

## Request for Records Disposition Authority

Records Schedule Number      DAA-GRS-2022-0010

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 4.5, Digitizing Records

Internal agency concurrences will be provided    No

Background Information            This schedule covers source records that have been digitized and documentation related to digitization projects and processes.

### Exclusions

1. Final digitized versions of records. These records must be scheduled on an agency-specific schedule or an applicable General Records Schedule.
2. Input/source records for non-digitized records. GRS 5.2, item 020, 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

### GAO Approval

## Outline of Records Schedule Items for DAA-GRS-2022-0010

Sequence Number	
1	Source Records. Disposition Authority Number: DAA-GRS-2022-0010-0001
2	Digitization Project Records.
2.1	Documentation for digitizing permanent records. Disposition Authority Number: DAA-GRS-2022-0010-0002
2.2	Documentation for digitizing temporary records. Disposition Authority Number: DAA-GRS-2022-0010-0003

## Records Schedule Items

Sequence Number					
1	<p><b>Source Records.</b></p> <p>Disposition Authority Number      <b>DAA-GRS-2022-0010-0001</b></p> <p>Records from which a digitized version or digitized record is created that are: *Scheduled as temporary in an approved records schedule; or *Scheduled as permanent and that were created on or after 1 January 1950. Exclusions The following records are not covered by this authority. For additional information on how to proceed for excluded records see the Frequently Asked Questions (FAQs) for GRS 4.5, Digitizing Records. 1. Source records when the digitized versions do not meet the standards established in 36 CFR 1236 Subpart D - Digitizing Temporary Federal Records or Subpart E - Digitizing Permanent Federal Records. 2. Formats not covered by 36 CFR 1236 Subpart E - Digitizing Permanent Federal Records. Agencies must use agency-specific schedules for these records. 3. Source records that were created before 1 January 1950 that have been scheduled as permanent or are unscheduled. 4. Source records that have intrinsic value in the original medium that would be lost if the content were converted to another medium. Notes 1. The regulations for digitizing records and this disposition authority do not address other business needs or legal constraints that may make it necessary for an agency to retain source records for a period of time after digitizing. Consult with legal counsel prior to disposal to ensure there are no concerns associated with rights and interests, appeal rights, benefits, national security, litigation holds, or other similar issues. 2. Agencies must schedule digitized records prior to disposing of any source records if they are unscheduled. Legal citations: 44 U.S.C. 3302 and 3312, 36 CFR 1236.36(a), 36 CFR 1236.56(d), (f) and (g)</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>No</b></p> <p>Explanation of limitation              <b>Paper/analog only.</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>No</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 4.5, item 010</b></td> <td></td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation      <b>DAA-GRS-2017-0003-0002 - in part</b></p>	Manual Citation	Manual Title	<b>GRS 4.5, item 010</b>	
Manual Citation	Manual Title				
<b>GRS 4.5, item 010</b>					

Disposition Instruction

Retention Period Destroy after validating the digitization process meets NARA's digitization standards in regulation (36 CFR 1236 Subpart D and Subpart E). Longer retention is authorized for business use.

Additional Information

GAO Approval Not Required

2

Digitization Project Records.

Records used to manage digitizing projects and document (validate) that the digitized versions of records are of suitable quality to replace source records. Exclusion: Digitized records and associated metadata; the appropriate current, approved agency-specific records schedule or applicable GRS item covers these.

2.1

Documentation for digitizing permanent records.

Disposition Authority Number DAA-GRS-2022-0010-0002

Specific documentation requirements for digitizing permanent records are listed in 36 CFR 1236.44, Documenting digitization projects. Exclusion: Administrative, technical, and descriptive metadata captured during the digitization project must be transferred to NARA with the digitized records (36 CFR 1236.56(j)). Legal citation: 36 CFR 1236.56

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 4.5, item 020	

Disposition Instruction

Retention Period Destroy when the digitized records are transferred to the National Archives and NARA confirms legal custody has been accepted. Longer retention is authorized if required for business use.

2.2

Additional Information

GAO Approval Not Required

Documentation for digitizing temporary records.

Disposition Authority Number DAA-GRS-2022-0010-0003

Specific documentation requirements for digitizing temporary records are listed in 36 CFR 1236.34. Legal Citation: 36 CFR 1236.34(c)

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 4.5, item 021	

GRS or Superseded Authority Citation DAA-GRS-2019-0003-0001

Disposition Instruction

Retention Period Destroy when the records digitized using the validation process are destroyed, but longer retention is authorized if required for business use.

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