

## 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>

<p>020</p>	<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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