



The General Records Schedules

Transmittal 35

National Archives and Records Administration
May 2024

TO: Heads of federal agencies

1. What does this document do?

GRS Transmittal 35 announces changes to the General Records Schedules (GRS) made since NARA published GRS Transmittal 34 in June 2023. The GRS provide mandatory disposition instructions for records common to several or all Federal agencies.

Transmittal 35 includes updates to six previously published schedules. As with the past few transmittals, this transmittal publishes only those schedules that 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 35 publishes updates to six schedules. The primary purpose of these updates was to revise certain GRS disposition instructions so that they are machine-implementable. Machine-implementable disposition instructions can be converted into code that a computer application can implement. Machine-implementable instructions must have only one retention type for the computer to know what to do. A retention type identifies the point in time when retention starts, either at the point of creation (an age- or creation-based retention, such as "Destroy when 3 years old") or when a certain event occurs (an event-based retention, such as "Destroy 3 years after final action").

GRS	Item	Change
GRS 2.2, Employee Management Records	030, Employee incentive award records 090, Records related to official passports - Application records	Revised the disposition instructions for machine-implementation.
GRS 2.3, Employee Relations Records	040, Telework/Alternate Worksite Agreements	Updated the item title and description for clarity. Revised the disposition instructions for machine-implementation.
GRS 2.4, Employee Compensation and Benefits Records	061, Payroll program administrative records - Payroll system reports providing fiscal information on agency payroll	Revised the disposition instructions for machine-implementation.

	080, Wage Survey Files	Revised the item description for clarity. Revised the disposition instructions for machine-implementation.
GRS 2.6, Employee Training Records	041, Senior Executive Service Candidate Development Program (SESCDP) - Case records on SESCDP participants	Revised the disposition instructions for machine-implementation.
GRS 5.4, Facility, Equipment, Vehicle, Property, and Supply Records	020, Real property ownership records 030, Vehicle and equipment ownership records and operation manuals	Revised the disposition instructions for machine-implementation.
GRS 5.6, Security Management Record	050, Records of credit card abuse and postal irregularities	Changed the item title and description for clarity. Revised the disposition instructions for machine-implementation.
	100, Accident and incident records 160, Canine (K-9) service records	Revised the disposition instructions for machine-implementation.

3. How do agencies cite GRS items when communicating with NARA?

Cite the ¹¹DAA¹ number in the "Disposition Authority" column of the GRS table when transferring records to Federal Records Centers or to NARA for accessioning, or when requesting GRS deviations on record schedules. For example, use "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>.

4. 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)(l), if a new or revised GRS states that the provisions must be followed without exception, your agency must follow the disposition instructions of the GRS.

If your agency has an existing schedule item for records covered by a new or revised GRS, the GRS supersedes the agency-specific item. Per 36 CFR 1227.12(a)(3), if you wish to continue using your agency-specific item and the related GRS item is not identified as mandatory, you must notify NARA within 120 days of the date of this transmittal. Please send these notifications to GRS_Team@nara.gov.

If you do not have an already existing agency-specific item and want 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 Archive](#).

5. 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>.

6. Whom should an agency contact for further information?

Please contact 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 2.2: Employee Management Records

This schedule covers records Federal agencies create while carrying out the work of employee management: supervising employees, processing personnel actions, managing employee performance, and creating and maintaining personnel and volunteer service 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 Description	Disposition Instruction	Disposition Authority
010	<p>Employee management administrative records. Records on routine office program support, administration, and human resources operations. Includes:</p> <ul style="list-style-type: none"> ● reports, including annual reports to the Department of State concerning the number of official passports issued and related matters ● reports from subordinate units regarding statistics and other reporting measures ● general correspondence with internal agency offices and with OPM ● general correspondence with travelers regarding official passport application procedures and documentation requirements ● statistics, including lists of official passport holders <p>Exclusion: Agency reports received by the Department of State document the Department's mission and must be scheduled by the Department.</p>	<p>Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2017-0007-0001</p>

Item	Records Description		Disposition Instruction	Disposition Authority
020	<p>Workforce and succession planning records. Records about workforce planning and analysis, including succession planning, developed in support of executive-level and other agency planning initiatives. Includes:</p> <ul style="list-style-type: none"> ● planning and analysis models ● planning data ● briefing materials ● studies and surveys ● lists of functions and staff at key locations <p>Exclusion: Records maintained by executives responsible for policy formulation or other high-level actions. Schedule these on agency-specific schedules.</p>		<p>Temporary. Destroy 3 years after issuing each new plan, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2017-0007-0002</p>
030	<p>Employee incentive award records. Agency awards files, including recommendations, approved nominations, correspondence, and reports about agency-sponsored cash and noncash awards (such as lump-sum cash awards, honorary awards, informal recognition awards, cost savings awards, and time off awards). Also, includes correspondence about awards from other Federal agencies or non-Federal organizations and to former employees.</p> <p>Exclusions:</p> <ol style="list-style-type: none"> 1. Records of Department-level awards require agency-specific schedules. 		<p>Temporary. Destroy 2 years after final action, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2023-0002-0001</p>
040	<p>Official Personnel Folder (OPF)/electronic OPF (eOPF). The Official Personnel Folder (Standard Form 66) or its approved electronic equivalent documents an individual's employment history.</p> <p>Exclusion: Agencies not subject to OPM recordkeeping requirements under title 5,</p>	<p>Long-term records. Records of separated employees saved to the "permanent" folder in the eOPF or filed on the right side of the hardcopy OPF.</p> <p>Exclusion: OPFs for employees separated prior to December 31, 1973. It is the responsibility of OPM to schedule these records.</p>	<p>Temporary. Destroy when survivor or retirement claims are adjudicated or when records are 129 years old, whichever is sooner, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2017-0007-0004</p>

Item	Records Description	Disposition Instruction	Disposition Authority	
041	<p>U.S. Code, should apply their own agency-specific schedule.</p> <p>Note 1: For transferred employees, see Chapter 7 of <i>The Guide to Personnel Recordkeeping</i> for instructions.</p> <p>Note 2: Hardcopy original personnel folders scanned into the Enterprise Human Resource Integration (EHRI) eOPF Database are covered by GRS 5.2, Transitory and Intermediary Records, item 020.</p>	<p>Short-term records. Records of separated employees saved to the “temporary” folder in the eOPF or filed on the left side of the hardcopy OPF.</p> <p>Exclusion: USCIS Form I-9 and performance-related records. See item 060 of this schedule for I-9 Forms and items 070, 071, 072, and 073 for disposition of temporary performance-related records.</p>	<p>Temporary. Destroy when superseded or obsolete, or upon separation or transfer of employee, whichever is earlier.</p>	DAA-GRS-2017-0007-0005
050	<p>Notifications of personnel actions. Copies of Standard Form 50, documenting all individual personnel actions such as hiring, promotions, transfers, and separation. Includes chronological files, fact sheets, general correspondence, and forms about pending personnel actions maintained by agency Human Resources offices.</p> <p>Exclusion: SF-50s filed in the OPF. Items 040 and 041 of this schedule cover these records.</p>	<p>Temporary. Destroy when business use ceases.</p>	DAA-GRS-2017-0007-0006	
060	<p>Employment eligibility verification records. Employment Eligibility Verification form I-9 and any supporting documentation.</p>	<p>Temporary. Destroy 3 years after employee separates from service or transfers to another agency.</p>	DAA-GRS-2017-0007-0007	

Item	Records Description		Disposition Instruction	Disposition Authority
070	<p>Employee performance file system records. Employee performance records are ratings of record, the performance plans on which ratings are based, supporting documentation for those ratings, and any other performance-related material required by an agency's performance appraisal system.</p>	<p>Acceptable performance appraisals of non-senior executive service employees. Performance records for employees as defined in 5 U.S.C. 4301(2)).</p> <p>Exclusion: Performance records superseded through an administrative, judicial, or quasi-judicial procedure are covered by item 073 of this schedule.</p> <p>Legal citation: 5 CFR Part 293.404</p>	<p>Temporary. Destroy no sooner than 4 years after date of appraisal, but longer retention is authorized if required for business use.</p>	DAA-GRS-2017-0007-0008
071	<p>Exclusion: Performance records of Presidential appointees are not covered by the GRS. Such records must be scheduled by submitting an agency-specific schedule to NARA.</p>	<p>Unacceptable performance appraisals of non-senior executive service employees. Appraisals of unacceptable performance for non-senior executive service employees (as defined in 5 U.S.C. 4301(2)), where a notice of proposed demotion or removal is issued but not effected, and all related documents.</p> <p>Legal citations: 5 U.S.C. section 4303(d) and 5 CFR Part 293.404</p>	<p>Temporary. Destroy after employee completes 1 year of acceptable performance from the date of written advance notice of proposed removal or reduction-in-grade notice. This disposition instruction is mandatory; deviations are not allowed.</p>	DAA-GRS-2017-0007-0009
072		<p>Records of senior executive service employees. Performance records for employees as defined in 5 U.S.C. 3132a(2). Includes records of performance ratings boards.</p> <p>Exclusion: Performance records superseded through an administrative, judicial, or quasi-judicial procedure are covered by item 073 of this schedule.</p> <p>Legal citation: 5 CFR Part 293.404</p>	<p>Temporary. Destroy no sooner than 5 years after date of appraisal, but longer retention is authorized if required for business use.</p>	DAA-GRS-2017-0007-0010

Item	Records Description		Disposition Instruction	Disposition Authority
073	<p>Performance records superseded through an administrative, judicial, or quasi-judicial procedure. Superseded performance records of both non-senior executive service employees and senior executive service employees.</p> <p>Legal citation: 5 CFR Part 293.404</p>		<p>Temporary. Destroy when superseded. This disposition instruction is mandatory; deviations are not allowed.</p>	DAA-GRS-2017-0007-0011
080	<p>Supervisors' personnel files. Records on positions, authorizations, pending actions, position descriptions, training records, individual development plans, telework agreements, award recommendations, and records on individual employees not duplicated in or not appropriate for the OPF. These records are sometimes called supervisors' working files, unofficial personnel files (UPFs), and employee work folders or "drop" files.</p> <p>Exclusion 1: Records that become part of a grievance file, an appeal or discrimination complaint file, a performance-based reduction-in-grade or removal action, or an adverse action. These records are covered under GRS 2.3, Employee Relations Records.</p> <p>Exclusion 2: Employee medical documents, unless part of employee's initial request for reasonable accommodation. Following approval, the agency's reasonable accommodation decision replaces medical documentation and becomes the record. Reasonable accommodation employee case files are covered under GRS 2.3, Employee Relations Records.</p>		<p>Temporary. Review annually and destroy superseded documents. Destroy remaining documents 1 year after employee separation or transfer.</p>	DAA-GRS-2017-0007-0012
090	<p>Records related to official passports. The Department of State issues official passports to people traveling abroad to carry out official duties on behalf of the U.S. Government.</p>	<p>Application records. Records related to administering the application or renewal of official passports and visas.</p>	<p>Temporary. Destroy 3 years after submission, but longer retention is authorized if required for business use.</p>	DAA-GRS-2023-0002-0002
091	<p>Exclusions:</p> <ol style="list-style-type: none"> Agency and dependent requests for passports maintained by the Department 	<p>Official passport registers. Registers and lists of agency personnel who have official passports.</p>	<p>Temporary. Destroy when superseded or obsolete.</p>	DAA-GRS-2017-0007-0014

Item	Records Description		Disposition Instruction	Disposition Authority
092	of State are covered under an agency-specific schedule.	Official passports of transferred or separated agency personnel.	Transfer to new agency or return to the Department of State upon expiration or upon separation of the employee.	None; filing instruction only.
100	Volunteer service program administrative records. Records documenting routine administration, internal procedures, and general activities, including: <ul style="list-style-type: none"> ● general correspondence ● annual reports on volunteer activities 		Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use.	DAA-GRS-2017-0007-0015
110	Volunteer service case files. Records documenting service performed without compensation by people not under a Federal appointment. Includes both students as defined in 5 U.S.C. 3111 and non-students. Records include: <ul style="list-style-type: none"> ● volunteer agreements documenting position title, office title, duty location, days/hours on duty ● parental approval forms ● performance evaluations ● training information ● certificates of appreciation 	Case files on volunteers. Exclusion: Records documenting service for volunteers (students) who receive Federal appointments or for whom service is creditable for leave or any other employee benefits. Items 040 and 041 of this schedule cover these records.	Temporary. Destroy 4 years after volunteer departs service, but longer retention is authorized if required for business use.	DAA-GRS-2017-0007-0016
111	<ul style="list-style-type: none"> ● correspondence documenting inclusive dates of service and total hours or days worked 	Case files on individuals whose applications were rejected or withdrawn.	Temporary. Destroy when 1 year old.	DAA-GRS-2017-0007-0017

Item	Records Description	Disposition Instruction	Disposition Authority
120	<p>Skill set records. Records detailing name, contact, and other information for people with specific skill sets, such as foreign languages, notaries, and sign language; used to assign work-related duties to employees and volunteers.</p> <p>Exclusion: Associated testing records. Those related to non-mission functions are covered by GRS 2.6, Employee Training Records. Those related to agency mission functions must be scheduled by the agency.</p>	<p>Temporary. Destroy when business use ceases.</p>	<p>DAA-GRS-2017-0007-0018</p>

GENERAL RECORDS SCHEDULE 2.3: Employee Relations Records

This schedule covers records documenting activities related to managing relationships between the agency, its employees, and its unions and bargaining units.

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>Employee relations programs’ administrative records. Records documenting routine activities related to programs such as reasonable or religious accommodation, displaced employees, telework/alternative worksite opportunities, anti-harassment, Alternative Dispute Resolution (ADR), Equal Employment Opportunity (EEO), and other avenues for settling disputes. Includes:</p> <ul style="list-style-type: none"> ● program-related correspondence ● copies of statutes, regulations, directives, and instructions ● timetables and guidelines for processing case files and appealing decisions ● planning records ● meeting minutes ● program evaluations and reports to senior management ● statistical records tracking program participation and participants ● records tracking programs’ compliance with relevant Executive Orders and other requirements ● records arranging for outside mediator and facilitator involvement in case settlements <p>Exclusions:</p> <ol style="list-style-type: none"> 1. Records specific to individual cases (covered by items 020 to 111 in this schedule). 2. Reports to external oversight agencies (covered by GRS 5.7, item 050). 3. Records created by offices responsible for monitoring employee relations programs government-wide (must be scheduled individually by responsible offices). 	<p>Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2022-0001-0001</p>

Item	Records Description	Disposition Instruction	Disposition Authority
020	<p>Reasonable or religious accommodation case files. Individual employee files created, received, and maintained by EEO reasonable accommodation, diversity/disability programs, employee relations coordinators, supervisors, administrators, or Human Resource specialists containing records of requests for religious accommodation, reasonable accommodation and/or assistive technology devices and services that have been requested for or by an employee. Includes:</p> <ul style="list-style-type: none"> ● request, approvals and denials ● notice of procedures for informal dispute resolution or appeal processes ● forms, correspondence, records of oral conversations ● policy guidance documents ● medical records ● supporting notes and documentation\ 	<p>Temporary. Destroy 3 years after employee separation from the agency or all appeals are concluded, whichever is later, but longer retention is authorized if required for business use.</p>	DAA-GRS-2022-0001-0002
030	<p>Dislocated worker program case files. Includes applications, registrations, supporting documentation.</p>	<p>Temporary. Destroy 1 year after employee eligibility for program expires, but longer retention is authorized if required for business use.</p>	DAA-GRS-2018-0002-0003
040	<p>Telework/alternate worksite agreements Telework and alternate worksite agreements between the agency and employee and other related documentation, such as questionnaires.</p>	<p>Temporary. Destroy when superseded or obsolete, but longer retention is authorized if required for business use.</p>	DAA-GRS-2023-0003-0001

Item	Records Description	Disposition Instruction	Disposition Authority
050	<p>Harassment complaint case files. Records of complaints regarding unwelcome workplace conduct, filed in accordance with agency policies and procedures. Includes:</p> <ul style="list-style-type: none"> • complaint, correspondence, notes, forms, and supporting material • records of investigation, statements of witnesses • determination as to whether harassment occurred • documentation of preventive or corrective measures <p>Note: If a harassment complaint is settled via the EEO, ADR, or grievance process, its records are scheduled under the item specific to that process.</p>	<p>Temporary. Destroy 7 years after close of case, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2018-0002-0005</p>

Item	Records Description	Disposition Instruction	Disposition Authority	
060	<p>Administrative grievance, disciplinary, performance-based, and adverse action case files.</p> <ul style="list-style-type: none"> • Records of grievances filed by covered entities (for instance, employees who are not members of a bargaining unit). Includes: <ul style="list-style-type: none"> ○ statement of grievance, supporting documentation, and evidence ○ statements of witnesses, records of interviews and hearings ○ examiner’s findings, recommendations, decisions • Records of disciplinary and performance-based actions against employees. Includes: <ul style="list-style-type: none"> ○ performance appraisal, performance improvement plan, and supporting documents ○ recommended action, employee’s reply ○ records of hearings and decisions ○ records of appeals • Records of adverse actions (suspension, removal, reduction in grade, reduction in pay, or furlough) against employees. Includes: <ul style="list-style-type: none"> ○ proposed adverse action, employee's reply ○ statements of witnesses ○ records of hearings and decisions ○ letters of reprimand ○ records of appeals <p>Note 1: Letter of reprimand filed in an employee’s Official Personnel File is scheduled by GRS 2.2, item 041.</p> <p>Note 2: Per OPM, each agency must select one fixed retention period, between 4 and 7 years, for all administrative grievance, adverse action, and performance-based action case files. Agencies may not use different retention periods for individual cases.</p>	<p>Temporary. Destroy no sooner than 4 years but no later than 7 years (see Note 2) after case is closed or final settlement on appeal, as appropriate.</p>	<p>DAA-GRS-2018-0002-0006</p>	
070	<p>Alternative Dispute Resolution (ADR) case files.</p> <p>Includes:</p> <ul style="list-style-type: none"> • agreements to use ADR • records of intake and process • records of settlement or discontinuance of case 	<p>Informal process.</p> <p>Records not associated with another employee dispute, complaint or grievance process.</p>	<p>Temporary. Destroy 3 years after case is closed, but longer disposition is authorized if required for business use.</p>	<p>DAA-GRS-2018-0002-0007</p>

Item	Records Description	Disposition Instruction	Disposition Authority	
071	<ul style="list-style-type: none"> parties' written evaluations of the process 	<p>Formal process. Records generated in response to a referral from another dispute, grievance or complaint process, such as EEO complaints or grievances.</p>	<p>Temporary. Destroy 7 years after case is closed, but longer retention is authorized if required for business use.</p>	DAA-GRS-2018-0002-0008
080	<p>Merit Systems Protection Board (MSPB) case files. Civil Service Reform Act appeal case files involving actions appealable to MSPB per 5 CFR 1201.3. May include:</p> <ul style="list-style-type: none"> petitions for appeal, agencies' responses to petitions hearing notices, transcripts, testimony, briefs, and exhibits MSPB initial decisions petitions for review, responses of opposing party to petition orders granting or denying intervention MSPB final opinions, orders, and decisions <p>Exclusion: Corresponding case files at MSPB (must be scheduled by MSPB).</p>	<p>Temporary. Destroy 3 years after final resolution of case, but longer retention is authorized if required for business use.</p>	DAA-GRS-2018-0002-0009	
090	<p>Labor arbitration (negotiated grievance procedure) case records. Records of workplace disputes processed under negotiated grievance procedures and settled by either agreement or binding arbitration.</p>	<p>Temporary. Destroy 3 years after close of case, but longer retention is authorized if required for business use.</p>	DAA-GRS-2018-0002-0010	

Item	Records Description	Disposition Instruction	Disposition Authority
100	<p>Federal Labor Relations Authority (FLRA) case files. Records of cases filed under provisions of the Federal Labor Relations Act concerning representation, unfair labor practices, negotiability, and review of arbitration awards. May include:</p> <ul style="list-style-type: none"> • records of representation proceedings <ul style="list-style-type: none"> ○ petitions, notice of petitions, cross-petitions, motions ○ records documenting adequate showing of interest ○ challenges to the status of a labor organization ○ records of meetings, hearings, and prehearing conferences ○ statements of witnesses ○ dismissals of petitions ○ decisions, orders • records of unfair labor practices proceedings <ul style="list-style-type: none"> ○ charges/allegations of unfair labor practices, amendments, and supporting evidence ○ records of charges/allegations investigation, including subpoenas ○ complaints by FLRA Regional Director ○ motions, responses, stipulations ○ records of hearings ○ records of decisions and settlements • records of negotiability proceedings <ul style="list-style-type: none"> ○ petitions for review ○ records of post-petition conferences ○ agencies' statements of position, unions' responses, and agencies' counter-responses ○ records of post-petition conferences ○ decisions, orders • records of review of arbitration awards <ul style="list-style-type: none"> ○ exceptions to arbitrators' award rendered pursuant to arbitrations ○ oppositions to exceptions ○ determination of grounds for review ○ decisions, orders <p>Exclusion: Corresponding case files at FLRA (must be scheduled by FLRA).</p>	<p>Temporary. Destroy 3 years after final resolution of case, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2018-0002-0011</p>

Item	Records Description		Disposition Instruction	Disposition Authority
110	<p>EEO discrimination complaint case files. Includes:</p> <ul style="list-style-type: none"> • intake sheet • summary report • notes 	<p>Informal process. Records of cases that do not result in an EEO complaint, and cases resulting in a complaint but resolved prior to the formal process stage.</p>	<p>Temporary. Destroy 3 years after resolution of case, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2018-0002-0012</p>
111	<ul style="list-style-type: none"> • supporting documentation • correspondence 	<p>Formal process. Records at originating agency generated in response to formal complaints resolved within the agency, by the Equal Employment Opportunity Commission, or by a U.S. Court. Includes records gathered in the preliminary informal process, complaints, exhibits, withdrawal notices, copies of decisions, and records of hearings and meetings.</p> <p>Exclusion: Corresponding case files at EEOC (must be scheduled by EEOC).</p>	<p>Temporary. Destroy 7 years after resolution of case, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2018-0002-0013</p>
120	<p>Records documenting contractor compliance with EEO regulations. Reviews, background documents, and correspondence relating to contractor employment practices.</p>		<p>Temporary. Destroy when 7 years old, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2018-0002-0014</p>
130	<p>Labor management relations agreement negotiation records. Records relating to negotiations with labor unions. Includes:</p> <ul style="list-style-type: none"> • negotiation agreements • requests to bargain • bargaining session records/notes • correspondence, memoranda, forms • reports • other records relating to the negotiated agreements and general relationship between management, employee unions and other groups 		<p>Temporary. Destroy 5 years after expiration of agreement or final resolution of case, as appropriate, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2018-0002-0015</p>

GENERAL RECORDS SCHEDULE 2.4: Employee Compensation and Benefits Records

This schedule covers records Federal agencies create while conducting agency payroll functions (items 010-061) and while managing specific programs that offer employees monetary or other tangible benefits (items 070 to 141). See GRS 2.3 (Employee Relations Records) and GRS 2.7 (Employee Health and Safety Records) for other programs that provide intangible benefits, protections, or assistance to employees.

Most payroll is processed electronically. Agencies create payroll system input records both electronically and on paper (brought into the system by scanning). This schedule covers only versions the agency determines to be official payroll system records. GRS 5.2, item 020 (Intermediary records) covers paper documents for which the agency designates their equivalent electronic versions to be the record copies.

This schedule does not cover Office of Personnel Management files that reflect its own or other agencies' personnel needs and problems. Agencies must offer records they 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
Payroll			
010	<p>Records used to calculate payroll, arrange paycheck deposit, and change previously issued paychecks.</p> <p>Includes:</p> <ul style="list-style-type: none"> • additions to paychecks <ul style="list-style-type: none"> ○ child care subsidies ○ Internal Revenue Service form W-9 (Request for Taxpayer Identification Number) ○ other additions • deductions from paychecks <ul style="list-style-type: none"> ○ insurance ○ retirement accounts (e.g. Thrift Savings Plan, <i>my</i> Retirement Account, etc.) ○ flexible spending accounts, such as medical savings and dependent care assistance ○ union dues ○ Combined Federal Campaign ○ garnishments (IRS form 668A—Notice of Levy—and similar records) ○ Treasury bond purchases ○ other deductions • authorizations for deposits into bank accounts • changes or corrections to previous transactions either at paying agency or payroll processor • Fair Labor Standards Act exemption worksheets 	<p>Temporary. Destroy 3 years after paying agency or payroll processor validates data, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2019-0004-0001</p>

Item	Records Description	Disposition Instruction	Disposition Authority
020	<p>Tax withholding and adjustment documents. Employee withholding allowance certificates such as Internal Revenue Service (IRS) W-4 series forms and state equivalents, and records of fringe benefits and expense reimbursements provided to employees.</p> <p>Legal citation: IRS Publication 15 (2015), (Circular E), Employer's Tax Guide, section on Recordkeeping.</p>	<p>Temporary. Destroy 4 years after superseded or obsolete, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0015-0002</p>
030	<p>Time and attendance records. Sign-in/sign-out records, time cards, leave applications and approvals of all types (annual, sick, family medical, military service, jury duty, leave donations, etc.); overtime, compensatory, and credit time requests and approvals; premium pay authorizations; and other records documenting employees' presence at or absence from work.</p> <p>Legal citation: 29 CFR 516.5a</p>	<p>Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2019-0004-0002</p>
035	<p>Phased-retirement employees' overtime documentation. Records documenting ordering or permitting phased-retirement employees to work overtime.</p> <p>Legal citation: 5 CFR 831.1715, section 4</p>	<p>Temporary. Destroy when 6 years old, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2018-0001-0001</p>
040	<p>Agency payroll record for each pay period. Aggregate records documenting payroll disbursed in each pay period: base pay, additions to and deductions from pay, and leave balances of all civilian employees within an agency or employing entity.</p> <p>Legal citation: 5 U.S.C. 8466</p>	<p>Temporary. Destroy when 56 years old.</p>	<p>DAA-GRS-2016-0015-0004</p>

Item	Records Description	Disposition Instruction	Disposition Authority	
050	<p>Wage and tax statements. Agency copies of IRS form W-2 (Wage and Tax Statement, IRS form W-3 (Transmittal of Wage and Tax Statements), IRS forms in the 1099 series, and state equivalents.</p> <p>Legal citations: Form W-3, Purpose of Form section states, "The IRS recommends retaining copies of these forms for four years." Agencies attach their copies of form W-2 to form W-3. IRS Publication 15 (2014), (Circular E), Employer's Tax Guide, section on Recordkeeping (copies of returns filed and confirmation numbers).</p>	<p>Temporary. Destroy when 4 years old, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0015-0005</p>	
060	<p>Payroll program administrative records Records produced in administering and operating payroll functions of a general nature and not linked to an individual employee's pay.</p>	<p>Administrative correspondence between agency and payroll processor, and system reports used for agency workload and or personnel management purposes.</p>	<p>Temporary. Destroy when 2 years old, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0015-0006</p>
061		<p>Payroll system reports providing fiscal information on agency payroll.</p>	<p>Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use</p>	<p>DAA-GRS-2023-0004-0001</p>
Compensation and Benefits Administrative Program Records				
070	<p>Donated leave program administrative records. Records related to managing the program, including:</p> <ul style="list-style-type: none"> • records of leave bank management • records of leave bank governing board award decisions • publicity and program announcements • statistical and narrative reports • similar records not linked to individual employee participation 	<p>Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0015-0008</p>	

Item	Records Description	Disposition Instruction	Disposition Authority	
071	<p>Donated leave program individual case files. Records documenting leave donation and receipt, including recipient applications; agency approvals or denials; medical or physician certifications; and records of leave donations, supervisor approvals, leave transfers, payroll notifications, and terminations from the program.</p>	<p>Temporary. Destroy 1 year after the employee receiving leave is no longer participating in the program, but longer retention is authorized if required for business use.</p>	DAA-GRS-2016-0015-0009	
080	<p>Wage survey files. Periodic surveys of wages paid to non-Government workers in a specified wage area to support and modify the Federal Wage System and records related to conducting these surveys.</p>	<p>Temporary. Destroy 7 years after survey completion, but longer retention is authorized if required for business use.</p>	DAA-GRS-2023-0004-0002	
090	<p>Incentive package records. Records of recruitment, relocation, and retention incentives; federal student loan repayment; and supervisory differentials offered under the Federal Employees Pay Comparability Act.</p>	<p>Temporary. Destroy 3 years after date of approval, completion of service agreement, or termination of incentive or differential payment, whichever is later, but longer retention is authorized if required for business use.</p>	DAA-GRS-2016-0015-0011	
100	<p>Workers' Compensation (personnel injury compensation) records. Federal Employees' Compensation Act case files on injuries federal employees sustain, while performing their duties that result in lost time or death, whether or not the employee filed a workers' compensation claim. Includes:</p>	<p>Records of agencies that forward case file material to DOL for retention in DOL's master OWCP records.</p>	<p>Temporary. Destroy 3 years after compensation ceases or when deadline for filing a claim has passed.</p>	DAA-GRS-2016-0015-0012

Item	Records Description	Disposition Instruction	Disposition Authority
101	<ul style="list-style-type: none"> • forms, reports, correspondence, claims • medical and investigatory records • administrative determinations or court rulings • payment records <p>Exclusion 1: Copies filed in the Employee Medical Folder.</p> <p>Exclusion 2: Records created and maintained by the Department of Labor’s Office of Workers’ Compensation.</p>	<p>Records of agencies that do not forward case file material to DOL for retention in DOL’s master OWCP records.</p>	<p>Temporary. Destroy 15 years after compensation ceases or when deadline for filing a claim has passed.</p> <p>DAA-GRS-2016-0015-0013</p>
110	<p>Requests for health benefits under spouse equity. Applications and related papers. If applications are denied, may include denial letters, appeal letters, and court orders.</p>	<p>Successful applications, including those denied and successfully appealed.</p>	<p>Transfer to appropriate retirement system after enrollment is cancelled or terminated, or annuity payment begins.</p>
111		<p>Denied applications.</p>	<p>Temporary. Destroy 1 year after original denial, denial of appeal, or final court order, whichever is appropriate.</p> <p>DAA-GRS-2016-0015-0014</p>
120	<p>Child care subsidy program administrative records. Records related to managing the program, including:</p> <ul style="list-style-type: none"> • determining amount of subsidy available to employees • verifying child care centers’ accreditation • tracking funds disbursed to individual child care centers • publicity and program announcements • statistical and narrative reports • similar records not linked to individual employee participation 	<p>Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0015-0015</p>

Item	Records Description	Disposition Instruction	Disposition Authority
121	<p>Child care subsidy program individual case files. Case files of individual employee participation in child care subsidy programs, such as:</p> <ul style="list-style-type: none"> • enrollment documentation • applications and supporting documents • eligibility verification (employment, proof of income) • records of other subsidies the employee received • agreements between agencies and employees • notice of approval or denial of participation in program • child care provider information 	<p>Temporary. Destroy 2 years after employee participation concludes, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0015-0016</p>
130	<p>Transportation subsidy program administrative records. Records related to managing the program, including:</p> <ul style="list-style-type: none"> • determining subsidy amount available to employees • publicity and program announcements • records of program-wide benefit delivery and receipt • statistical and narrative reports • similar records not linked to individual employee participation 	<p>Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0015-0017</p>
131	<p>Transportation subsidy program individual case files. Case files of individual employee participation in transportation subsidy programs, such as:</p> <ul style="list-style-type: none"> • applications and supporting documents • eligibility verification • notice of approval or denial of participation in program • participant training documentation • periodic estimates of transit expenses • record of individual benefit delivery and receipt • de-enrollment documents • settlement of outstanding debts by employee or Government when employee leaves program 	<p>Temporary. Destroy 2 years after employee participation concludes, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0015-0018</p>

Item	Records Description	Disposition Instruction	Disposition Authority
140	<p>Family Medical Leave Act program administrative records. Records related to managing the program, including copies of policies and guidance describing employee benefits and employee use of paid and unpaid leave under the FMLA, statistics, reports, and other records not linked to individual employee participation.</p> <p>Legal citation: 29 CFR 825.500</p>	<p>Temporary. Destroy 3 years after superseded or obsolete, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0015-0019</p>
141	<p>Family Medical Leave Act program individual case files. Includes:</p> <ul style="list-style-type: none"> • employee eligibility to participate in program • eligibility notice given to employee • notice of employee rights and responsibilities, questions from employees about those rights and responsibilities, and responses to them • medical certifications • employee identification data • records of pay basis, compensation terms, normal hours per pay period, additions to or deductions from wages, total compensation normally paid • leave request, approval/non-approval • leave records • records of premium payments of employee benefits • records of disputes between employers and eligible employees regarding designation of leave as FMLA leave • periodic reports of employee status and intent to return to work <p>Legal citation: 29 CFR 825.500</p>	<p>Temporary. Destroy 3 years after conclusion of leave being taken, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0015-0020</p>

GENERAL RECORDS SCHEDULE 2.6: Employee Training Records

This schedule covers records about designing, developing, and implementing employee training within Federal agencies that is not mission-related. Typically, such training is routine or mandatory and covers general knowledge and actions all agencies expect of employees, such as training on information security, anti-harassment, ethics, EEO compliance, drug-free workplace, records management, and travel card use. In other words, training on administrative activities. It does not include specialized training for firearms, health and safety, national defense, political appointees, or mission-specific training, which may document an agency's program objectives or illustrate program operations. This schedule includes documentation of employee training provided from any source (internally or externally via private vendors or other agencies) and applies to all groups of Federal workers, civilian, military, and contractors.

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>Non-mission employee training program records. Records about planning, assessing, managing, and evaluating an agency's training program:</p> <ul style="list-style-type: none"> ● plans, reports and program evaluations ● organizational and occupational needs assessments ● employee skills assessments ● employee training statistics ● notices about training opportunities, schedules, or courses ● mandatory training tracking and reporting files ● logistics and coordination documents ● Authorization, Agreement and Certification of Training (SF-182) and similar records ● registration forms, employee attendance records ● syllabi, presentations, instructor guides, handbooks, and lesson plans ● reference and working files on course content ● other course materials, such as presentations and videos ● student, class, or instructor evaluations <p>Note: Financial records related to purchase of training or travel for training are scheduled under GRS 1.1, item 010.</p>	<p>Temporary. Destroy when 3 years old, or 3 years after superseded or obsolete, whichever is appropriate, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0014-0001</p>

020	<p>Ethics training records. Records include but are not limited to:</p> <ul style="list-style-type: none"> ● administration of new employee ethics orientations, annual, and other types of ethics training ● agency’s annual written plans ● notices about training requirements and course offerings ● rosters of employees required to attend and verification of training completed ● instructor guides, handbooks, handouts and other materials 	<p>Temporary. Destroy when 6 years old or when superseded, whichever is later, but longer retention is authorized if required for business use.</p>	DAA-GRS-2016-0014-0002	
030	<p>Individual employee training records. Records documenting training required by all or most Federal agencies, such as information system security and anti-harassment training, and training to develop job skills. Records may include:</p> <ul style="list-style-type: none"> ● completion certificates or verification documents for mandatory training required of all Federal employees or specific groups of employees (e.g., supervisors, contractors) ● Individual Development Plans (IDPs) ● mentoring or coaching agreements <p>Exclusion: Academic transcripts, professional licenses, civil service exams, or documentation of mission-related training are not covered by this item.</p>	<p>Temporary. Destroy when superseded, 3 years old, or 1 year after separation, whichever comes first, but longer retention is authorized if required for business use.</p>	DAA-GRS-2016-0014-0003	
040	<p>Senior Executive Service Candidate Development Program (SESCDP). SESCDP is an OPM-approved training program designed to develop employees with strong executive potential to qualify them for and authorize their initial career appointment in the Senior Executive Service.</p>	<p>Program records. Records documenting program scope, policies, planning, budget, and curriculum planning.</p>	<p>Temporary. Destroy when no longer needed for business use.</p>	DAA-GRS-2016-0014-0004
041		<p>Case records on SESCO participants Records documenting training, developmental assignments, mentor agreements and evaluations, and SES Development Plans.</p>	<p>Temporary. Destroy 1 year after certification or separation from the program, but longer retention is authorized if required for business use.</p>	DAA-GRS-2023-0005-0001

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>Facility, space, vehicle, equipment, stock, and supply administrative and operational records. 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"> • statistical and narrative reports • studies • requests for space using Standard Form 81 or equivalent • space assignments and directories • inventories of property, equipment, furnishings, stock, and supplies • reports of survey regarding lost, damaged, missing, or destroyed property • requisitions for supplies and equipment • records tracking supply and procurement requirements • records scheduling and dispatching vehicles, monitoring use, and reporting use • related correspondence <p>Exclusion 1: Records of aircraft operations (item 110 in this schedule covers these).</p> <p>Exclusion 2: Records of supply and property procurement (GRS 1.1, item 010 covers these).</p> <p>Exclusion 3: 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>Temporary. Destroy when 3 years old or 3 years after superseded, as appropriate, but longer retention is authorized if required for business use.</p>	DAA-GRS-2016-0011-0001

Item	Records Description	Disposition Instruction	Disposition Authority
020	<p>Real property ownership records 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>Note: Ownership records may be transferred to a new owner, if applicable.</p> <p>Exclusions:</p> <ol style="list-style-type: none"> 1. Records relating to property acquired prior to January 1, 1921. Agencies must schedule these separately. 2. Reports of Excess Real Property (Standard Form 118) and associated real property case files. Agencies must schedule these separately. 	<p>Temporary. Destroy after final action. Longer retention is authorized if needed for business use.</p>	<p>DAA-GRS-2023-0006-0001</p>
030	<p>Vehicle and equipment ownership records and operation manuals. Vehicle and equipment identification, registration, and warranty records, manuals and similar documentation, whether produced locally or by the manufacturer.</p> <p>Note: Ownership records may be transferred to a new owner, if applicable.</p>	<p>Temporary. Destroy after final action. Longer retention is authorized if needed for business use.</p>	<p>DAA-GRS-2023-0006-0002</p>

Item	Records Description	Disposition Instruction	Disposition Authority	
040	<p>Excess personal property, equipment, and vehicle records. Records agencies create when disposing of excess or surplus personal property by sale, donation, or destruction. Includes:</p> <ul style="list-style-type: none"> • excess property inventories and lists • lists and other records identifying approved receivers of excess property • donation receipts • destruction certificates • documentation of vehicle transfer by sale, donation, or exchange, including Standard Form 97, United States Government Certificate to Obtain Title to a Motor Vehicle • related correspondence <p>Exclusion: Records documenting financial management of surplus property disposal by sale (GRS 1.1, item 010 covers these).</p>	<p>Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0011-0004</p>	
050	<p>Facility design, engineering, and construction records. 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</p>	<p>Draft, preliminary, intermediate, working, and contract negotiation drawings.</p>	<p>Temporary. Destroy when superseded, or when project terminates, as appropriate.</p>	<p>DAA-GRS-2016-0011-0005</p>

Item	Records Description	Disposition Instruction	Disposition Authority
051	<p>service structures. Includes:</p> <ul style="list-style-type: none"> • site maps and surveys • plot plans • structural drawings • architectural renderings • electricity, plumbing, communication services, and heating/ventilation/air conditioning (HVAC) drawings • exterior delivery of utilities drawings • materials plans and drawings • minor routine part drawings such as fasteners, nuts, bolts, wires, screws, nails, pipe fittings, brackets, struts, plates, and beams • construction progress photographs • construction inspection reports • equipment location plans • paint plans and samples • furniture design and layout drawings and plans • space occupancy plans <p>Exclusion 1: Records documenting financial management of construction contracts (GRS 1.1, item 010 covers these).</p> <p>Exclusion 2: Records documenting buildings deemed historically, architecturally, or technologically significant (agencies must schedule these because they may be of permanent value).</p>	<p>Final and as-built drawings, plans, and designs; and all other records.</p>	<p>Temporary. Destroy when superseded, or transfer to new owner, or destroy when structure is removed from Federal inventory, as appropriate.</p> <p>DAA-GRS-2016-0011-0006</p>

Item	Records Description	Disposition Instruction	Disposition Authority	
060	<p>Facility design, engineering, and construction operations records. Records documenting operational support of facility design, engineering, and construction projects. Includes:</p> <ul style="list-style-type: none"> • project requests and approvals • meeting agendas, minutes, and other records • budget and cost working files • task, punch, and action item lists • work logs • progress reports and presentation materials • related correspondence and notes 	<p>Temporary. 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>Facility, space, and equipment inspection, maintenance, and service records. Records documenting inspection, maintenance, service, and repair activities relating to buildings, grounds, Federally owned and operated housing, equipment, and personal property. Includes:</p>	<p>Records documenting facility structure and long-term maintenance.</p>	<p>Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use.</p>	DAA-GRS-2016-0011-0008
071	<ul style="list-style-type: none"> • repair and maintenance work orders, requisitions, and related papers • maintenance and inspection logs and reports • job orders, service call records, action sheets, and repair logs • work, shop, or job schedules <p>Notes</p> <ol style="list-style-type: none"> 1. Agencies that contract out facility management may wish to retain records longer than this item’s disposition instruction to document contract performance. 2. 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>Exclusion: Records agencies hold to document expenditure of appropriated or non-appropriated funds (GRS 1.1, item 010 covers these).</p>	<p>Superseded (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>		

Item	Records Description	Disposition Instruction	Disposition Authority
080	<p>Housing rental and lease records. Applications, leases, renewals, assignments, termination notices, and related documents regarding Federally owned and operated housing facilities.</p>	<p>Temporary. Destroy 3 years after lease termination, lapse, reassignment, rejection of application, cancellation of lease, or conclusion of litigation, as applicable.</p>	<p>DAA-GRS-2016-0011-0010</p>
090	<p>Land vehicle and water vessel inspection, maintenance, and service records. Records documenting inspection, maintenance, service, and repair activities relating to land vehicles and watercraft. Includes:</p> <ul style="list-style-type: none"> • work orders, service and repair requisitions, and logs • descriptions of provided service and repair, and related papers <p>Exclusion: Records agencies hold to document expenditure of appropriated or non-appropriated funds (GRS 1.1, item 010 covers these).</p>	<p>Temporary. 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>	<p>DAA-GRS-2016-0011-0011</p>

Item	Records Description	Disposition Instruction	Disposition Authority
100	<p>Aircraft inspection, maintenance, and modification records. 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"> • servicing, manufacturing, rebuilding and testing equipment • classifying material's condition status • preventive maintenance • aircraft or equipment configuration and material alteration • logistics services <p>Includes records such as:</p> <ul style="list-style-type: none"> • technical and non-technical correspondence • maintenance manuals • documentation of mechanical defects and evidence of repair • annotated manuals or manuals different from those the manufacturer issued • bulletins directing specific inspections and records of action • logbooks • diagnostic checkouts • spot check inspections • maintenance requests <p>Exclusion 1: Maintenance manuals of unique or customized aircraft must be scheduled by the agency.</p> <p>Exclusion 2: Records of the Air Force, Navy, Army, and Federal Aviation Administration must be scheduled by those agencies.</p>	<p>Temporary. 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
110	<p>Vehicle and heavy equipment operator records. 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>Exclusion: Records of operating vehicles and equipment specifically designed for military use (the agency must schedule these).</p>	<p>Temporary. Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate vehicles or equipment, whichever is sooner.</p>	DAA-GRS-2016-0011-0014

Item	Records Description	Disposition Instruction	Disposition Authority
120	<p>Aircraft flight operations records. 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>Exclusion: Records of the Air Force, Navy, Army, and Federal Aviation Administration must be scheduled by those agencies.</p>	<p>Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0011-0015</p>
130	<p>Aircraft operational support records. 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"> • comments on regulations • directives and other records regarding logistics • management improvement reports • cost reduction reports • requests for substantive information regarding logistics • aircraft inventories 	<p>Temporary. Destroy when 6 years old, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0011-0016</p>
140	<p>Vehicle and vessel accident and incident records. Records about vehicle and vessel accidents—land, water, and air—that vehicle management offices maintain, including:</p> <ul style="list-style-type: none"> • Standard Form 91, Motor Vehicle Accident Report • Standard Form 94, Statement of Witness • Standard Form 95, Claim for Damage, Injury, or Death • <i>copies</i> of investigative reports (see Exclusion for original investigative reports) <p>Exclusion: Original formal accident and incident investigation records (covered under GRS 5.6).</p>	<p>Temporary. Destroy 3 years after case is closed, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0011-0017</p>

GENERAL RECORDS SCHEDULE 5.6: Security Management Records

Security Management involves the physical protection of an organization’s personnel, assets, and facilities (including security clearance management). Activities include: security operations for protecting agency facilities, staff, and property; managing personnel security; and insider threat protection.

Conditions and Exclusions

The following conditions and exclusions apply to all disposition authorities in this schedule.

1. Agencies must offer any records covered by this schedule that were created prior to January 1, 1921, to the National Archives and Records Administration (NARA) before applying disposition instructions in this schedule, except records covered by items 120 and 130. Agencies must offer records covered by items 120 and 130 to the National Archives if they were created prior to January 1, 1939.
2. This schedule does not apply to records related to federal law enforcement activities and federal correctional activities (including records about their uniforms and equipment, body camera records, criminal surveillance records, records on accidents or incidents in incarceration or detention facilities, etc). Law enforcement and correctional functions differ from security functions and include border and transportation security and immigration and naturalization services. For additional description of these activities, see the FAQs for GRS 5.6. Agencies engaging in these activities must schedule such records on agency-specific schedules.
3. This schedule does not apply to records related to securing data and information systems. GRS 3.2, Information Systems Security Records, covers such records.
4. This schedule does not apply to records about protecting and accessing information. GRS 4.2, Information Access and Protection Records, covers such records.

Item	Records Description	Disposition Instruction	Disposition Authority
010	<p>Security management administrative records. Records about routine facility security, protective services, and personnel security program administration not covered elsewhere in this schedule. Includes:</p> <ul style="list-style-type: none"> ● administrative correspondence ● reports, including status reports on cleared individuals ● staffing level and work planning assessments, such as guard assignment records ● administrative subject files 	<p>Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2021-0001-0001</p>

Item	Records Description		Disposition Instruction	Disposition Authority
020	<p>Key and card access accountability records. Records accounting for keys and electronic access cards.</p>	<p>Areas requiring highest level security awareness. Includes areas designated by the Interagency Security Committee as Facility Security Level V.</p>	<p>Temporary. Destroy 3 years after return of key, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2017-0006-0002</p>
021		<p>All other facility security areas. Includes areas designated by the Interagency Security Committee as Facility Security Levels I through IV.</p>	<p>Temporary. Destroy 6 months after return of key, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2017-0006-0003</p>
030	<p>Security uniform and equipment tracking records. Records tracking uniforms and equipment issued to security management personnel, including:</p> <ul style="list-style-type: none"> ● firearms (type, serial number, manufacturer, caliber, firearm registration date, storage location data, etc.) ● communication devices issued to security personnel, such as mobile radios and walkie-talkies ● body armor such as bullet-proof vests ● police baton and holder ● handcuffs and keys <p>Exclusion: Does not apply to uniform and equipment tracking records for federal law enforcement and correctional officers. federal law enforcement includes border and transportation security and immigration and naturalization services.</p>		<p>Temporary. Destroy 3 months after return of equipment, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2021-0001-0002</p>
040	<p>Property pass records. Records authorizing removal of government and privately owned property or materials off premises owned or leased by the federal government. Also includes hand receipts when used by staff to physically remove property.</p>		<p>Temporary. Destroy 3 months after expiration or revocation, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2017-0006-0005</p>

Item	Records Description	Disposition Instruction	Disposition Authority	
050	<p>Misuse or irregularities investigation records. Records about irregularities in handling mail and improper use or misuse of telephone calling cards and government charge or purchase cards. Includes, but is not limited to, postal irregularities reports and semi-annual reports on government charge card violations.</p> <p>Exclusions: 1. Mail service records; covered under GRS 5.5, Mail, Printing, and Telecommunication Service Management Records, item 020.</p>	<p>Temporary. Destroy 3 years after final action. Longer retention is authorized for business use.</p>	<p>DAA-GRS-2023-0007-0001</p>	
060	<p>Unclaimed personal property records. Records accounting for non-government, personally owned property lost, abandoned, unclaimed, or believed stolen on premises owned or leased by the federal government. Includes:</p> <ul style="list-style-type: none"> ● lost-and-found logs and release forms ● loss statements ● receipts ● reports 	<p>Records for property valued over \$500.</p> <p>Legal Citation: 41 CFR 102-41.130</p>	<p>Temporary. Destroy when 3 years old or 3 years after the date title to the property vests in the government, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2017-0006-0007</p>
061		<p>Records for property valued at \$500 or less.</p> <p>Legal citation: 41 CFR 102-41.130</p>	<p>Temporary. Destroy 30 days after the property is found, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2017-0006-0008</p>
<p>Facility and physical security records.</p>				

Item	Records Description		Disposition Instruction	Disposition Authority
070	<p>Interagency Security Committee member records. Records are agency copies of committee records documenting the administration, operation, and decisions of the committee. Includes:</p> <ul style="list-style-type: none"> ● agendas ● meeting minutes ● best practice and standards documents ● funding documents for security countermeasures <p>Exclusion: Records documenting the committee's establishment, organization, policy, membership, meetings, findings, recommendations, and accomplishments maintained by the Department of Homeland Security (DHS). DHS covers these records under an agency-specific schedule.</p>		<p>Temporary. Destroy when 10 years old, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2017-0006-0009</p>
080	<p>Facility security assessment records. Surveys and inspections of security and safety measures at government or privately owned facilities assigned a security awareness status by government agencies. Includes:</p> <ul style="list-style-type: none"> ● facility notes ● inspector notes and reports ● vulnerability assessments 	<p>Areas requiring highest level security awareness. Includes areas designated by the Interagency Security Committee as Facility Security Level V.</p>	<p>Temporary. Destroy 5 years after updating the security assessment or terminating the security awareness status, whichever is sooner, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2017-0006-0010</p>
081	<p>All other facility security areas. Includes areas designated by the Interagency Security Committee as Facility Security Levels I through IV.</p>		<p>Temporary. Destroy 3 years after updating the security assessment or terminating the security awareness status, whichever is sooner, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2017-0006-0011</p>

Item	Records Description	Disposition Instruction	Disposition Authority
090	<p>Facility security management operations records.</p> <p>Records about detecting potential security risks, threats, or prohibited items carried onto federal property or impacting assets, including records documenting access control, screening, patrol and response, and control center operations. Includes:</p> <ul style="list-style-type: none"> ● control center key or code records ● registers of patrol and alarm services ● service reports on interruptions and tests ● emergency alarm contact call lists ● temporary identification cards ● correspondence or lists of facility occupants authorized to enter with a prohibited or controlled item on an identified date ● round and perimeter check reports, including facility patrol tour data ● surveillance records that do not document accidents or incidents <ul style="list-style-type: none"> ○ recordings of protective mobile radio transmissions ○ video surveillance recordings ○ closed circuit television (CCTV) records ● door slip summaries <p>Exclusions:</p> <p>The following records are excluded and must be scheduled on agency-specific schedules:</p> <ol style="list-style-type: none"> 1. Records related to federal law enforcement and federal correctional activities, such as body camera recordings and criminal surveillance records. Federal law enforcement includes border and transportation security and immigration and naturalization services. 2. Records related to accident or incident investigations (see note 1 below). Surveillance recordings that include accidents or incidents may be destroyed using this disposition authority provided a copy is retained in the accident or incident investigation records. <p>Notes:</p> <ol style="list-style-type: none"> 1. Item 100 covers records of accidents and incidents. 2. Items 110 and 111 cover records of visitor processing. 	<p>Temporary. Destroy when 30 days old, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2021-0001-0003</p>

Item	Records Description	Disposition Instruction	Disposition Authority	
100	<p>Accident and incident records. Records documenting accidents and incidents occurring on, in, or at government-owned or -leased facilities, vehicles (land, water, and air), and property used by federal agencies.</p> <p>Exclusions:</p> <ol style="list-style-type: none"> 1. Records of the Federal Aviation Administration (FAA) and the National Transportation Safety Board (NTSB) relating to aircraft used by federal agencies, including leased aircraft used by federal agencies. The FAA and NTSB cover these records under agency-specific schedules. 2. Records related to federal law enforcement and federal correctional activities. Federal law enforcement includes border and transportation security and immigration and naturalization services. Agencies that create these records must schedule them on agency-specific schedules. 3. Records of accidents or incidents in federal facilities involved in incarcerating or detaining individuals. Agencies that create these records must schedule them on agency-specific schedules. 4. Workers' compensation (personnel injury compensation) records. GRS 2.4, Employee Compensation and Benefits Records, items 100 and 101, covers these records. 5. Records that vehicle management offices maintain about vehicle and vessel accidents—land, water, and air. GRS 5.4, Facility, Equipment, Vehicle, Property, and Supply Records, item 140, covers these records. 	<p>Temporary. Destroy 3 years after final action. Longer retention is authorized for business use.</p>	<p>DAA-GRS-2023-0007-0002</p>	
110	<p>Visitor processing records. Registers or logs recording names of outside contractors, service personnel, foreign national and other visitors, employees admitted to areas, and reports on vehicles and passengers.</p>	<p>Areas requiring highest level security awareness. Includes areas designated by the Interagency Security Committee as Facility Security Level V.</p>	<p>Temporary. Destroy when 5 years old, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2017-0006-0014</p>
111	<p>Note: GRS 4.2, Information Access and Protection Records, item 030, covers requests and authorizations for individuals to have access to classified files.</p>	<p>All other facility security areas. Includes areas designated by the Interagency Security Committee as Facility Security Levels I through IV.</p>	<p>Temporary. Destroy when 2 years old, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2017-0006-0015</p>

Item	Records Description		Disposition Instruction	Disposition Authority
120	<p>Personal identification credentials and cards. Records about credential badges (such as smart cards) that are (1) based on the HSPD-12 standards for identification cards issued to federal employees, contractors, and affiliates, and (2) used to verify the identity of individuals seeking physical access to federally controlled government facilities, and logical access to government information systems. Also referred to as Common Access Cards (CAC) cards, Personal Identity Verification (PIV) cards, and Homeland Security Presidential Directive 12 (HSPD-12) credentials.</p> <p>Exclusion: Records of certain classes of government employee identification cards, such as those covered under special-risk security provisions or 44 U.S.C. Section 3542. Agencies must schedule these records on agency-specific schedules.</p>	<p>Application and activation records. Applications and supporting documentation, such as chain-of-trust records, for identification credentials. Includes:</p> <ul style="list-style-type: none"> ● application for identification card ● a log of activities that documents who took the action, what action was taken, when and where the action took place, and what data was collected ● lost or stolen credential documentation or police report <p>Note 1: 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>Note 2: GRS 3.2, Information Systems Security Records, covers applications for access to information systems.</p>	<p>Temporary. Destroy 6 years after the end of an employee or contractor’s tenure, but longer retention is authorized if required for business use.</p>	DAA-GRS-2021-0001-0005
121		<p>Cards.</p>	<p>Temporary. Destroy after expiration, confiscation, or return.</p>	DAA-GRS-2017-0006-0017

Item	Records Description	Disposition Instruction	Disposition Authority
130	<p>Temporary and local facility identification and card access records. Temporary employee, contractor, and occasional visitor facility and network identification access card and identity management system records. Identification verification credentials issued by facility or building managers to provide local verification credentials and cards issued by facility or building managers to provide local identification and access. Includes:</p> <ul style="list-style-type: none"> ● temporary identification cards issued to temporary employees, contractors, and occasional visitors who do not meet the FIPS 201 Standard requirements for PIV issuance ● supplemental cards issued to access elevators ● personnel identification records stored in an identity management system for temporary card issuance ● parking permits <p>Note: 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>Temporary. Destroy upon immediate collection once the temporary credential or card is returned for potential reissuance due to nearing expiration or not to exceed 6 months from time of issuance or when individual no longer requires access, whichever is sooner, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2021-0001-0006</p>
140	<p>Sensitive Compartmented Information Facility (SCIF) accreditation records. Physical security plans for SCIF construction, expansion, or modification. Includes:</p> <ul style="list-style-type: none"> ● initial Fixed Facility Checklist ● pre-accreditation inspection report ● Construction Security Plan (CSP) ● TEMPEST Checklist 	<p>Temporary. Destroy when SCIF receives final accreditation, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2017-0006-0019</p>

Item	Records Description		Disposition Instruction	Disposition Authority
150	<p>Sensitive Compartmented Information Facility (SCIF) inspection records. Inspection records required by Intelligence Community Directive (ICD) 705. Includes:</p> <ul style="list-style-type: none"> ● Fixed Facility Checklists ● accreditation authorization documents ● inspection reports, including Technical Surveillance Counter Measures (TCSM) reports, for the entire period of SCIF accreditation ● operating procedures ● Special Security Officer/Contractor Special Security Officer (SSO/CSSO) appointment letters ● memoranda of agreements (MOAs) ● Emergency Action Plans ● copies of any waivers granted by the Cognizant Security Authority (CSA) ● co-utilization approvals 		<p>Temporary. Destroy when 5 years old or after SCIF has been de-accredited for at least one year, whichever occurs sooner, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2017-0006-0020</p>
160	<p>Canine (K-9) service records. Records documenting acquisition, training, activities, care, retirement or death of canine partners.</p>		<p>Temporary. Destroy 3 years after the end of the canine’s service. Longer retention is authorized for business use.</p>	<p>DAA-GRS-2023-0007-0003</p>
Personnel security records.				
170	<p>Personnel security investigative reports. Investigative reports and related documents agencies create or use to support initial favorable eligibility determinations, fitness determinations, and periodic</p>	<p>Personnel suitability and eligibility investigative reports.</p>	<p>Temporary. Destroy in accordance with the investigating agency instruction.</p>	<p>DAA-GRS-2017-0006-0022</p>

Item	Records Description		Disposition Instruction	Disposition Authority	
171	reinvestigations, or to implement a continuous evaluation program.	Reports and records created by agencies conducting investigations under delegated investigative authority.	Temporary. Destroy in accordance with delegated authority agreement or memorandum of understanding.	DAA-GRS-2017-0006-0023	
180	Personnel security and access clearance records. Records about security clearances, and other clearances for access to government facilities or to controlled unclassified information, created to support initial favorable eligibility determinations, periodic reinvestigations, or to implement a continuous evaluation program. Includes: <ul style="list-style-type: none"> ● questionnaires ● summaries of reports prepared by the investigating agency ● documentation of agency adjudication process and final determination 		Records of people not issued clearances. Includes case files of applicants not hired. Exclusion: Copies of investigative reports covered in items 170 and 171.	Temporary. Destroy 1 year after consideration of the candidate ends, but longer retention is authorized if required for business use.	DAA-GRS-2021-0001-0007
181	Note: GRS 3.2, Information Systems Security Records, items 030 and 031, covers Information system access records.		Records of people issued clearances. Exclusion: Copies of investigative reports covered in items 170 and 171.	Temporary. Destroy 5 years after employee or contractor relationship ends, but longer retention is authorized if required for business use.	DAA-GRS-2021-0001-0008
190	Index to the personnel security case files. Lists or reports showing the current security clearance status of individuals.		Temporary. Destroy when superseded or obsolete.	DAA-GRS-2017-0006-0026	

Item	Records Description	Disposition Instruction	Disposition Authority
200	<p>Information security violations records. Case files about investigating alleged violations of executive orders, laws, or agency regulations on safeguarding national security information. Includes allegations referred to the Department of Justice or Department of Defense. Includes final reports and products.</p> <p>Exclusion 1: Documents placed in Official Personnel Folders. GRS 2.2, Employee Management Records covers these records.</p> <p>Exclusion 2: Records of any subsequent investigations are covered under agency-specific schedules, such as Office of the Inspector General schedules.</p>	<p>Temporary. Destroy 5 years after close of case or final action, whichever occurs sooner, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2017-0006-0027</p>
Insider threat records.			
210	<p>Insider threat administrative and operations records. Records about insider threat program and program activities. Includes:</p> <ul style="list-style-type: none"> ● correspondence related to data gathering ● briefing materials and presentations ● status reports ● procedures, operational manuals, and related development records ● implementation guidance ● periodic inventory of all information, files, and systems owned ● plans or directives and supporting documentation, such as: <ul style="list-style-type: none"> ○ independent and self-assessments ○ corrective action plans ○ evaluative reports <p>Note: GRS 2.6, Employee Training Records, covers records on mandatory employee training about insider threats.</p>	<p>Temporary. Destroy when 7 years old, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2017-0006-0028</p>

Item	Records Description	Disposition Instruction	Disposition Authority
220	<p>Insider threat inquiry records. Records about insider threat program inquiries initiated or triggered due to derogatory information or occurrence of an anomalous incident. Includes initiated and final reports, referrals, and associated data sets.</p> <p>Exclusion: Records of any subsequent investigations are covered under agency-specific schedules, such as Office of the Inspector General schedules.</p>	<p>Temporary. Destroy 25 years after close of inquiry, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2017-0006-0029</p>

<p>230</p>	<p>Insider threat information. Data collected and maintained by insider threat programs undertaking analytic and risk-based data collection activities to implement insider threat directives and standards. Includes, but is not limited to:</p> <ul style="list-style-type: none"> ● Counterintelligence and security information <ul style="list-style-type: none"> ○ personnel security files ○ polygraph examination reports ○ facility access records, including visitor records ○ security violation files ○ travel records ○ foreign contact reports ○ financial disclosure filings ○ referral records ○ intelligence records ● Information assurance information <ul style="list-style-type: none"> ○ personnel usernames and aliases ○ levels of network access ○ levels of physical access ○ enterprise audit data which is user attributable ○ unauthorized use of removable media ○ print logs ● Human resources information <ul style="list-style-type: none"> ○ personnel files ○ payroll and voucher files ○ outside work and activities requests ○ disciplinary files ○ personal contact records ○ medical records/data ● Investigatory and law enforcement information <ul style="list-style-type: none"> ○ statements of complainants, informants, suspects, and witnesses ○ agency, bureau, or department data ● Public information <ul style="list-style-type: none"> ○ court records ○ private industry data ○ personal biographical and identification data, including U.S. Government name check data ○ generic open source and social media data 	<p>Temporary. Destroy when 25 years old, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2017-0006-0030</p>
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Item	Records Description	Disposition Instruction	Disposition Authority
	<p>Exclusion: Case files of any subsequent investigations are covered under agency-specific schedules, such as Office of the Inspector General schedules.</p>		
240	<p>Insider threat user activity monitoring (UAM) data. User attributable data collected to monitor user activities on a network to enable insider threat programs and activities to:</p> <ul style="list-style-type: none"> ● identify and evaluate anomalous activity involving National Security Systems (NSS) ● identify and assess misuse (witting or unwitting), or exploitation of NSS by insiders ● support authorized inquiries and investigations <p>Exclusion: Records of any subsequent investigations are covered under agency-specific schedules, such as Office of the Inspector General schedules.</p> <p>Legal authority: CNSSD No. 504, 4 February 2014</p>	<p>Temporary. Destroy no sooner than 5 years after inquiry has been opened, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2017-0006-0031</p>