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# The General Records Schedules

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*Transmittal 34*

National Archives and Records Administration  
June 2023

**TO: Heads of federal agencies**

## **1. What does this document do?**

GRS Transmittal 34 announces changes to the General Records Schedules (GRS) made since NARA published GRS Transmittal 33 in January 2023. The GRS provide mandatory disposition instructions for records common to several or all Federal agencies.

Transmittal 34 includes one new schedule and alterations to four previously published schedules. As with the past few transmittals, this transmittal publishes only those schedules that are new or have changed since they were last published in a transmittal. Other schedules *not* published in this transmittal remain current and authoritative. You can find all schedules (in Word and PDF formats), general GRS FAQs, and schedule specific FAQs at <http://www.archives.gov/records-mgmt/grs.html>.

## **2. What changes does this transmittal make to the GRS?**

GRS Transmittal 34 one new schedule:

GRS 4.5 Digitizing Records DAA-GRS-2022-0010

This transmittal also publishes four updates:

GRS 4.1 Records Management Records (see question 3 below)

GRS 4.2 Information Access and Protection Records (see question 4 below)

GRS 5.2 Transitory and Intermediary Records (see question 5 below)

GRS 5.4 Facility, Equipment, Vehicle, Property, and Supply Records (see question 6 below)

## **3. What changes did we make to GRS 4.1, Records Management Records?**

We marked item 050, Validation records for digitized temporary records, as superseded. These records are now scheduled by GRS 4.5, item 010 (DAA-GRS-2022-0010-0001).

## **4. What changes did we make to GRS 4.2, Information Access and Protection Records?**

We marked items 010, General information request files, and 130, Personally identifiable information extracts, as superseded. These records are now scheduled by GRS 5.2, item 010 (DAA-GRS-2022-0009-0001).

## **5. What changes did we make to GRS 5.2, Transitory and Intermediary Records?**

We revised this schedule to remove references to source records that have been digitized. These source records are now scheduled by GRS 4.5, item 010 (DAA-GRS-2022-0010-0001).

Additionally, the item descriptions have been revised to remove specific examples of record types covered by each item. The examples will be provided in GRS 5.2 Frequently Asked Questions (FAQs). This is part of a new approach we are taking with the GRS to focus on the criteria that identify records rather than long lists of examples that may not clearly represent the entire coverage of the disposition authority.

## **6. What changes did we make to GRS 5.4, Facility, Equipment, Vehicle, Property, and Supply Records?**

We marked items 071, Facility, space, and equipment inspection, maintenance, and service records - Records tracking completion of custodial and minor repair work, as superseded. These records are now scheduled by GRS 5.2, item 010 (DAA-GRS-2022-0009-0001).

## **7. How do agencies cite GRS items?**

When citing the legal disposition authority for records covered by the GRS on NARA documents, either when transferring records to Federal Records Centers for storage, to NARA for accessioning, or when requesting GRS deviations on record schedules, use the “DAA” number in the “Disposition Authority” column of the table. For example, “DAA-GRS-2017-0007-0008” rather than “GRS 2.2, item 070.” A GRS Disposition Authority Look-Up Table is available on our website at <https://www.archives.gov/records-mgmt/grs.html>.

## **8. Do agencies have to take any action to implement these GRS changes?**

NARA regulations (36 CFR 1226.12(a)) require agencies to disseminate GRS changes within six months of receipt.

Per 36 CFR 1227.12(a)(1), you must follow GRS dispositions that state they must be followed without exception.

Per 36 CFR 1227.12(a)(3), if you have an existing schedule that differs from a new GRS item that does *not* require being followed without exception, and you wish to continue using your agency-specific authority rather than the GRS authority, you must notify NARA within 120 days of the date of this transmittal. Please send these notifications to [GRS\\_Team@nara.gov](mailto:GRS_Team@nara.gov).

If you do not have an already existing agency-specific authority but wish to apply a retention period that differs from that specified in the GRS, you must submit a records schedule to NARA for approval via the Electronic Records Archives.

## **9. How can an agency get copies of the new GRS?**

You can download the complete current GRS, in PDF format, from NARA's web site at <http://www.archives.gov/records-mgmt/grs.html>.

**10. Whom should an agency contact for further information?**

Please contact [GRS\\_Team@nara.gov](mailto:GRS_Team@nara.gov) with any questions related to this transmittal.



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Other schedules were issued under previous Transmittals.  
You can access all GRS schedules [here](#).

## GENERAL RECORDS SCHEDULE 4.1: Records Management Records

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.

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.

Item	Records Title/Description	Disposition Instruction	Disposition Authority
010	<p><b>Tracking and control records.</b> Records used to provide access to and control of records authorized for destruction by the GRS or a NARA-approved records schedule. Includes:</p> <ul style="list-style-type: none"> <li>● indexes</li> <li>● lists</li> <li>● registers</li> <li>● inventories</li> <li>● logs</li> </ul> <p><b>Exclusion 1:</b> 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.</p> <p><b>Exclusion 2:</b> 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.</p>	<p><b>Temporary.</b> Destroy when no longer needed.</p>	<p>DAA-GRS-2013-0002-0016</p>
020	<p><b>Records management program records.</b> 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"> <li>● providing oversight of entire records management program</li> <li>● transferring, destroying, and retrieving records</li> <li>● inventorying records and conducting records surveys</li> <li>● scheduling records</li> <li>● 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)</li> </ul>	<p><b>Temporary.</b> 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.</p>	<p>DAA-GRS-2013-0002-0007</p>

Item	Records Title/Description	Disposition Instruction	Disposition Authority
	<ul style="list-style-type: none"> <li>● conducting records "clean out" days</li> <li>● conducting special projects</li> </ul> <p>Records include:</p> <ul style="list-style-type: none"> <li>● agency records management program surveys or evaluations</li> <li>● reports of surveys or evaluations</li> <li>● reports of corrective action taken in response to agency program surveys or evaluations</li> <li>● disposal authorizations, schedules, and reports</li> <li>● records schedules, legacy records schedules (SF 115, Request for Records Disposition Authority)</li> <li>● SF 135, Records Transmittal and Receipt</li> <li>● OF 11, Reference Request</li> <li>● Transfer Request (TR); Legal Transfer Instrument (LTI); SF 258, Agreement to Transfer Records to the National Archives of the United States</li> </ul> <p><b>Exclusion:</b> 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>		
030	<p><b>Vital or essential records program records.</b></p> <p>Records involved in planning, operating, and managing the agency’s vital or essential records program.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>● vital records inventories</li> <li>● vital records cycling plans</li> <li>● results of tests, surveys, or evaluations</li> <li>● reports of corrective action taken in response to agency vital records tests</li> </ul>	<b>Temporary.</b> Destroy 3 years after project, activity, or transaction is completed or superseded, but longer retention is authorized if needed for business use.	DAA-GRS-2013-0002-0008
031	<p><b>Copies of vital records.</b></p> <p>Copies of agency records deemed essential to restore agency functions in case of emergency.</p>	<b>Temporary.</b> Destroy when superseded by the next cycle.	DAA-GRS-2013-0002-0015

Item	Records Title/Description	Disposition Instruction	Disposition Authority
040	<p><b>Forms management records.</b> 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:</p> <ul style="list-style-type: none"> <li>● registers or databases used to record and control the numbers and other identifying data assigned to each form</li> <li>● 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</li> <li>● background materials and specifications</li> </ul>	<p><b>Temporary.</b> Destroy 3 years after form is discontinued, superseded, or canceled, but longer retention is authorized if needed for business use.</p>	<p>DAA-GRS-2013-0002-0009</p>
050	<p><b>Superseded</b> (Validation records for digitized temporary records.) DAA-GRS-2019-0003-0001 was superseded by DAA-GRS-2022-0010-0003 (GRS 4.5, item 021)</p>		



## GENERAL RECORDS SCHEDULE 4.2: Information Access and Protection Records

This schedule covers records created in the course of agencies (1) responding to requests for access to Government information and (2) protecting information that is classified or controlled unclassified or contains personal data that is required by law to be protected.

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.

Item	Records Description	Disposition Instruction	Disposition Authority
001	<p><b>FOIA, Privacy Act, and classified documents administrative records.</b> 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 document security classification</li> <li>● associated subject files</li> <li>● feeder and statistical reports</li> </ul> <p><b>Exclusion:</b> 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>	<p><b>Temporary.</b> Destroy when 3 years old, but longer retention is authorized if needed for business use.</p>	<p>DAA-GRS-2019-0001-0001</p>
010	<p><b>Superseded</b> (General information request files.) DAA-GRS-2013-0007-0001 was superseded by DAA-GRS-2022-0009-0001 (GRS 5.2, item 010).</p>		
020	<p><b>Access and disclosure request files.</b> Case files created in response to requests for information under the Freedom of Information Act (FOIA), Mandatory Declassification Review (MDR) process, Privacy Act (PA), Classification Challenge, and similar access programs, and completed by:</p> <ul style="list-style-type: none"> <li>● granting the request in full</li> <li>● granting the request in part</li> <li>● denying the request for any reason including: <ul style="list-style-type: none"> <li>○ inability to fulfill request because records do not exist</li> <li>○ inability to fulfill request because request inadequately describes records</li> <li>○ inability to fulfill request because search or reproduction fees are not paid</li> </ul> </li> <li>● final adjudication on appeal to any of the above original settlements</li> <li>● final agency action in response to court remand on appeal</li> </ul>	<p><b>Temporary.</b> Destroy 6 years after final agency action or 3 years after final adjudication by the courts, whichever is later, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0002-0001</p>

Item	Records Description		Disposition Instruction	Disposition Authority
	<p>Includes:</p> <ul style="list-style-type: none"> <li>● requests (either first-party or third-party)</li> <li>● replies</li> <li>● copies of requested records</li> <li>● administrative appeals</li> <li>● related supporting documents (such as sanitizing instructions)</li> </ul> <p><b>Note 1:</b> Record copies of requested records remain covered by their original disposal authority, but if disposable sooner than their associated access/disclosure case file, may be retained under this item for disposition with that case file.</p> <p><b>Note 2:</b> Agencies may wish to retain redacted copies of requested records for business use after the rest of the associated request case file is destroyed.</p>			
030	<p><b>Information access and protection operational records.</b></p>	<p><b>Records tracking and controlling access to protected information.</b></p> <p>Includes:</p> <ul style="list-style-type: none"> <li>● records documenting receipt, internal routing, dispatch, or destruction of classified and controlled unclassified records</li> <li>● tracking databases and other records used to manage overall access program</li> <li>● requests and authorizations for individuals to have access to classified and controlled unclassified records and information</li> </ul> <p><b>Note:</b> Records documenting individuals' security clearances are covered under GRS 5.6, items 180 and 181.</p>	<p><b>Temporary.</b> Destroy 2 years after last form entry, reply, or submission; or when associated documents are declassified, decontrolled, or destroyed; or when an individual's authorization expires; whichever is appropriate. Longer retention is authorized if required for business use.</p>	DAA-GRS-2019-0001-0002
031		<p><b>Access control records.</b></p> <p>Includes:</p> <ul style="list-style-type: none"> <li>● safe and padlock combinations</li> <li>● names or other personal identifiers of individuals who know combinations</li> <li>● comparable data used to control access into classified document containers</li> </ul>	<p><b>Temporary.</b> Destroy when superseded or obsolete, but longer retention is authorized if required for business use.</p>	DAA-GRS-2013-0007-0020

Item	Records Description		Disposition Instruction	Disposition Authority
032	<p><b>Records relating to classified or controlled unclassified document containers.</b> Includes forms placed on safes, cabinets, or vaults that record opening, closing, and routine checking of container security, such as SF-701 and SF-702.</p> <p><b>Note:</b> Forms involved in investigations are not covered by this item. They are instead retained according to the schedule item for records of the investigation.</p>		<p><b>Temporary.</b> Destroy 90 days after last entry on form, but longer retention is authorized if required for business use.</p>	DAA-GRS-2016-0002-0003
040	<p><b>Records of accounting for and controlling access to records requested under FOIA, PA, and MDR.</b> Records documenting identity of, and internal routing, control points, and accountability for information to which access has been requested. Includes:</p> <ul style="list-style-type: none"> <li>● forms, registers, ledgers, logs, and tracking systems documenting requester identity and contact information, request date, and nature or purpose of request</li> <li>● inventories</li> <li>● forms accompanying documents to ensure continuing control, showing names of people handling the documents, inter-office routing, and comparable data</li> <li>● agent and researcher files</li> </ul>		<p><b>Temporary.</b> Destroy 5 years after date of last entry or final action by agency, as appropriate, but longer retention is authorized if required for business use.</p>	DAA-GRS-2019-0001-0003
050	<p><b>Privacy Act accounting of disclosure files.</b> Files maintained under the provisions of 5 U.S.C. §552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency. Includes:</p> <ul style="list-style-type: none"> <li>● forms with the subject individual's name</li> <li>● records of the requester's name and address</li> <li>● explanations of the purpose for the request</li> <li>● date of disclosure</li> <li>● proof of subject individual's consent</li> </ul>		<p><b>Temporary.</b> Dispose of in accordance with the approved disposition instructions for the related subject individual's records, or 5 years after the disclosure for which the accountability was made, whichever is later.</p>	NC1-64-77-1 item 27 [DAL-GRS-2023-0001-0001]
060	<p><b>Erroneous release records.</b> Files relating to the inadvertent release of privileged information to unauthorized parties, containing information the disclosure of which would constitute an unwarranted invasion of personal privacy. Includes:</p> <ul style="list-style-type: none"> <li>● requests for information</li> </ul>	<p><b>Records filed with the record-keeping copy of the erroneously released records.</b></p>	<p><b>Temporary.</b> Follow the disposition instructions approved for the released record copy or destroy 6 years after the erroneous release, whichever is later.</p>	DAA-GRS-2015-0002-0001

Item	Records Description		Disposition Instruction	Disposition Authority	
061	<ul style="list-style-type: none"> <li>● copies of replies</li> <li>● all related supporting documents</li> </ul> May include: <ul style="list-style-type: none"> <li>● official copy of records requested or copies</li> </ul>		<b>Records filed separately from the record-keeping copy of the released records.</b>	<b>Temporary.</b> Destroy 6 years after the erroneous release, but longer retention is authorized if required for business use.	DAA-GRS-2015-0002-0002
065	<b>Privacy complaint files.</b> Records of privacy complaints (and responses) agencies receive in these categories: <ul style="list-style-type: none"> <li>● process and procedural (consent, collection, and appropriate notice)</li> <li>● redress (inquiries seeking resolution of difficulties or concerns about privacy matters not specifically outlined in the Privacy Act)</li> <li>● operational (inquiries regarding Privacy Act matters but not including Privacy Act requests for access and/or correction)</li> <li>● complaints referred to another organization</li> </ul>		<b>Temporary.</b> Destroy 3 years after resolution or referral, as appropriate, but longer retention is authorized if required for business use.	DAA-GRS-2019-0001-0004	
070	<b>Agency reports to the Congress, Department of Justice, or other entities regarding FOIA, MDR, PA, and similar access and disclosure programs.</b>  <b>Note:</b> This item does not apply to summary reports incorporating government-wide statistics. These must be scheduled separately by the summarizing agent.		<b>Temporary.</b> Destroy 2 years after date of report, but longer retention is authorized if required for business use.	DAA-GRS-2013-0007-0006	
080	<b>Legal and regulatory compliance reporting records.</b> Reports prepared in compliance with federal laws and regulations, such as the E-Government Act (Public Law 107-347), Federal Information Security Modernization Act of 2014, and Title V (Confidential Information Protection and Statistical Efficiency Act), as codified in 44 U.S.C. §101.	<b>Annual reports by agency CIO, Inspector General, or Senior Agency Official for Privacy.</b>  <b>Legal citation:</b> OMB M-07-16.	<b>Temporary.</b> Destroy 5 years after submission of report, but longer retention is authorized if required for business use.	DAA-GRS-2013-0007-0022	
081	<b>All other agency reports and internal reports by individual system owners to the Senior Agency Official for Privacy (SAOP).</b>		<b>Temporary.</b> Destroy 2 years after submission of report, but longer retention is authorized if required for business use.	DAA-GRS-2013-0007-0023	

Item	Records Description	Disposition Instruction	Disposition Authority	
090	<p><b>Privacy Act amendment request files.</b></p> <p>Files relating to an individual’s request to amend a record pertaining to that individual under 5 U.S.C. §552a(d)(2), to the individual’s request for review of an agency’s refusal to amend a record under 5 U.S.C. §552a(d)(3), and to any civil action or appeal brought by the individual against the refusing agency under 5 U.S.C. §552a(g). Includes:</p> <ul style="list-style-type: none"> <li>● requests to amend and to review refusal to amend</li> <li>● copies of agency’s replies</li> <li>● statement of disagreement</li> <li>● agency justification for refusal to amend a record</li> <li>● appeals</li> <li>● related materials</li> </ul>	<p><b>Temporary.</b> Destroy with the records for which amendment was requested or 4 years after close of case (final determination by agency or final adjudication, whichever applies), whichever is later. Longer retention is authorized if required for business use.</p>	DAA-GRS-2013-0007-0007	
100	<p><b>Automatic and systematic declassification review program records.</b></p> <p>Files related to the review of permanent records in anticipation of automatic declassification at 25, 50, or 75 years per Executive Order 13526, and the periodic review of records exempted from automatic declassification. Files include program records documenting declassification decisions.</p>	<p><b>Temporary.</b> Destroy or delete after conducting next review or when subject records are transferred to NARA, but longer retention is authorized if required for business use.</p>	DAA-GRS-2020-0002-0001	
110	<p><b>Fundamental classification guidance review files.</b></p> <p>Reports, significant correspondence, drafts, received comments, and related materials responding to “fundamental classification guidance review” as required by Executive Order 13526 Section 1.9.</p> <p><b>Note:</b> This item does not cover reports and correspondence received at the Information Security Oversight Office (ISOO).</p>	<p><b>Temporary.</b> Destroy 5 years after report is submitted to ISOO, but longer retention is authorized if required for business use.</p>	DAA-GRS-2013-0007-0011	
120	<p><b>Classified information nondisclosure agreements.</b></p> <p>Copies of nondisclosure agreements, such as SF 312, Classified Information Nondisclosure Agreement,</p>	<p><b>Records maintained in the individual’s official personnel folder.</b></p>	<p>Apply the disposition for the official personnel folder.</p>	

Item	Records Description		Disposition Instruction	Disposition Authority
121	<p>signed by civilian and military personnel with access to information that is classified under standards put forth by executive orders governing security classification.</p> <p><b>Records maintained separately from the individual’s official personnel folder.</b></p> <p><b>Legal citations:</b> ICD 703, Protection of Classified National Intelligence; 32 CFR 2001.80(d)(2)(vii).</p>		<b>Temporary.</b> Destroy when 50 years old.	DAA-GRS-2015-0002-0003
130	<p><b>Superseded</b> (Personally identifiable information extracts.) DAA-GRS-2013-0007-0012 was superseded by DAA-GRS-2022-0009-0001 (GRS 5.2, item 010).</p>			
140	<p><b>Personally identifiable information extract logs.</b> Logs that track the use of PII extracts by authorized users, containing some or all of: date and time of extract, name and component of information system from which data is extracted, user extracting data, data elements involved, business purpose for which the data will be used, length of time extracted information will be used. Also includes (if appropriate): justification and supervisory authorization for retaining extract longer than 90 days, and anticipated disposition date.</p>		<b>Temporary.</b> Destroy when business use ceases.	DAA-GRS-2013-0007-0013
150	<p><b>Privacy Act System of Records Notices (SORNs).</b> Agency copy of notices about the existence and character of systems of records, documenting publication in the Federal Register when the agency establishes or revises the system, per the Privacy Act of 1974 [5 U.S.C. 552a(e)(4) and 5 U.S.C. 552a(e)(11)], as amended. Also significant material documenting SORN formulation, other than Privacy Impact Assessment records (see item 161).</p>		<b>Temporary.</b> Destroy 2 years after supersession by a revised SORN or after system ceases operation, but longer retention is authorized if required for business use.	DAA-GRS-2016-0003-0002
160	<p><b>Records analyzing Personally Identifiable Information (PII).</b> Records documenting whether certain privacy and data security laws, regulations, and agency policies are required; how the agency collects, uses, shares, and maintains PII; and incorporation of privacy protections into records systems as required by the E-</p>	<p><b>Records of Privacy Threshold Analyses (PTAs) and Initial Privacy Assessments (IPAs).</b> Records of research on whether an agency should conduct a Privacy Impact Assessment (PIA).</p>	<b>Temporary.</b> Destroy 3 years after associated PIA is published or determination that PIA is unnecessary, but longer retention is authorized if required for business use.	DAA-GRS-2016-0003-0003

Item	Records Description	Disposition Instruction	Disposition Authority
161	<p>Government Act of 2002 (Public Law 107-347, section 208), the Privacy Act of 1974 (5 U.S.C. 552a), and other applicable privacy laws, regulations, and agency policies. Includes significant background material documenting formulation of final products.</p> <p><b>Records of Privacy Impact Assessments (PIAs).</b></p>	<p><b>Temporary.</b> Destroy 3 years after a superseding PIA is published, after system ceases operation, or (if PIA concerns a website) after website is no longer available to the public, as appropriate. Longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0003-0004</p>
170	<p><b>Computer matching program notices and agreements.</b></p> <p>Agency copy of notices of intent to share data in systems of records with other federal, state, or local government agencies via computer matching programs, and related records documenting publication of notice in the Federal Register per the Privacy Act of 1974 [5 U.S.C. 552a(e)(12)], as amended. Also agreements between agencies, commonly referred to as Computer Matching Agreements, prepared in accordance with Office of Management and Budget Final Guidance. Includes documentation of Data Integrity Board (DIB) review and approval of matching programs and agreements, and significant background material documenting formulation of notices and agreements.</p>	<p><b>Temporary.</b> Destroy upon supersession by a revised notice or agreement, or 2 years after matching program ceases operation, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0003-0005</p>
180	<p><b>Virtual public access library records.</b></p> <p>Records published by an agency on line to fulfill the requirement in 5 U.S.C. 552(a)(2)(A) through 5 U.S.C. 552(a)(2)(D) and 5 U.S.C. 552(g)(1) through 5 U.S.C. 552(g)(3) that agencies must make those records available for public inspection and copying. Includes:</p> <ul style="list-style-type: none"> <li>● final concurring and dissenting opinions and orders agencies issue when adjudicating cases</li> <li>● statements of policy and interpretations the agency adopts but does not publish in the <i>Federal Register</i></li> <li>● administrative staff manuals and instructions to staff that affect a member of the public</li> <li>● copies of records requested under the Freedom of Information Act (FOIA) which, because of the nature of their subject matter, the agency determines are, or are likely to become, the subject of subsequent requests for substantially the same records or which have been requested three or more times</li> </ul>	<p><b>Temporary.</b> Destroy when no longer needed.</p>	<p>DAA-GRS-2016-0008-0001</p>

Item	Records Description	Disposition Instruction	Disposition Authority
	<ul style="list-style-type: none"> <li>● indexes of agency major information systems</li> <li>● descriptions of agency major information and record locator systems</li> <li>● handbooks for obtaining various types and categories of agency public information</li> </ul> <p><b>Exclusion:</b> This item refers only to copies an agency publishes on line for public reference. The agency record copy of such material may be of permanent value and the agency must schedule it.</p> <p>Not media neutral. Applies to electronic records only.</p>		
<p><b>Controlled Unclassified Information (CUI) program records.</b>  <b>Exclusion:</b> Records of the Controlled Unclassified Information Executive Agent office at the National Archives (NARA must schedule these records separately).</p>			
190	<p><b>CUI program implementation records.</b>  Records of overall program management. Includes:</p> <ul style="list-style-type: none"> <li>● records documenting the process of planning agency policy and procedure</li> <li>● agency submissions to the CUI Executive Agent of authorities (laws, federal regulations, or Government-wide policies containing safeguarding or dissemination controls) the agency proposes to include in the CUI Registry to designate unclassified information as CUI</li> <li>● agency submissions to the CUI Executive Agent of proposed laws, federal regulations, or Government-wide policies that would establish, eliminate, or modify a category of CUI, or change information controls applicable to CUI</li> <li>● correspondence with CUI Executive Agent</li> </ul> <p><b>Exclusion 1:</b> CUI directives and formal policy documents (agencies must schedule these separately).</p> <p><b>Exclusion 2:</b> Records of CUI self-inspections (GRS 5.7, item 020 covers these).</p> <p><b>Exclusion 3:</b> Records of annual program reports to the CUI Executive Agent (GRS 5.7, item 050 covers these).</p>	<p><b>Temporary.</b> Destroy when 7 years old, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2019-0001-0005</p>



Item	Records Description	Disposition Instruction	Disposition Authority	
191	<p><b>CUI information sharing agreements.</b> Agreements in which agencies agree to share CUI with non-executive branch entities (e.g., state and local police) and foreign entities that agree to protect the CUI.</p> <p><b>Exclusion:</b> Contracts involving CUI and contractor access to CUI; GRS 1.1, item 010 covers contracts.</p>	<p><b>Temporary.</b> Destroy 7 years after canceled or superseded, but longer retention is authorized if required for business use.</p>	DAA-GRS-2019-0001-0006	
192	<p><b>Records of waivers of CUI requirements.</b> Description of and rationale for each waiver, documentation of alternate steps the agency takes to ensure it sufficiently protects the CUI covered by the waiver, and records of the agency notifying authorized recipients and the public of the waiver.</p>	<p><b>Temporary.</b> Destroy when waiver is rescinded, system is no longer in use, or all affected records are destroyed, as applicable, but longer retention is authorized if required for business use.</p>	DAA-GRS-2019-0001-0007	
193	<p><b>Records of requests for decontrol and challenges to CUI designations.</b> Requests to decontrol CUI or challenging a CUI marking as incorrect (either improperly assigned or lacking), responses to requests, records of adjudication, and records of dispute resolution if adjudication is appealed.</p>	<p><b>Records filed with the record-keeping copy of the CUI-marked records.</b></p>	Follow the disposition instructions approved for the records at issue.	
194		<p><b>Records filed separately from the record-keeping copy of the CUI-marked records.</b></p>	<p><b>Temporary.</b> Destroy 6 years after change in CUI status, but longer retention is authorized if required for business use.</p>	DAA-GRS-2019-0001-0008
195	<p><b>Records of CUI misuse.</b> Allegations of CUI misuse, records of internal investigations, communications with and reports of findings from the CUI Executive Agent, and records of corrective actions.</p> <p><b>Exclusion:</b> If the agency assigns such investigations to its Inspector General (IG), the agency schedule for IG records covers the records created in the IG office.</p>	<p><b>Temporary.</b> Destroy 5 years after completing the investigation or completing all corrective actions, whichever is later, but longer retention is authorized if required for business use.</p>	DAA-GRS-2019-0001-0009	

## GENERAL RECORDS SCHEDULE 4.5: Digitizing Records

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	Records Description	Disposition Instruction	Disposition Authority
010	<p><b>Source Records.</b> Records from which a digitized version or digitized record is created that are:</p> <ul style="list-style-type: none"> <li>● Scheduled as temporary in an approved records schedule; or</li> <li>● Scheduled as permanent and that were created on or after 1 January 1950.</li> </ul> <p><b>Exclusions</b> 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.</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Formats not covered by 36 CFR 1236 Subpart E - Digitizing Permanent Federal Records. Agencies must use agency-specific schedules for these records.</li> <li>3. Source records that were created before 1 January 1950 that have been scheduled as permanent or are unscheduled.</li> <li>4. Source records that have intrinsic value in the original medium that would be lost if the content were converted to another medium.</li> </ol> <p><b>Notes</b></p> <ol style="list-style-type: none"> <li>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</li> </ol>	<p><b>Temporary.</b> 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.</p>	DAA-GRS-2022-0010-0001

	<p>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.</p> <p>2. Agencies must schedule digitized records prior to disposing of any source records if they are unscheduled.</p> <p><b>Media limitation:</b> Applies to paper/analog records only.</p> <p><b>Legal citations:</b> 44 U.S.C. 3302 and 3312, 36 CFR 1236.36(a), 36 CFR 1236.56 (d),(f) and (g)</p>			
020	<p><b>Digitization Project Records.</b> Records used to manage digitizing projects and document (validate) that the digitized versions of records are of suitable quality to replace source records.</p> <p><b>Exclusion:</b> Digitized records and associated metadata; the appropriate current, approved agency-specific records schedule or applicable GRS item covers these.</p>	<p><b>Documentation for digitizing permanent records.</b> Specific documentation requirements for digitizing permanent records are listed in 36 CFR 1236.44, Documenting digitization projects.</p> <p><b>Exclusion:</b> Administrative, technical, and descriptive metadata captured during the digitization project must be transferred to NARA with the digitized records (36 CFR 1236.56(j)).</p> <p><b>Legal citation:</b> 36 CFR 1236.56</p>	<p><b>Temporary.</b> 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.</p>	DAA-GRS-2022-0010-0002

021		<p><b>Documentation for digitizing temporary records.</b> Specific documentation requirements for digitizing temporary records are listed in 36 CFR 1236.34.</p> <p><b>Legal Citation:</b> 36 CFR 1236.34(c)</p>	<p><b>Temporary.</b> Destroy when the records digitized using the validation process are destroyed, but longer retention is authorized if required for business use.</p>	DAA-GRS-2022-0010-0003
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## GENERAL RECORDS SCHEDULE 5.2: Transitory and Intermediary Records

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	Records Description	Disposition Instruction	Disposition Authority
010	<p><b>Transitory records.</b> Records that meet the following conditions:</p> <ul style="list-style-type: none"> <li>• They are required for only a short time (generally less than 180 days) <b>and</b></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>For specific examples, see the GRS 5.2 Frequently Asked Questions (FAQs).</p> <p><b>Exclusion:</b> This item does not include the following data output files, which must be scheduled on an agency-specific schedule:</p> <ul style="list-style-type: none"> <li>• files created specifically for public access purposes</li> <li>• summarized information from unscheduled electronic records or inaccessible permanent records</li> <li>• 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</li> </ul>	<p><b>Temporary.</b> Destroy when no longer needed for business use, or according to an agency predetermined time period or business rule.</p>	<p>DAA-GRS-2022-0009-0001</p>

020	<p><b>Intermediary records.</b> 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 <b>and</b></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><b>Exclusion:</b> Source records that have been digitized. GRS 4.5, item 010, covers these records.</p> <p><b>Note:</b> 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>	<p><b>Temporary.</b> Destroy upon creation or update of the final record, or when no longer needed for business use, whichever is later.</p>	<p>DAA-GRS-2022-0009-0002</p>
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## GENERAL RECORDS SCHEDULE 5.4: Facility, Equipment, Vehicle, Property, and Supply Records

This schedule covers records Federal agencies create and receive while managing, operating, and maintaining Government-owned and -leased real property, facilities, equipment, vehicles (land, water and air), personal property, and supplies. This includes allocating space and managing supply stock.

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.

Item	Records Description	Disposition Instruction	Disposition Authority
010	<p><b>Facility, space, vehicle, equipment, stock, and supply administrative and operational records.</b> Records relating to administering and operating facilities, spaces, Federally owned and operated housing, land vehicles, water vessels, equipment, stocks, and supplies. Includes:</p> <ul style="list-style-type: none"> <li>● statistical and narrative reports</li> <li>● studies</li> <li>● requests for space using Standard Form 81 or equivalent</li> <li>● space assignments and directories</li> <li>● inventories of property, equipment, furnishings, stock, and supplies</li> <li>● reports of survey regarding lost, damaged, missing, or destroyed property</li> <li>● requisitions for supplies and equipment</li> <li>● records tracking supply and procurement requirements</li> <li>● records scheduling and dispatching vehicles, monitoring use, and reporting use</li> <li>● related correspondence</li> </ul> <p><b>Exclusion 1:</b> Records of aircraft operations (item 110 in this schedule covers these).</p> <p><b>Exclusion 2:</b> Records of supply and property procurement (GRS 1.1, item 010 covers these).</p> <p><b>Exclusion 3:</b> Requisition and supply records of the General Services Administration’s GSA Global Supply program and Defense Logistics Agency records on military supply provision (supply is these agencies’ mission so they must schedule the records separately).</p>	<p><b>Temporary.</b> Destroy when 3 years old or 3 years after superseded, as appropriate, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0011-0001</p>

Item	Records Description	Disposition Instruction	Disposition Authority
<b>Ownership</b>			
020	<p><b>Real property ownership records.</b> Abstract or certificate of title documenting Federal real property ownership, surveys, easements, rights-of-way, and chain of title for property the Government acquired after December 31, 1920, by purchase, condemnation, donation, exchange, or otherwise.</p> <p><b>Exclusion 1:</b> Records relating to property acquired prior to January 1, 1921 (agencies must schedule these separately).</p> <p><b>Exclusion 2:</b> Reports of Excess Real Property (Standard Form 118) and associated real property case files (agencies must schedule these separately).</p>	<p><b>Temporary.</b> Transfer to new owner after unconditional sale or Government release of conditions, restrictions, mortgages, or other liens.</p>	DAA-GRS-2016-0011-0002
030	<p><b>Vehicle and equipment ownership records and operation manuals.</b> Vehicle and equipment identification, registration, and warranty records. Also manuals and similar documentation, whether produced locally or by the manufacturer.</p>	<p><b>Temporary.</b> Transfer with vehicle or item to new owner or destroy when item is excessed, as appropriate.</p>	DAA-GRS-2016-0011-0003
040	<p><b>Excess personal property, equipment, and vehicle records.</b> Records agencies create when disposing of excess or surplus personal property by sale, donation, or destruction. Includes:</p> <ul style="list-style-type: none"> <li>● excess property inventories and lists</li> <li>● lists and other records identifying approved receivers of excess property</li> <li>● donation receipts</li> <li>● destruction certificates</li> <li>● documentation of vehicle transfer by sale, donation, or exchange, including Standard Form 97, United States Government Certificate to Obtain Title to a Motor Vehicle</li> <li>● related correspondence</li> </ul>	<p><b>Temporary.</b> Destroy when 3 years old, but longer retention is authorized if required for business use.</p>	DAA-GRS-2016-0011-0004



Item	Records Description	Disposition Instruction	Disposition Authority	
	<p><b>Exclusion:</b> Records documenting financial management of surplus property disposal by sale (GRS 1.1, item 010 covers these).</p>			
<b>Facilities and equipment</b>				
050	<p><b>Facility design, engineering, and construction records.</b> Architectural and engineering drawings and other design and construction records of buildings and structures not critical to agency mission, including office buildings, storage sheds, parking lots, maintenance shops, and service structures. Includes:</p> <ul style="list-style-type: none"> <li>● site maps and surveys</li> <li>● plot plans</li> <li>● structural drawings</li> <li>● architectural renderings</li> <li>● electricity, plumbing, communication services, and heating/ventilation/air conditioning (HVAC) drawings</li> <li>● exterior delivery of utilities drawings</li> <li>● materials plans and drawings</li> <li>● minor routine part drawings such as fasteners, nuts, bolts, wires, screws, nails, pipe fittings, brackets, struts, plates, and beams</li> <li>● construction progress photographs</li> <li>● construction inspection reports</li> <li>● equipment location plans</li> <li>● paint plans and samples</li> <li>● furniture design and layout drawings and plans</li> <li>● space occupancy plans</li> </ul>	<p><b>Draft, preliminary, intermediate, working, and contract negotiation drawings.</b></p>	<p><b>Temporary.</b> Destroy when superseded, or when project terminates, as appropriate.</p>	DAA-GRS-2016-0011-0005
051		<p><b>Final and as-built drawings, plans, and designs; and all other records.</b></p>	<p><b>Temporary.</b> Destroy when superseded, or transfer to new owner, or destroy when structure is removed from Federal inventory, as appropriate.</p>	DAA-GRS-2016-0011-0006

Item	Records Description		Disposition Instruction	Disposition Authority
	<p><b>Exclusion 1:</b> Records documenting financial management of construction contracts (GRS 1.1, item 010 covers these).</p> <p><b>Exclusion 2:</b> Records documenting buildings deemed historically, architecturally, or technologically significant (agencies must schedule these because they may be of permanent value).</p>			
060	<p><b>Facility design, engineering, and construction operations records.</b> Records documenting operational support of facility design, engineering, and construction projects. Includes:</p> <ul style="list-style-type: none"> <li>● project requests and approvals</li> <li>● meeting agendas, minutes, and other records</li> <li>● budget and cost working files</li> <li>● task, punch, and action item lists</li> <li>● work logs</li> <li>● progress reports and presentation materials</li> <li>● related correspondence and notes</li> </ul>		<p><b>Temporary.</b> Destroy 5 years after project completion or termination, but longer retention is authorized if required for business use.</p>	DAA-GRS-2016-0011-0007
070	<p><b>Facility, space, and equipment inspection, maintenance, and service records.</b> Records documenting inspection, maintenance, service, and repair activities relating to buildings, grounds, Federally owned and operated housing, equipment, and personal property. Includes:</p> <ul style="list-style-type: none"> <li>● repair and maintenance work orders, requisitions, and related papers</li> <li>● maintenance and inspection logs and reports</li> <li>● job orders, service call records, action sheets, and repair logs</li> <li>● work, shop, or job schedules</li> </ul>	<p><b>Records documenting facility structure and long-term maintenance.</b></p>	<p><b>Temporary.</b> Destroy when 3 years old, but longer retention is authorized if required for business use.</p>	DAA-GRS-2016-0011-0008

Item	Records Description	Disposition Instruction	Disposition Authority
071	<p><b>Note 1:</b> Agencies that contract out facility management may wish to retain records longer than this item’s disposition instruction to document contract performance.</p> <p><b>Note 2:</b> Agencies must offer any records created prior to January 1, 1939, to the National Archives and Records Administration (NARA) before applying this disposition authority.</p> <p><b>Exclusion:</b> Records agencies hold to document expenditure of appropriated or non-appropriated funds (GRS 1.1, item 010 covers these).</p>	<p><b>Superseded</b> (Records tracking completion of custodial and minor repair work.) DAA-GRS-2016-0011-0009 was superseded by DAA-GRS-2022-0009-0001 (GRS 5.2, item 010).</p>	
080	<p><b>Housing rental and lease records.</b> Applications, leases, renewals, assignments, termination notices, and related documents regarding Federally owned and operated housing facilities.</p>	<p><b>Temporary.</b> Destroy 3 years after lease termination, lapse, reassignment, rejection of application, cancellation of lease, or conclusion of litigation, as applicable.</p>	DAA-GRS-2016-0011-0010
<b>Vehicle maintenance and inspection records</b>			
090	<p><b>Land vehicle and water vessel inspection, maintenance, and service records.</b> Records documenting inspection, maintenance, service, and repair activities relating to land vehicles and watercraft. Includes:</p> <ul style="list-style-type: none"> <li>● work orders, service and repair requisitions, and logs</li> <li>● descriptions of provided service and repair, and related papers</li> </ul> <p><b>Exclusion:</b> Records agencies hold to document expenditure of appropriated or non-appropriated funds (GRS 1.1, item 010 covers these).</p>	<p><b>Temporary.</b> Destroy when 3 years old, but longer retention is authorized if required for business use. Transfer of extant records to new owner at sale or donation is authorized.</p>	DAA-GRS-2016-0011-0011

Item	Records Description	Disposition Instruction	Disposition Authority
100	<p><b>Aircraft inspection, maintenance, and modification records.</b> Records documenting general maintenance and inspection of and modifications to aircraft, aircraft components, engines, propellers, instruments, and accessories regarding:</p> <ul style="list-style-type: none"> <li>● servicing, manufacturing, rebuilding and testing equipment</li> <li>● classifying material's condition status</li> <li>● preventive maintenance</li> <li>● aircraft or equipment configuration and material alteration</li> <li>● logistics services</li> </ul> <p>Includes records such as:</p> <ul style="list-style-type: none"> <li>● technical and non-technical correspondence</li> <li>● maintenance manuals</li> <li>● documentation of mechanical defects and evidence of repair</li> <li>● annotated manuals or manuals different from those the manufacturer issued</li> <li>● bulletins directing specific inspections and records of action</li> <li>● logbooks</li> <li>● diagnostic checkouts</li> <li>● spot check inspections</li> <li>● maintenance requests</li> </ul> <p><b>Exclusion 1:</b> Maintenance manuals of unique or customized aircraft must be scheduled by the agency.</p> <p><b>Exclusion 2:</b> Records of the Air Force, Navy, Army, and Federal Aviation Administration must be scheduled by those agencies.</p>	<p><b>Temporary.</b> Destroy 6 years after disposing of aircraft or removing equipment from inventory, but longer retention is authorized if required for business use.</p>	DAA-GRS-2016-0011-0013
<b>Vehicle and equipment operations and use records</b>			
110	<p><b>Vehicle and heavy equipment operator records.</b> Records of individual employee operation of Government-owned vehicles and equipment, including tests, certifications, use authorization, safe driving/use awards, and related records.</p> <p><b>Exclusion:</b> Records of operating vehicles and equipment specifically designed for military use (the agency must schedule these).</p>	<p><b>Temporary.</b> Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate vehicles or</p>	DAA-GRS-2016-0011-0014

Item	Records Description	Disposition Instruction	Disposition Authority
		equipment, whichever is sooner.	
120	<p><b>Aircraft flight operations records.</b> Records of day-to-day aircraft operations documenting flight requests, departures, takeoffs, destinations, and passengers; flight orders; flight plans; load manifests; dispatch releases; flight logs; and similar records.</p> <p><b>Exclusion:</b> Records of the Air Force, Navy, Army, and Federal Aviation Administration must be scheduled by those agencies.</p>	<b>Temporary.</b> Destroy when 3 years old, but longer retention is authorized if required for business use.	DAA-GRS-2016-0011-0015
130	<p><b>Aircraft operational support records.</b> Records documenting logistical support to flying activities, such as furnishing supplies, equipment, administrative assistance, and other needed logistics services. Includes:</p> <ul style="list-style-type: none"> <li>● comments on regulations</li> <li>● directives and other records regarding logistics</li> <li>● management improvement reports</li> <li>● cost reduction reports</li> <li>● requests for substantive information regarding logistics</li> <li>● aircraft inventories</li> </ul>	<b>Temporary.</b> Destroy when 6 years old, but longer retention is authorized if required for business use.	DAA-GRS-2016-0011-0016
140	<p><b>Vehicle and vessel accident and incident records.</b> Records about vehicle and vessel accidents—land, water, and air—that vehicle management offices maintain, including:</p> <ul style="list-style-type: none"> <li>● Standard Form 91, Motor Vehicle Accident Report</li> <li>● Standard Form 94, Statement of Witness</li> <li>● Standard Form 95, Claim for Damage, Injury, or Death</li> <li>● <i>copies</i> of investigative reports (see Exclusion for original investigative reports)</li> </ul> <p><b>Exclusion:</b> Original formal accident and incident investigation records (covered under GRS 5.6).</p>	<b>Temporary.</b> Destroy 3 years after case is closed, but longer retention is authorized if required for business use.	DAA-GRS-2016-0011-0017