

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2022-0009

Status: APPROVED  
Date Approved: 01/28/2023  
Last Modified: 11/12/2024

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## 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 5.2, Transitory and Intermediary Records Revision
Additional Schedule Information	<p>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.</p> <p>Exclusions: 1. Source records that have been digitized. GRS 4.5, Digitizing Records, covers these records.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No- The records covered by this schedule do not implicate Tribal interests

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## Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 2

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-GRS-2022-0009

Item #	Title	Disposition
0001	Transitory records.	Temporary
0002	Intermediary records.	Temporary

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Records Schedule Items

DAA-GRS-2022-0009-0001		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title		Transitory records.	
Item Description		<p>Records that meet the following conditions:</p> <p>*They are required for only a short time (generally less than 180 days) and</p> <p>*They are not required to meet legal or fiscal obligations, or to initiate, sustain, evaluate, or provide evidence of decision-making.</p> <p>For specific examples, see the GRS 5.2 Frequently Asked Questions (FAQs).</p> <p>Exclusion: This item does not include the following data output files, which must be scheduled on an agency-specific schedule:</p> <p>*files created specifically for public access purposes</p> <p>*summarized information from unscheduled electronic records or inaccessible permanent records</p> <p>*data extracts produced by a process that significantly changes the content of the file from the source records’ content, effectively creating a new data file</p>	
Is this item media neutral?		Yes	
Is this item a Big Bucket?			
MANUAL CITATION			
Agency Code		GRS 5.2, item 010	
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-2013-0007-0001		No	
DAA-GRS-2013-0007-0012		No	
DAA-GRS-2016-0011-0009		No	
DAA-GRS-2017-0003-0001		No	
DAA-GRS-2017-0003-0002 - in part		Yes	DAA-GRS-2017-0003-0002 - in part
Is this item a deviation from the GRS?		No	

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<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy when no longer needed for business use, or according to an agency predetermined time period or business rule.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>DAA-GRS-2022-0009-0002</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Intermediary records.
Item Description	<p>Records that meet the following conditions:</p> <ul style="list-style-type: none"><li>*They exist for the sole purpose of creating a subsequent record and</li><li>*They are not required to meet legal or fiscal obligations, or to initiate, sustain, evaluate, or provide evidence of decision-making.</li></ul> <p>This includes certain analog and electronic source records for electronic systems that are not otherwise excluded. For specific examples, see the GRS 5.2 Frequently Asked Questions (FAQs).</p> <p>Exclusion: Source records that have been digitized. GRS 4.5, item 010, covers these records.</p> <p>Note: The GRS provides disposition authority for copies of electronic records from one system that are used as source records to another system, for example an extracted data set. The GRS does not apply to either the originating system or the final system in which the final records reside. These systems must be disposed of per an agency-specific schedule, or if appropriate, another GRS. It is possible that sometimes information is moved from one system to another without the creation of an intermediary copy.</p>
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	GRS 5.2, item 020

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<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
DAA-GRS-2017-0003-0002 - in part	Yes	DAA-GRS-2017-0003-0002 - in part
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Retention Period	Other: Destroy upon creation or update of the final record, or when no longer needed for business use, whichever is later.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

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Signatory Information

Action	User	Date
Approve	Debra Wall	01/28/2023