAA-GRS-2017-0003

Schedule Status Modified Approved Version

Agency or Establishment General Records Schedules (National Archives and Records Administration)

Record Group / Scheduling Group General Records Schedules

Records Schedule applies to Government-wide

Schedule Subject GRS 5.2: Transitory and Intermediary Records

Internal agency concurrences will be provided No

Background Information This schedule covers records of a transitory or intermediary nature. Transitory records are routine records of short term value (generally less than 180 days). Intermediary records are those involved in creating a subsequent record. These records do not document significant decisions or actions an agency takes.

Note that this schedule does not cover original hardcopy still pictures, graphic materials or posters, aerial film, maps, plans, charts, sound recordings, motion picture film, or video recordings that are scheduled as permanent or unscheduled and that have been converted to an electronic format. Electronic versions of special media records such as these often do not adequately replace the original and therefore the original records may not be destroyed as “input records.”

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

# INACTIVE – ALL ITEMS SUPERSEDED

# INACTIVE – ALL ITEMS SUPERSEDED

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: **DAA-GRS-2017-0003**

## Outline of Records Schedule Items for DAA-GRS-2017-0003

Sequence Number	
1	Transitory records. Disposition Authority Number: DAA-GRS-2017-0003-0001
2	Intermediary records. Disposition Authority Number: DAA-GRS-2017-0003-0002

# INACTIVE – ALL ITEMS SUPERSEDED

# INACTIVE – ALL ITEMS SUPERSEDED

## Records Schedule Items

Sequence Number					
1	<p>Transitory records.</p> <p>Disposition Authority Number      <b>DAA-GRS-2017-0003-0001</b></p> <p>Records required only for a short time (generally less than 180 days) and that are not required to meet legal or fiscal obligations, or to initiate, sustain, evaluate, or provide evidence of decision-making. Records include, but are not limited to: # messages coordinating schedules, appointments, and events # transmittal documents such as e-mail, letters, cover memos, and facsimile cover sheets that do not provide evidence of approval, concurrence, or decision-making, or include substantive comments # received copies of circulated internal information such as agency instructions, notifications, circulars, newsletters, and email blasts to employees # messages received from agency distribution lists or listservs # “to-do” or task lists and assignments</p> <p>Final Disposition      Temporary</p> <p>Item Status      Inactive</p> <p>Is this item media neutral?      Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes</p> <p>Do any of the records covered by this item exist as structured electronic data?      Yes</p> <table><tr><td>Manual Citation</td><td>Manual Title</td></tr><tr><td>GRS 5.2, item 010</td><td></td></tr></table> <p>GRS or Superseded Authority Citation      N1-GRS-80-008 / 3/A N1-GRS-80-008 / 3/B N1-GRS-04-5 / 1 -- except the first bullet, which is covered in GRS 4.2, item 010</p> <p>Inactive Status Explanation      This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2022-0009-0001</p> <p>Disposition Instruction</p> <p>Retention Period      Destroy when no longer needed for business use, or according to agency predetermined time period or business rule.</p>	Manual Citation	Manual Title	GRS 5.2, item 010	
Manual Citation	Manual Title				
GRS 5.2, item 010					

# INACTIVE – ALL ITEMS SUPERSEDED

# INACTIVE – ALL ITEMS SUPERSEDED

2	<p data-bbox="345 216 656 247">Additional Information</p> <p data-bbox="345 275 951 306">GAO Approval Not Required</p> <p data-bbox="345 331 646 363">Intermediary records.</p> <p data-bbox="345 386 1153 417">Disposition Authority Number DAA-GRS-2017-0003-0002</p> <p data-bbox="345 441 1516 1919">Records of an intermediary nature, meaning that they are created or used in the process of creating a subsequent record. To qualify as an intermediary record, the record must also not be required to meet legal or fiscal obligations, or to initiate, sustain, evaluate, or provide evidence of decision-making. Records include: • non-substantive working files: collected and created materials not coordinated or disseminated outside the unit of origin that do not contain information documenting significant policy development, action, or decision making. These working papers do not result directly in a final product or an approved finished report. Included are such materials as rough notes and calculations and preliminary drafts produced solely for proof reading or internal discussion, reference, or consultation, and associated transmittals, notes, reference, and background materials. • audio and video recordings of meetings that have been fully transcribed or that were created explicitly for the purpose of creating detailed meeting minutes (once the minutes are created) • dictation recordings • input or source records, which agencies create in the routine process of creating, maintaining, updating, or using electronic information systems and which have no value beyond the input or output transaction: o hardcopy input source documents where all information on the document is incorporated in an electronic system (See Exclusion 1 and Note 1) o electronic input source records such as transaction files or intermediate input/output files • ad hoc reports, including queries on electronic systems, whether used for one-time reference or to create a subsequent report • data files output from electronic systems, created for the purpose of information sharing or reference (see Exclusion 2) Exclusion 1: This item does not allow destruction of original hardcopy still pictures, graphic materials or posters, aerial film, maps, plans, charts, sound recordings, motion picture film, or video recordings once they are digitized. Agencies must follow agency-specific schedules for these records. If the records are unscheduled, the agency must submit a schedule for them. Exclusion 2: This item does not include the following data output files (agencies must follow agency-specific schedules for these records, except for the final bullet, which the GRS covers in another schedule): # files created only for public access purposes # summarized information from unscheduled electronic records or inaccessible permanent records # data extracts produced by a process that results in the content of the file being significantly different from the source records. In other words, the process effectively creates a new database file significantly different from the original # data extracts containing Personally Identifiable Information (PII). Such records require additional tracking and fall under GRS 4.2, item 130 (DAA-GRS-2013-0007-0012) Note 1: An agency must submit a notification to NARA per 36 CFR 1225.24(a)(1) prior to destroying hardcopy input records previously scheduled as permanent. An agency must schedule the electronic version of</p>
---	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

INACTIVE – ALL ITEMS SUPERSEDED

# INACTIVE – ALL ITEMS SUPERSEDED

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: **DAA-GRS-2017-0003**

unscheduled hardcopy input records prior to destroying the input record. Legal citations: 36 CFR 1225.22 (h)(2); 36 CFR 1225.24 (a)(1)

Final Disposition Temporary

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 5.2, item 020	

GRS or Superseded Authority Citation  
N1-GRS-81-9 / V-1  
N1-GRS-81-9 / V-2  
DAA-GRS-2013-0001-0001  
DAA-GRS-2013-0001-0002  
DAA-GRS-2013-0001-0003  
DAA-GRS-2013-0001-0004  
DAA-GRS-2013-0001-0005  
DAA-GRS-2013-0001-0006

Inactive Status Explanation  
This item is inactive because it was superseded by  
New Disposition Authority Number: DAA-GRS-2022-0009-0001 in part  
New Disposition Authority Number: DAA-GRS-2022-0009-0002 in part  
New Disposition Authority Number: DAA-GRS-2022-0010-0001 in part

Disposition Instruction

Retention Period  
Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later.

Additional Information

GAO Approval Not Required

# INACTIVE – ALL ITEMS SUPERSEDED

# INACTIVE – ALL ITEMS SUPERSEDED

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: **DAA-GRS-2017-0003**

## Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
12/19/2016	Certify	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/23/2017	Submit for Concurrence	Andrea Riley	Supervisor, General Records Schedule Team	National Archives and Records Administration - Records Management Services
05/30/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/30/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/31/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

# INACTIVE – ALL ITEMS SUPERSEDED