

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0013

Status: APPROVED  
Date Approved: 10/17/2016  
Last Modified: 11/10/2024

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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	Additions to GRS 1.1, 3.1, and 4.2: Administrative 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 contains additional disposition authorities for general administrative records on financial management and reporting (GRS 1.1), technology management (GRS 3.1), and information access and protection (GRS 4.2). These additional items will be integrated into the GRS they relate to upon issuance. Each item in this schedule relates only to the function and activities covered by the item's parent schedule (either GRS 1.1, GRS 3.1, or GRS 4.2) and is subject to the same coverage and limitations outlined in the background information of the item's parent schedule.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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## Item Count

Total number of disposition items: 3

Number of Temporary disposition items: 3

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 1

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Outline of Records Schedule Items for DAA-GRS-2016-0013

Item #	Title	Disposition
0001	Financial management and reporting administrative records.	Temporary
0002	Technology management administrative records.	Temporary
0003	FOIA, Privacy Act, and classified documents administrative records.	Temporary

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Records Schedule Items

DAA-GRS-2016-0013-0001		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Financial management and reporting administrative records.		
Item Description	Records related to managing financial activities and reporting. Records include: <ul style="list-style-type: none"><li>• correspondence</li><li>• subject files</li><li>• feeder reports</li><li>• workload management and assignment records</li></ul>		
Is this item media neutral?	Yes		
Is this item a Big Bucket?			
MANUAL CITATION			
Agency Code	GRS 1.1, item 001		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
GRS 7, dated 1952, item 1	No		
GRS 8, dated 1952, item 1	No		
N1-GRS-91-003 / 4/A	No		
NC1-64-77-005 / 3	No		
NC1-64-77-011 / 5/A	No		
NC1-64-77-011 / 5/B	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Temporary		
Retention Period	Other: Destroy when 3 years old, 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-2016-0013-0002	STATUS: Active
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**ITEM GENERAL INFORMATION**

Item Title	Technology management administrative records.
Item Description	<p>Records on day-to-day, routine information technology management. Records include:</p> <ul style="list-style-type: none"><li>• correspondence</li><li>• subject files, including briefings, reports, presentations, and studies that do not relate to high-level decision-making</li><li>• data calls</li><li>• operational and managerial guidance to organizational segments of the agency</li></ul> <p>Exclusion: This item does not apply to the records of the Chief Information Officer. These records must be scheduled by the agency on an agency-specific schedule.</p>
Is this item media neutral?	Yes
Is this item a Big Bucket?	

**MANUAL CITATION**

Agency Code	GRS 3.1, item 001
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**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 5 years old, 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-2016-0013-0003

STATUS: INACTIVE - NOT FOR  
USE

**ITEM GENERAL INFORMATION**

Item Title	FOIA, Privacy Act, and classified documents administrative records.
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Item Description	<p>Records on managing information access and protection activities. Records include:</p> <ul style="list-style-type: none"><li>correspondence related to routine implementation of the FOIA and Privacy Act and administration of security classification, control, and accounting for classified documents</li><li>associated subject files</li><li>feeder and statistical reports</li></ul> <p>Exclusion: This item does not cover records documenting policies and procedures accumulated in offices having agency-wide responsibilities for FOIA, Privacy Act, and classified documents. These records must be scheduled by the agency on an agency-specific schedule.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>MANUAL CITATION</b>		
Agency Code	GRS 4.2, item 001	
<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
GRS 18 (1960) / 2	No	
N1-GRS-98-002 / 12	No	
N1-GRS-98-002 / 13	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
<b>DO NOT USE. Superseded By: DAA-GRS-2019-0001-0001 on 05/30/2023.</b>		
Final Disposition	Temporary	
Retention Period	Other: Destroy when 3 years old, but longer retention is authorized if needed for business use.	
<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	David Ferriero	10/17/2016