

Request for Records Disposition Authority

Records Schedule Number **DAA-GRS-2020-0002**

Schedule Status **Approved**

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 **Automatic and systematic declassification review program records (Revision of GRS 4.2, item 100)**

Internal agency concurrences will be provided **No**

Background Information **This revision of GRS 4.2, item 100, eliminates unnecessary retention of records at declassifying agencies.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-GRS-2020-0002

Sequence Number

1	Automatic and systematic declassification review program records. Disposition Authority Number: DAA-GRS-2020-0002-0001
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Records Schedule Items

Sequence Number					
1	<p>Automatic and systematic declassification review program records.</p> <p>Disposition Authority Number DAA-GRS-2020-0002-0001</p> <p>Files related to the review of permanent records in anticipation of automatic declassification at 25, 50, or 75 years per Executive Order 13526, and the periodic review of records exempted from automatic declassification. Files include program records documenting declassification decisions.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</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 border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>GRS 4.2, item 100</td> <td></td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation DAA-GRS-2013-0007-0008</p> <p>Disposition Instruction</p> <p>Retention Period Destroy or delete after conducting next review or when subject records are transferred to NARA, but longer retention is authorized if required for business use.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	GRS 4.2, item 100	
Manual Citation	Manual Title				
GRS 4.2, item 100					

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
09/09/2020	Certify	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/24/2021	Submit for Concurrence	Galen Wilson	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
03/26/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/02/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
04/05/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist