

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2013-0002

Status: APPROVED
Date Approved: 02/05/2015
Last Modified: 11/01/2024

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 4.1: Records Management Records
Additional Schedule Information	<p>Note: This schedule was modified after approval in ERA Base. If information regarding the modifications was created in ERA Base it will be found in the Revision Notes in NARA only attachments.</p> <p>This schedule covers records created and maintained by Federal agencies that relate to the management of records and information. It includes records related to tracking and controlling agency records and documents, records management, forms management, and managing vital or essential records.</p> <p>Agencies must offer any records created prior to January 1, 1921, to the National Archives and Records Administration (NARA) before applying disposition instructions in this schedule.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2013-0002

Status: APPROVED
Date Approved: 02/05/2015
Last Modified: 11/01/2024

Item Count

Total number of disposition items: 5

Number of Temporary disposition items: 5

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2013-0002

Status: APPROVED
Date Approved: 02/05/2015
Last Modified: 11/01/2024

Outline of Records Schedule Items for DAA-GRS-2013-0002

Item #	Title	Disposition
0007	Records Management Program Records	Temporary
0008	Vital or Essential Records Program Records	Temporary
0009	Forms Management Records	Temporary
0015	Copies of Vital Records	Temporary
0016	Tracking and Control Records	Temporary

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2013-0002

Status: APPROVED
Date Approved: 02/05/2015
Last Modified: 11/01/2024

Records Schedule Items

DAA-GRS-2013-0002-0007		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Records Management Program Records	
Item Description	<p>Records related to the policies, procedures, and management of agency business records from creation to eventual disposition. Includes records created and maintained while planning, managing, evaluating, administering, and performing the function of agency records management. Activities include:</p> <ul style="list-style-type: none">• providing oversight of entire records management program• transferring, destroying, and retrieving records• inventorying records and conducting records surveys• scheduling records• providing other records management services to customer units (such as records storage/reference assistance, and technical assistance with files plans and other records management questions)• conducting records "clean out" days• conducting special projects <p>Records include:</p> <ul style="list-style-type: none">• agency records management program surveys or evaluations• reports of surveys or evaluations• reports of corrective action taken in response to agency program surveys or evaluations• disposal authorizations, schedules, and reports• records schedules, legacy records schedules (SF 115, Request for Records Disposition Authority)• SF 135, Records Transmittal and Receipt• OF 11, Reference Request• Transfer Request (TR); Legal Transfer Instrument (LTI); SF 258, Agreement to Transfer Records to the National Archives of the United States <p>Exclusion: This schedule item covers copies of the records schedule, transfer request, legal transfer instrument, and similar forms maintained by agencies—not the copies maintained by NARA.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2013-0002

Status: APPROVED
Date Approved: 02/05/2015
Last Modified: 11/01/2024

MANUAL CITATION		
Agency Code	GRS 4.1, item 020	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-GRS-91-4, item 1	No	
N1-GRS-98-2, item 16	No	
N1-GRS-98-2, item 17	No	
N1-GRS-98-2, item 18	No	
N1-GRS-98-2, item 19 - in part	Yes	N1-GRS-98-2, item 19 - in part
N1-GRS-98-2, item 22	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy no sooner than 6 years after the project, activity, or transaction is completed or superseded, but longer retention is authorized if needed for business use.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-GRS-2013-0002-0008	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Vital or Essential Records Program Records
Item Description	Records involved in planning, operating, and managing the agency's vital or essential records program. Includes: <ul style="list-style-type: none">vital records inventoriesvital records cycling plansresults of tests, surveys, or evaluationsreports of corrective action taken in response to agency vital records tests
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2013-0002

Status: APPROVED
Date Approved: 02/05/2015
Last Modified: 11/01/2024

Agency Code	GRS 4.1, item 030	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-GRS-98-2 item 19 - in part	Yes	N1-GRS-98-2 item 19 - in part
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Destroy 3 year(s) after project, activity, or transaction is completed or superseded, but longer retention is authorized if needed for business use.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-GRS-2013-0002-0009	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Forms Management Records
Item Description	Records involved with ensuring use of standard Federal and agency forms to support effective record-keeping and ensuring that Federal standard forms are available and used as appropriate to support Federal record-keeping requirements. Includes: <ul style="list-style-type: none">• registers or databases used to record and control the numbers and other identifying data assigned to each form• official case files consisting of the record copy of each agency-originated form with related instructions and documentation showing inception, scope, and purpose of the form• background materials and specifications
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 4.1, item 040
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2013-0002

Status: APPROVED
Date Approved: 02/05/2015
Last Modified: 11/01/2024

Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
NC1-64-77-8, item 4b	No
NC1-GRS-81-4, item 1	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Destroy 3 year(s) after form is discontinued, superseded, or cancelled, but longer retention is authorized if needed for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-GRS-2013-0002-0015	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Copies of Vital Records
Item Description	Copies of agency records deemed essential to restore agency functions in case of emergency.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 4.1, item 031
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy when superseded by the next cycle.
ADDITIONAL INFORMATION	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2013-0002

Status: APPROVED
Date Approved: 02/05/2015
Last Modified: 11/01/2024

Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-GRS-2013-0002-0016		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title		Tracking and Control Records	
Item Description		Records used to provide access to and control of records authorized for destruction by the GRS or a NARA-approved records schedule. Includes: <ul style="list-style-type: none">• indexes• lists• registers• inventories• logs Exclusion: This schedule excludes records containing abstracts of records content or other information that can be used as an information source apart from the related records. Exclusion (2): This authority does not apply to tracking and control records related to records scheduled as permanent. The value of these records varies, so tracking and control records related to permanent records must be scheduled.	
Is this item media neutral?		Yes	
Is this item a Big Bucket?			
MANUAL CITATION			
Agency Code		GRS 4.1, 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
N1-GRS-03-1, item 4b		No	
N1-GRS-81-9, item VI-2		No	
N1-GRS-95-2, item 9		No	
N1-GRS-98-2, item 45		No	
N1-GRS-98-2, item 46		No	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2013-0002

Status: APPROVED
Date Approved: 02/05/2015
Last Modified: 11/01/2024

Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Destroy when no longer needed
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2013-0002

Status: APPROVED
Date Approved: 02/05/2015
Last Modified: 11/01/2024

Signatory Information

Action	User	Date
Approve	David Ferriero	02/05/2015