

## Request for Records Disposition Authority

Records Schedule Number           DAA-GRS-2022-0009

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                   GRS 5.2, Transitory and Intermediary Records Revision

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.

Exclusions:  
 1. Source records that have been digitized. GRS 4.5, Digitizing Records, covers these 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

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

Sequence Number	
1	Transitory records. Disposition Authority Number: DAA-GRS-2022-0009-0001
2	Intermediary records. Disposition Authority Number: DAA-GRS-2022-0009-0002

## Records Schedule Items

Sequence Number					
1	<p><b>Transitory records.</b></p> <p>Disposition Authority Number      <b>DAA-GRS-2022-0009-0001</b></p> <p>Records that meet the following conditions: *They are required for only a short time (generally less than 180 days) and *They are not required to meet legal or fiscal obligations, or to initiate, sustain, evaluate, or provide evidence of decision-making. For specific examples, see the GRS 5.2 Frequently Asked Questions (FAQs). Exclusion: This item does not include the following data output files, which must be scheduled on an agency-specific schedule: *files created specifically for public access purposes *summarized information from unscheduled electronic records or inaccessible permanent records *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> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                              <b>Yes</b></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><b>GRS 5.2, item 010</b></td> <td></td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation      <b>DAA-GRS-2013-0007-0001 DAA-GRS-2013-0007-0012 DAA-GRS-2016-0011-0009 DAA-GRS-2017-0003-0001 DAA-GRS-2017-0003-0002 - in part</b></p> <p>Disposition Instruction</p> <p>Retention Period                         <b>Destroy when no longer needed for business use, or according to an agency predetermined time period or business rule.</b></p> <p>Additional Information</p>	Manual Citation	Manual Title	<b>GRS 5.2, item 010</b>	
Manual Citation	Manual Title				
<b>GRS 5.2, item 010</b>					

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GAO Approval Not Required

**Intermediary records.**

Disposition Authority Number DAA-GRS-2022-0009-0002

Records that meet the following conditions: \*They exist for the sole purpose of creating a subsequent record and \*They are not required to meet legal or fiscal obligations, or to initiate, sustain, evaluate, or provide evidence of decision-making. 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). Exclusion: Source records that have been digitized. GRS 4.5, item 010, covers these records. 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.

Final Disposition Temporary

Item Status Active

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 DAA-GRS-2017-0003-0002 - in part

**Disposition Instruction**

Retention Period Destroy upon creation or update of the final record, or when no longer needed for business use, whichever is later.

**Additional Information**

GAO Approval Not Required

## 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
08/03/2022	Certify	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/13/2023	Submit for Concurrence	Andrea Riley	Supervisor, General Records Schedule Team	National Archives and Records Administration - Records Management Services
01/20/2023	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/23/2023	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
01/28/2023	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office