

TRANSMITTAL NO. 12 (GRS 1)

To: Heads of Federal agencies

1. What does this document do?

GRS Transmittal 12 provides a change to General Records Schedule (GRS) 1, Civilian Personnel Records. GRS 1 was last modified on date December 31, 2003. The GRS provide mandatory disposition instructions for temporary administrative records common to several Federal agencies.

2. What changes have been made to GRS 1?

GRS 1, item 24, previously reserved, has been revised to cover Reasonable Accommodation Request records.

3. Do I have to take any action to implement this GRS change?

Our regulations (36 CFR 1228.50(d)) require you to disseminate GRS changes within 6 months of receipt. If your agency already has a NARA-approved agency records disposition schedule for the same series or system of records, you may apply either the disposition instructions in these GRS or the disposition instructions previously approved by NARA (see 36 CFR 1228.42(b)). The chosen authority must be applied on an agency-wide basis. You must notify NARA within 90 days of this GRS Transmittal No. 12 if you intend to continue using the agency schedule. If you wish to apply a retention period that differs from that specified in the GRS, you must submit a Standard Form (SF) 115, Request for Records Disposition Authority, to us for approval.

4. What do I do with Reasonable Accommodation Request records in my agency that are not covered by GRS 1, Item 24?

If the Reasonable Accommodation Request records in your agency are not covered by GRS 1, Item 24, but are included in other approved disposition authorities, those authorities still apply. If Reasonable Accommodation Request records in your agency are not covered by GRS 1, Item 24, or an approved disposition authority, you must submit to NARA a SF 115 to request disposition authority for those records.

5. How do I get copies of the new GRS 1?

We are posting a set of the GRS on our web site (<http://www.archives.gov/records-mgmt/ardor/records-schedules.html>). GRS 1 is available for

downloading in HTML, MS Word, and PDF formats.

6. Whom do I contact for further information?

Address questions to the appraiser in our Life Cycle Management Division with whom your agency normally works.

JOHN W. CARLIN

Archivist of the United States

TRANSMITTAL NO. 13 (GRS Introduction, 16, 26)

TO: Heads of Federal Agencies

1. What does this document do? GRS Transmittal 13 issues a new schedule for Temporary Commissions, Boards, Councils and Committees (GRS 26) and deletes item 8 in GRS 16 (Administrative Management Records). It also transmits a new introduction to the GRS. These are the changes that have been made to the General Records Schedules (GRS) since July 2004 when we last issued the GRS. The GRS provide

mandatory disposition instructions for records common to several Federal agencies.

2. What changes have been made to the GRS? A new chapter, GRS 26, Temporary Commissions, Boards, Councils and Committees, has been added. GRS 16, item 8, covering Committee and Conference Files, has been deleted. Instead, agencies may use GRS 26 as appropriate.

3. Do I have to take any action to implement this GRS change? Our regulations (36 CFR 1228.50(d)) require you to disseminate GRS changes within 6 months of receipt. If your agency already has a NARA-approved agency records disposition schedule for the same series or system of records, you may apply either the disposition instructions in these GRS or the disposition instructions previously approved by NARA (see 36 CFR 1228.42(b)). The chosen authority must be applied on an agency-wide basis. You must notify NARA within 90 days of this GRS Transmittal No. 13 if you intend to continue using the agency schedule. If you wish to apply a retention period that differs from that specified in the GRS, you must submit a Standard Form (SF) 115, Request for Records Disposition Authority, to us for approval.

4. What do I do with Temporary Commissions, Boards, Councils and Committee records in my agency that are not covered by GRS 26? If the Temporary Commissions, Boards, Councils and Committee records in your agency are not covered by GRS 26 but are included in other approved disposition authorities, those authorities still apply. If Temporary Commissions, Boards, Councils and Committee records in your agency are not covered by GRS 26 or an approved disposition authority, you must submit to NARA a SF 115 to request disposition authority for those records.

5. How do I get copies of the new GRS? We are posting a set of the GRS on our web site
<http://www.archives.gov/records-mgmt/ardor/records-schedules.html>.
GRS 16 and GRS 26 are available for downloading in HTML, MS Word, and PDF formats.

6. Whom do I contact for further information? Address questions to the appraiser in our Life Cycle Management Division with whom your agency normally works.

JOHN W. CARLIN
Archivist of the United States

TRANSMITTAL NO. 11 (GRS 1)

To: Heads of Federal agencies

1. What does this document do?

GRS Transmittal 11 provides a change to General Records Schedule (GRS) 1, Civilian Personnel Records. GRS 1 was last modified in April 2003. The GRS provide mandatory disposition instructions for temporary administrative records common to several Federal agencies.

2. What changes have been made to GRS 1?

GRS 1, item 27, previously reserved, has been revised to cover Alternative Dispute Resolution records.

3. Do I have to take any action to implement this GRS change?

Our regulations (36 CFR 1228.50(d)) require you to disseminate GRS changes within 6 months of receipt. If your agency already has a NARA-approved agency records disposition schedule for the same series or system of records, you may apply either the disposition instructions in these GRS or the disposition instructions previously approved by NARA (see 36 CFR 1228.42(b)). The chosen authority must be applied on an agency-wide basis. You must notify NARA within 90 days of this GRS Transmittal No. 11 if you intend to continue using the agency schedule. If you wish to apply a retention period that differs from that specified in the GRS, you must submit a Standard Form (SF) 115, Request for Records Disposition Authority, to us for approval.

4. What do I do with Alternative Dispute Resolution records in my agency that are not covered by GRS 1, Item 27?

If the Alternative Dispute Resolution records in your agency are not covered by GRS 1, Item 27 but are included in other approved disposition authorities, those authorities still apply. If Alternative Dispute Resolution records in your agency are not covered by GRS 1, Item 27 or an approved disposition authority, you must submit to NARA a SF 115 to request disposition authority for those records.

5. How do I get copies of the new GRS 1?

We are posting a set of the GRS on our web site (<http://www.archives.gov/records-mgmt/ardor/records-schedules.html>). GRS 1 is available for downloading in HTML, MS Word, and PDF formats.

6. Whom do I contact for further information?

Address questions to the appraiser in our Life Cycle Management Division with whom your agency normally works.

JOHN W. CARLIN
Archivist of the United States

TRANSMITTAL NO. 10 (GRS 24)

To: Heads of Federal agencies

1. What does this document do?

GRS Transmittal 10 transmits General Records Schedule (GRS) 24, which provides disposition authorities for Information Technology (IT) Operations and Management Records common to most or all Federal agencies.

2. What are agency GRS 24 responsibilities?

Agencies are to apply the dispositions contained in GRS 24 to their IT Operations and Management records, unless your agency already has a NARA-approved agency records disposition schedule for the same series or system of records. In that case, 36 FR 1228.42(b) allows you to apply either the disposition instructions in GRS 24 or the disposition instructions previously approved by NARA. The chosen authority must be applied on an agency-wide basis. You must notify NARA within 90 days of this GRS Transmittal No. 10 if you intend to continue using the agency schedule.

3. How do I apply GRS 24 to IT Operations and Management records in my agency?

Identify the IT Operations and Management records in your agency, compare those records with the records listed in GRS 24, and for those records included in GRS 24, apply the dispositions. A finding aid to the records covered by GRS 24 is included with this transmittal and it will help you identify your agency records included in the GRS.

4. What do I do if my agency needs to deviate from the disposition provisions in GRS 24?

As required by NARA regulation 36 FR 1228.42(c), if an agency needs to deviate from the mandatory disposition provisions an SF 115, Request for Records Disposition Authority, must be submitted to NARA. A written justification explaining why the agency needs the records for a different period of time must accompany the SF 115.

5. What do I do if I already have an approved disposition authority that covers the IT Operations and Management records in my agency?

As prescribed by 36 FR 1228.40 and 1228.42, if your agency has an approved disposition authority for its IT Operations and Management records, that authority may be applied if you notify NARA in writing.

6. What do I do with IT Operations and Management records in my agency that are not covered by GRS 24?

If the IT Operations and Management records in your agency are not covered by GRS 24 but are included in other approved disposition authorities, those authorities still apply. If IT Operations and Management records in your agency are not covered by GRS 24 or an approved disposition authority, you must submit to NARA an SF 115 to request disposition authority for those records.

7. How is GRS 24 being distributed?

GRS 24 is being distributed electronically via email to your agency records officer.

8. How do I get other copies of GRS 24?

GRS 24 is available for downloading from the NARA web site (<http://www.archives.gov/records-mgmt/ardor/records-schedules.html>)

in HTML, MS Word, and PDF formats.

9. How does GRS 24 affect the other general records schedules covered by GRS Transmittal 8?

GRS 24 is a new general records schedules. The general records schedules covered by GRS Transmittal 8 are still in force.

10. Whom do I contact for further information?

Address questions to the appraiser in our Life Cycle Management Division with whom your agency normally works.

JOHN W. CARLIN
Archivist of the United States

TRANSMITTAL NO. 9 (GRS 1, 9, 25)

To: Heads of Federal agencies

1. What does this document do?

GRS Transmittal 9 explains the changes to GRS 1 (Civilian Personnel Records) and 9 (Travel and Transportation Records), and issues a new schedule for Ethics Program Records (GRS 25). These are the changes that have been made to the General Records Schedules (GRS) since December 1998 when we last issued the GRS. The General Records Schedules (GRS) provide mandatory disposition instructions for temporary administrative records common to several Federal agencies.

2. What changes have been made to the GRS?

The attached chart shows the major changes. GRS 1, item 15, covering Employment Applications, has been deleted. Use GRS 1, items 33k, 33l, 33m, or 33n, as appropriate.

3. Do I have to take any action to implement these GRS changes?

Our regulations (36 CFR 1228.50(d)) require you to disseminate GRS changes within 6 months of receipt. If your agency already has a NARA-approved agency records disposition schedule for the same series or system of records, you may apply either the disposition instructions in these GRS or the disposition instructions previously approved by NARA (see 36 CFR 1228.42(b)). The chosen authority must be applied on an agency-wide basis. You must notify NARA within 90 days of this GRS Transmittal No. 9 if you intend to continue using the agency schedule. If you wish to apply a retention period that differs from that specified in the GRS, you must submit a Standard Form (SF) 115, Request for Records Disposition Authority, to us for approval.

4. What do I do with Ethics Program records in my agency that are not covered by GRS 25?

If the Ethics Program records in your agency are not covered by GRS 25 but are included in other approved disposition authorities, those

authorities still apply. If Ethics Program records in your agency are not covered by GRS 25 or an approved disposition authority, you must submit to NARA a SF 115 to request disposition authority for those records.

5. How do I get copies of the new GRS?

We are posting a set on our web site (<http://www.archives.gov/records-mgmt/ardor/records-schedules.html>). GRS 25 is available for downloading in HTML, MS Word, and PDF formats.

6. What is the status of GRS 24?

A new GRS for information technology records will be issued shortly. We will send it to you with another GRS transmittal.

7. Whom do I contact for further information?

Please contact Stephen Cooper at 301-837-1615 if you have any questions.

JOHN W. CARLIN
Archivist of the United States

Attachment

GRS Affected
Old GRS
New GRS
GRS 1, Civilian Personnel Records
Item 15
Deleted

Item 24
GRS 25, Item 2

Item 27
GRS 25, item 1

Item 33b
Item 33b - revised description

New item
Item 33c - new item

Item 33c
Item 33d

Item 33d
Item 33e

Item 33e
Item 33f - revised series description and disposition

Item 33f
Item 33g - revised disposition

Item 33g
Item 33h

Item 33h
Deleted

Item 33i
Item 33i

Item 33j
Item 33j

New item
Item 33k

Item 33k
Item 33l - revised disposition

New item
Item 33m - new item

New item
Item 33n - new item

Item 33l
Item 33o

Item 33m
Item 33p - revised series description and disposition

Item 33n
Item 33q - revised disposition

Item 33o
Item 33r

Item 33p
Item 33s

Item 33q
Item 33t
GRS 9, Travel and Transportation Records
Item 6
GRS 25, item 5
GRS 25, Ethics Program Records

New chapter covering agency
ethics records

[Click Here to Download Self-Extracting file which contains the entire Handbook](#)

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U.S. Department of Housing and Urban Development
Administration

Special Attention of: Transmittal for Handbook No.: 2228.2 REV-4

Headquarters Records Management

Liaison Officers

Issued: March 31, 1999

Field Office Records

Management

Liaison Officers

1. This Transmits:

Revised HUD Handbook 2228.2, REV-4, General Records Schedules (GRS).

Summary: The General Records Schedules provide mandatory disposition instructions for records common to several Federal Agencies. A complete set of the schedules was last issued in 1996. Rather than issue another change National Archives and Records Administration (NARA) has decided to print an entire undated set of the GRS.

2. What is the status of GRS 20?

a. GRS 20 is the subject of a court case, Public Citizen v. Carlin. On October 27, 1997, the U.S. District Court for the District of Columbia issued an order declaring GRS 20 "null and void." The Government files an appeal with the U.S. Court of Appeals for the District of Columbia, which is pending. See the GRS 20 web site at <<http://www.archives.gov/records-mgmt/ardor/grs20.html>> for more information on GRS 20 and the court case.

b. In accordance with the Memorandum Opinion and Order of the United States District Court for the District of Columbia, dated September 29, 1998, NARA has issued the following statement:

The District Court's injunction of April 9, 1998, prohibiting the Archivist from issuing Federal Register notices, bulletins, directives or other official statements of any kind stating that General Records Schedule 20 currently authorizes the disposition of electronic records, remains in effect.

The District Court has further authorized the Archivist to state that a federal agency may continue to follow its present disposition practices for electronic records until (1) the agency has submitted and received approval from the National Archives and Records Administration (NARA) on a Request for Records Disposition Authority; (2) notification by NARA that the appeal in this case has been resolved and NARA has provided further guidance as a result of the appellate court's decision; or (3) further Order of the District Court.

ARSDR: Distribution: W-3-1. (SPECIAL DIRECT by ARSDR)

c. NARA is developing a new GRS for information technology records. When that GRS is completed, NARA will issue another GRS transmittal to send it to you.

3. What changes have been made to the other GRS? The following chart shows the major changes. In addition to the changes shown in this chart, NARA has added a new final item to GRS 1-16, 18, and 23, to provide disposal authority for electronic mail and word processing records used solely to produce records described in those GRS, after a recordkeeping copy has been produced, and electronic copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. The new item does not authorize disposal of any records in agency files or other recordkeeping systems. NARA made this change in response to a recommendation from the Electronic Records Work Group established by NARA to address electronic records disposition issues. (The Work Group report and the report are available on the GPS 20 web site <<http://www.archives.gov/records-mgmt/ardor/grs20.html>>).

Filing Instructions:

Remove:

Handbook 2228.2 REV-3
dated 2/96.

Insert:

Handbook 2228.2 REV-4
dated 3/99

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GRS Affected changed	What is new or
Introduction to the GRS current NARA organization titles.	a. Updated with
authority to dispose of after recordkeeping copy has been produced.	b. New paragraph explaining source records
GRS 1, Civilian 23b(2) and (4) - Changes the Personnel Records when no longer needed" to specific retention periods.	Items 4a, 23a(3) and (5), disposition from "destroy
disposition for Immigration Naturalization Service I-9 forms from other records.	Item 10 - Provides separate and temporary individual employee
reference new GRS 9, item on non-Federally funded travel).	Item 24 - Adds note to cross- 6 (records
for agency copies of procedures (item 36a) and adds retention period for positive drug test records (item 36e(1)).	Item 36 - Changes retention period drug test plans and

Item 41 - Amends Pay Comparability requests and approvals
Records to add for recruitment, retention and relocation bonuses, allowances, and supervisory differentials.

New item 42 - Covers records documenting an alternate work site program.

Item 3 - Changes the disposition to comply with the Federal Supply and Grant Acquisition Streamlining Act of 1994 and the Federal Acquisition Reform Act of 1996.
GRS 3, Procurement Records

Item 16 - Changes the disposition from "destroy when longer needed" to specific retention period. no

Items 1e and 5c - Changes the disposition from "destroy when no longer needed" to specific retention periods.
GRS 9, Travel and Transportation Records

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GRS Affected What is new or changed
New item 6 - Covers records relating to non-Federally funded travel.

New item 7 - Covers transportation subsidy records.

New item 4 - Covers telephone use records. The approved item Communications mandates a 3-year retention, but allows agencies to execute earlier disposal if information concerning abuses is captured in other records.
GRS 12, Records

Item 7 - Corrects "penalty mail" to read "metered mail," as indicia (penalty) mail is no longer permitted and most agencies are using postage meters.

Items 1, 14, 15, 26, 34, and 35 - Deletes the authority to destroy Services Records sooner than the specified retention period if no longer needed.
GRS 14, Information

Items 2a, 2b, 7, 8, 10b and 14e - Changes the disposition from "destroy when no longer needed" to specific retention periods.
GRS 16, Administrative Management Records

GRS 17, Cartographic, Item 2 - Reserved. Formerly covered duplicate aerial photographs that are nonrecord Aerial photographic, materials.

Architectural, and Items 3, 4, 5, and 6 - Engineering Records Changes the disposition from "destroy when no longer needed" to specific retention periods.

Item 7 - Reserved. Formerly described architectural models that are nonrecord materials, and do not need to be covered by the GRS.

Items 8, 9, and 10 - Changes the disposition from "destroy when needed" to specific retention periods. no longer

GRS 18, Security and Item 24b - Deletes the authority to destroy sooner than the Protective Service specified retention period if no longer needed. Records

GRS 19, Reserved GRS 19 was rescinded several years ago and agencies had to separately schedule their research and development records. The former title of this GRS is no longer needed.

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GRS Affected What is new or changed

GRS 2 1, Audiovisual Items 1, 2, 5, 6, 8, 12, 18, and 26 - Deletes the authority to destroy sooner than the specified Records retention period if no longer needed.

Items 11, 18, and 20 - Changes the disposition from "destroy when no longer needed" to specific retention periods.

Items 4, 10, 13, 15, 21, 25, and 27 - Reserved. These items described duplicate photographs, films, videos, and sound recordings; recreational films and videos; and library sound recordings, which are nonrecord materials and do not need to be covered by the GRS.

GRS 22, Inspector The entire GRS 22 and the disposal authority formerly provided under this GRS are General Records,

withdrawn. NARA Bulletin 99-02,
WITHDRAWN Withdrawal of General Records Schedule
(GRS) 22, Inspector General Records, provides background
on why we took this action and explains
what you must do to obtain disposition authority for
those records if you used GRS 22 as the disposition
authority.

GRS 23, Records Item 1 - Facsimile machine
logs were added as an example of a short-term administrative
Common to Most record relating to communications.
Offices Within Agencies

4. Do I have to take any action to implement these GRS changes?

a. NARA regulations (36 CFR 1228-50(d)) require you to disseminate GRS changes within 6 months of receipt. If you wish to apply a retention period that differs from that specified in the GRS, you must submit an SF 115, Request for Records Disposition Authority, to us for approval.

b. NARA Bulletin 99-02, Withdrawal of General Records Schedule (GRS) 22, Inspector General Records, provides guidance on steps you must take for your Inspector General records. NARA has sent copies of this bulletin to agency heads and records officers. The bulletin is also posted on NARA's web site <<http://www.nara.gov/records/>>.

5. How do I get copies of the new GRS? NARA is sending the updated versions of the Introduction and GRS 1-18 and 21-23 in electronic form (WordPerfect 6. 1, Word 6.0, and ASCII) on disk to your agency records

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officer. NARA is also posting a set on their web site (<http://www.nara.gov/records/>). NARA will also send your records officer a printed copy of the GRS when it is available.

6. Who do I contact for further information? Please contact Jean Keeting on 301-713-7110, ext. 230 if you have any questions.

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2228.2 REV-4

INTRODUCTION TO THE GENERAL RECORDS SCHEDULES

General Records Schedules (GRS) are issued by the Archivist of the United States to provide disposal authorization for temporary administrative records common to several or all agencies of the Federal Government. They include records relating to civilian personnel, fiscal accounting, procurement, communications, printing, and other common functions, and certain nontextual records. These records comprise an estimated one-third of the total volume of records created by Federal agencies.

In 1978, use of the GRS was made legally mandatory. The disposal authorizations must be used by a Federal agency to the greatest extent possible. Because these schedules are designed to cover records common to several agencies, many of the records descriptions are general. Agency records officers may either use the schedules as an appendix to an agency printed schedule or tailor the general schedules to the agency's own particular needs and incorporate them into agency schedules.

The GRS covers only records that are common among several agencies. For complete coverage of the disposition of all its records, each agency must independently develop schedules for the remaining records. Agencies should exercise particular care in applying items in GRS 1-16 and 18 to subject or correspondence files that may include a mix of administrative and program records. Usually, administrative subject files have short retention periods, less than 3 years. Program subject files may be needed by the agency for 10 years or more, and may have archival value as well. Except when the volume of administrative records is negligible, agencies should maintain administrative records separately from program records in their agency recordkeeping systems. If administrative records are mixed with program records in the recordkeeping system and cannot be economically segregated, the entire file must be kept for the period of time approved for the program records. Similarly, if documents described in the GRS are part of a subject or case file that documents activities different from those covered by the schedules, they should be treated in the same manner as the files of which they are a part.

For more information on scheduling records not covered by the GRS, including potentially permanent records, see the Disposition of Federal Records Handbook. Also, the National Archives and Records Administration (NARA) has prepared a series of instructional guides that provide information on scheduling nontextual records that are not covered by the GRS. The handbook and separate guides on electronic records, audiovisual records, and cartographic and architectural records are available from the National Archives and Records Administration (NWCP). Room G-9, Washington. DC 20408.

GRS items cover only record copies. In some instances, more than one copy of a document or file would be considered a record if different offices use it to perform different functions. When it is difficult to decide whether files are record or nonrecord materials, the records officer should treat them as records.

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Records officers may consult with the NARA Life Cycle Management Division (NWML) to determine the record or nonrecord status of particular files.

The disposition instructions in the GRS are to be implemented without further approval from NARA, with the exception that most records created before January 1, 1921, must first be

offered to NARA for appraisal. If NARA rejects these records they may be destroyed immediately. GRS 3, 11, 16, and 21 have other delimiting dates. Agencies that convert records covered by the GRS to microform should apply the GRS disposition standards to the microform copies and destroy the paper copies after verification of the film unless legal considerations require longer retention of the paper (36 CFR 1230.10 (b)). No further authorization from NARA is required to implement these provisions. If an agency wishes to apply a different retention period for any series of records included in the GRS, the records officer must submit a Standard Form (SF) 115 providing justification for the deviation.

The GRS includes two indexes, an alphabetical Subject Index and an index of commonly used Standard and Optional Forms. The forms index includes only the forms most frequently used by the various Government agencies.

A new item has been added to GRS 1-16, 18, and 23 to provide disposition instructions for electronic mail and word processing copies, maintained apart from the recordkeeping copy, of the records described in the other items in those schedules. The other items authorize the disposition of the recordkeeping copy. The electronic mail and word processing records covered by the new item in each of those schedules are those that remain in personal and shared directories after the recordkeeping copy has been produced, and electronic copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Questions of applicability of any GRS item to agency records or differences of interpretation between the records officer and other agency personnel that cannot be reconciled within the agency may be referred to the Director, Life Cycle Management Division (NWML), NARA, from offices in the Washington, DC area, or the NARA regional records services facility from offices outside the Washington, DC area.

Some records series covered by the GRS are eligible for retirement to the Washington National Records Center or to records center storage in a NARA regional records services facility. Records should be retired from agency space to such storage only if transfer costs do not exceed the expense of retaining, them in agency space. Records sent to records center storage in a NARA facility should have a remaining retention of at least 1 year. If special circumstances, such as lack of films equipment or space, make it imperative that records be retired, exceptions can be made to this policy. These decisions are made on an individual basis by the appropriate NARA facility director. Procedures for transfer of records to records center storage in a NARA facility are found in NARA regulations (36 CFR 1228.152).

3/99

Special Attention of: Transmittal for Handbook No.: 2228.2 REV-3
Headquarters Records Mgmt.
Liaison Officers
Field Office Records Mgmt. Issued: February 7, 1996
Liaison Officers

1. This Transmits

Revised HUD Handbook 2228.2, REV-3, General Records Schedules (GRS).

2. Summary: The General Records Schedules provide mandatory disposition instructions for records common to several Federal Agencies. A complete set of the schedules was last issued in 1988. Rather than issue another change National Archives and Records Administration (NARA) has decided to print an entire updated set of the GRS.

The major changes in this edition are the revisions of GRS 20, Electronic Records, and 23, Records Common to Most Offices Within Agencies. These schedules were revised to consolidate electronic records in GRS 20 and to clarify the coverage of electronic mail records. The specific changes are described below:

1. The general introduction to the Schedules was revised.
2. New items have been added to GRS 1 to cover appointment case files on handicapped individuals (item 40) and pay comparability records (item 41).
3. GRS 1, item 23, employee performance records was modified to increase the disposition for performance-related records for non-SES appointees.
4. Additional updates suggested by the Office of Personnel Management were made in GRS 1, items 1, 2, 6, 10, 11, 14, 15, 21, 23, 33, 35, and 36.

ARSDR: Distribution: W-3-1, SPECIAL (Direct by ARSDR)

5. GRS 18, item 19c, which was inadvertently dropped from the schedule, was restored.
6. GRS 18, item 25, classified information nondisclosure agreements, was modified to increase the retention period for consistency with a Director of Central Intelligence Directive.
7. In GR 20, the following changes were made:
 - a. The introduction was modified to reflect the revised scope of the schedule which now includes electronic records created by office automation applications as well as those generated in central data processing facilities. Items covering administrative data bases, word processing and messaging, and certain spreadsheets were removed from GRS 23 and incorporated into GRS 20.

- b. The disposition instructions for items 1a, 1c, 3b(1), 3b(3), 4, 5, 6, 7, 9, 12a, and 12b were expanded to "delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes."
 - c. The title of item 1 was revised to reflect the modified scope of the schedule.
 - d. Item 3 was modified to cover electronic versions of records scheduled as hard copy elsewhere in the GRS or in agency-specific NAR-approved schedules.
 - e. The second exclusion under item 4 and the second exclusion under item 5 were removed from the description of the items and incorporated into a note following each item. These exclusions restated the description of the item, and thus could be confusing. Including them in notes provides emphasis and avoids redundancy.
 - f. In the description of item 6, Print File, "statistical" was added to modify "reports." This refinement is necessary given the changed focus of GRS 20. This item cannot be used as authority for deletion of narrative reports.
 - g. The description of item 7, Technical Reformat File, was edited for clarity.
 - h. Item 8a was retitled "Backups of Files," and the description was edited for consistency. These changes were made to eliminate the confusion caused by characterizing backups as "security backups." The item will cover all backups that an agency determines are Federal records. The disposition instruction was edited for clarity. The revised language follows a chronological sequence.
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- i. The disposition instruction for item 11a was modified to read "destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or data base, or upon the destruction of the output of the system if the output has legal value, whichever is latest."
 - j. The description of item 11b, was modified to remove the words "computer center," in line with the revised scope of GRS 20.
 - k. The description of item 12, was modified to limit coverage to data generated within the agency. This item does not authorize deletion of downloaded and copied data from external sources. The disposition instruction for item 12c was modified for clarity.
 - l. New items 13, 14, and 15 were added to cover records

generated with word processing, electronic mail, and spreadsheet applications.

8. In GRS 23, items 2-4, were removed and the item numbers reserved. The records that were covered by those items are now covered by GRS 20 items 3, 13, 14, and 15.
9. The subject and forms indexes were updated.

Please note that the copies of the GRS on the disk contain a few errors that were not caught before the disks were duplicated. The following corrections have been made in the version on the Gopher and the copy that will be used for printing.

- o The address for the NARA Publications Distribution Staff was added to the general introduction.
- o The hyphen was removed from SF 70 in GRS 1, item 6.
- o The capital letter "H" in the word housing in the first paragraph of the introduction to GRS 15 was made lower case.
- o The citation to the SF 83 in the description of GRS 16, item 6, was corrected to read "OMB 83 (formerly SF 83)."
- o The title of GRS 16, item 14, was changed to "Management Control Records," and the title of OMB Circular A-123 in the description of that item was corrected to "Management Accountability and Control."
- o The disposition instruction for GRS 23; item 7, was moved to line up with the general description of the item.
- o A note of the obsolescence of SF 7 and 7B was added in the Forms Index.

-3-

- o The overlapping headers were removed from the Subject Index.
- o Uneven spacing was corrected.

3. Filing Instructions:

Remove	Insert
GRS 1 through 23 dated 2/89	GRS 1 through 23 dated 2/96
Old Subject Index dated 2/89	New Subject Index dated 2/96
Old Forms Index dated 2/89	New Forms Index dated 2/96

-4-

U.S. Department of Housing and Urban Development

ADMINISTRATION

Special Attention of: Transmittal Handbook No.: 2228.2 REV-2

Issued: February 22, 1989

- 1 . This Transmits
A complete revision of HUD Handbook 2228.2, General Records Schedules.
2. Explanation of Material Transmitted: This Handbook incorporates the revised General Records Schedules (GRS) recently issued by the National Archives and Records Administration (NARA) in August 1988. NARA made these major changes to the GRS:
 - a. The new GRS cover only disposable records. Items covering records previously scheduled as "permanent," "submit an SF 115," and "submit an SF 258" were deleted. HUD records no longer covered by the GRS must be scheduled individually in HUD's records disposition schedules. Many of these records were nontextual (i.e., audiovisual, cartographic and architectural, and electronic records). NARA is developing instructional guides on how to schedule these records.
 - b. NARA deleted GRS 22, "Design and Construction Drawings and Related Records," and added its disposal authorities to GRS 17 (formerly called "Cartographic, Remote Sensing Imagery and Related Records"). GRS 17 was renamed "Cartographic, Aerial Photographic, Architectural, and Engineering Records." GRS 25, "Inspector General Records," was renumbered as GRS 22.
 - c. GRS 24, "Records of Temporary Commissions, Committees, and Boards," was deleted because most items were scheduled as "submit an SF 258." GRS 24 covered the records of temporary committees and other organizations usually established by Congress or the President, not internal agency committees. NARA is developing an instructional guide on scheduling records of temporary organizations.
 - d. GRS 20, "Electronic Records" (formerly called "Machine-Readable Records"), now covers common types of disposable records created in central computer processing operations. Items were added to GRS 23, now called "Records Common to Most Offices Within Agencies," to cover records created through office automation applications.

A HUD handbook is being developed on scheduling the files of ADP systems operated on HUD's mainframe computer in Headquarters. Such files will be scheduled individually in HUD records disposition schedules, in place of using GRS 20.

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- e. Item 4 of GRS 12, covering telephone summaries, was deleted because it did not adequately cover the records created under current procedures. NARA is working with the General Services

Administration and the General Accounting Office to develop a disposition standard for current records. Until then, these records cannot be destroyed. Contact your Records Management Liaison Officer if these records begin causing storage problems.

- f. Many new items were added to the GRS to cover records such as the Employee Medical Folder, records created in reviewing records for declassification under mandatory review procedures, administrative claims and waivers of claims files, performance records for SES employees, microform inspection logs and reports, records documenting information resources management triennial reviews and information collection budgets, files on certain types of notices printed in the Federal Register, and records relating to membership in the National Defense Reserve system.
- g. The deletion and addition of items required that the GRS be renumbered. A Conversion Table to match the old and new item numbers was added after the Forms Index.

3. Filing Instructions:

Remove:

Handbook 2228.2 REV-1,
dated 4/80 through 7/88

Insert:

Handbook 2228.2 REV-2,
dated 2/89

2/89

2

W-3-1, W-1, W-2, W-3, W-4, R-1, R-2, R-3, R-3-2, R-3-3,

R-6, R-6-2, R-7, R-7-2, R-8, R-9, SPECIAL (Direct by ASE)

W-3-1 Directives Management Officers--Headquarters and Regions,
library, ACIR (Advisory Commission on Intergovernmental
Relations)

W-1 Assistant Secretaries, Deputy Assistant Secretaries,
General Counsel, staff offices reporting to the Secretary

W-2 HQ Office Directors, Special Assistants,
those reporting directly to Assistant Secretaries

W-3 HQ Division Directors, those reporting directly to Office
Directors, multiple copies for staff

W-4 Branch Chiefs, multiple copies for staff

R-1 Regional Administrators, Deputy Regional Administrators

R-2 Office Directors, Principal Assistants in Regional
Administrators' offices

R-3 Bulk shipment to Regional Offices

R-3-2 Directors, Administrative Services Divisions and
Administrative and Management Services Divisions, and
Administrative staffs

R-3-3 Category D offices - bulk

R-6 Category A offices - Office Managers and Deputy Office
Managers

R-6-2 Category A offices - Division Directors

R-7 Category B offices - Office Managers and Deputy Office
Managers

R-7-2 Category B offices - Division Directors

R-8 Category C offices - Office Managers and Deputy Office
Managers

U.S. Department of Housing and Urban Development

ADMINISTRATION

Special Attention of:

Transmittal for Handbook No.: 2228.2 REV-2
CHG-1

Issued: July 14, 1990

1. This Transmits

Changes to HUD Handbook 2228.2 REV-2, General Records Schedules.

2. Explanation of Material Transmitted: This Handbook Change incorporates changes to the General Records Schedules (GRS) issued by the National Archives and Records Administration (NARA) in GRS Transmittal No. 2, dated October 30, 1989. The changes include typographical corrections and minor editorial changes not mentioned below:

a. General Records Schedule 1.

- (1) An additional note was added after item 1 to clarify that all agencies do not send Official Personnel Folders (OPF's) to the National Personnel Records Center.
- (2) Item 7d was subdivided to provide separate disposition instructions for certificates of classification issued by the Office of Personnel Management (OPM) to ensure that they are kept for as long as they are in effect.
- (3) Item 19 was revised to cover all medical records that are not part of the Employee Medical Folder.

b. General Records Schedule 2. A typographical correction was made.

c. General Records Schedule 3. The cross-reference in the disposition instructions for items 5a and 5b(2)(b) was corrected to read "(see item 3 of this schedule)."

d. General Records Schedule 9. The form number in item 1b was corrected to read "SF 1113A."

e. General Records Schedule 10. Editorial revisions were made.

f. General Records Schedule 14.

- (1) The introduction to GRS 14 was revised to highlight the items covering:

- (a) Records created in response to requests for mandatory records declassification.

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- (b) Records related to inappropriate release of privileged

information.

(2) A new item 36 was added to cover records related to erroneous release of information.

g. General Records Schedule 16. A new item 8c was added to cover records related to committee management.

h. General Records Schedule 18. The form number in item 25 was changed to read "SF 312," to reflect a change in the standard form.

i. General Records Schedule 20.

(1) The introduction to GRS 20 was changed to highlight that the schedule also covers specified hard copy or microform records, including printouts, that are integrally related to the electronic records.

(2) Printouts were added to items 1a and 1c.

j. General Records Schedule 23.

(1) The introduction to GRS 23 was changed to clarify coverage of the schedule.

(2) Printouts were added to item 3.

k. Subject Index and Forms Index. The indexes were revised to reflect the changes in the General Records Schedules. Needed corrections were also made.

l. Conversion Table. Typographical corrections were made. This table will not be updated in the future.

3. Filing Instructions:

Remove:

Chapter 1, pages 1-3 and 1-4,
dated 2/89

Entire Appendix 1, pages 1
through 18, dated 2/89

Insert:

Chapter 1, page 1-3, dated 7/90,
and page 1-4, dated 2/89

Entire Appendix 1, page 1, dated
2/89, and page 2, dated 7/90 ;
page 3, dated 2/89, and page 4,
dated 7/90 ; page 5, dated 7/90
and page 6, dated 2/89; pages 7
through 19, dated 7/90

7/90

Remove:

Appendix 2, pages 3 and 4,

Insert:

Appendix 2, page 3, dated 7/90

dated 2/89

Appendix 3, pages 3 through 6, dated 2/89

Appendix 9, page 3, dated 2/89

Entire Appendix 10, pages 1 and 2, dated 2/89

Entire Appendix 14, pages 1 through 9, dated 2/89

Appendix 16, pages 3 through 6, dated 2/89

Appendix 18, pages 7 and 8, dated 2/89

Entire Appendix 20, pages 1 through 6, dated 2/89

Entire Appendix 23, pages 1 through 5, dated 2/89

Subject Index, pages 3 through 20, dated 2/89

Forms Index, pages 5 through 8, dated 2/89

Conversion Table, pages 3 through 6, 9 and 10, 13 and 14, 19 and 20, dated 2/89

and page 4, dated 2/89

Appendix 3, page 3, dated 2/89, and page 4, dated 7/90; page 5, dated 7/90, and page 6, dated 2/89

Appendix 9, page 3, dated 7/90

Entire Appendix 10, page 1, dated 2/89, and page 2, dated 7/90

Entire Appendix 14, pages 1 through 10, dated 7/90

Appendix 16, pages 3 through 6, dated 7/90

Appendix 18, page 7, dated 2/89, and page 8, dated 7/90

Entire Appendix 20, pages 1 through 6, dated 7/90

Entire Appendix 23, pages 1 through 5, dated 7/90

Subject Index, pages 3 through 21, dated 7/90

Forms Index, page 5, dated 2/89, and page 6, dated 7/90; page 7, dated 2/89, and page 8, dated 7/90

Conversion Table, page 3, dated 7/90, and page 4, dated 2/89; page 5, dated 2/89, and page 6, dated 7/90; page 9, dated 7/90 and page 10, dated 2/89; page 13, dated 7/90, and page 14, dated 2/89; page 19, dated 7/90, and page 20, dated 2/89

7/90

U.S. Department of Housing and Urban Development
ADMINISTRATION

Special Attention of:

Transmittal for Handbook No.: 2228.2 REV-2
CHG-2

Issued: July 30, 1991

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1. This Transmits changes to HUD Handbook 2228.2 REV-2, General Records Schedules

 2. Explanation of Material Transmitted: This handbook Change incorporates changes to the General Records Schedules (GRS) issued by the National Archives and Records Administration (NARA) in GRS Transmittal No. 3, dated February 22, 1991. The changes Include additions, revisions, and corrections to several schedules and to the Subject Index.
 - a. General Records Schedule 1. Item 30a was modified to correct an editorial error, and a new item 36 has been added to cover employee drug testing records.
 - b. General Records Schedule 9. A new Item 5 was added to cover records relating to official passports.
 - c. General Records Schedule 12. The disposition for item 3b was corrected to read "Destroy when 2 years old."
 - d. General Records Schedule 18. Item 22 was modified to specify that it applies to case files created under Office of Personnel Management regulations only. A reference in the Introduction was updated.
 - e. General Records Schedule 21. Item 13 was changed to read "Duplicate prints and preprint elements in excess of those elements required for preservation by 36 CFR 1228.184."
 - f. General Records Schedule 22. Item 1 was changed to exclude significant investigative case files and the introduction was modified to reflect the change to item 1.
 - g. Subject Index. The Index was modified to correct an editorial error and add the new items.
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3. Filing Instructions:

Remove:

Appendix 1, pages 15, 16 and 19, dated 7/90

Appendix 9, page 3, dated 7/90

Appendix 12, pages 1 and 2, dated 2/89

Appendix 18, page 7, dated 2/89 and page 8, dated 7/90

Insert:

Appendix 1, pages 15, 16, 19, 20 and 21, dated 7/91

Appendix 9, pages 3 and 4, dated 7/91

Appendix 12, pages 1 and 2, dated 7/91

Appendix 18, pages 7 and 8, dated 7/91

Appendix 21, pages 1 and 2,
dated 2/89

Appendix 21, pages 1 and 2,
dated 7/91

Appendix 22, pages 1 and 2,
dated 2/89

Appendix 22, pages 1 and 2,
dated 7/91

Subject Index, pages 5
through 21, dated 7/90

Subject Index, pages 5 through
21, dated 7/91

7/91

2

W-3-1, W-1, W-2, W-3, W-4, R-1, R-2, R-3, R-3-2, R-3-3,

R-6, R-6-2, R-7, R-7-2, R-8, R-9, SPECIAL (Direct by

ASE)

W-3-1 Directives Management Officers--Headquarters and Regions,
library, ACIR (Advisory Commission on Intergovernmental
Relations)

W-1 Assistant Secretaries, Deputy Assistant Secretaries,
General Counsel, staff offices reporting to the Secretary

W-2 HQ Office Directors, Special Assistants,

those reporting directly to Assistant Secretaries

W-3 HQ Division Directors, those reporting directly to Office
Directors, multiple copies for staff

W-4 Branch Chiefs, multiple copies for staff

R-1 Regional Administrators, Deputy Regional Administrators

R-2 Office Directors, Principal Assistants in Regional
Administrators' offices

R-3 Bulk shipment to Regional Offices

R-3-2 Directors, Administrative Services Divisions and
Administrative and Management Services Divisions, and
Administrative staffs

R-3-3 Category D offices - bulk

R-6 Category A offices - Office Managers and Deputy Office
Managers

R-6-2 Category A offices - Division Directors

R-7 Category B offices - Office Managers and Deputy Office
Managers

R-7-2 Category B offices - Division Directors

R-8 Category C offices - Office Managers and Deputy Office
Managers

R-9 Directors and Deputy Directors, Offices of Indian Programs

U.S. Department of Housing and Urban Development
ADMINISTRATION

Special Attention of:

Transmittal Handbook No.: 2228. 2 REV-2 CHG-3

Issued: December 23, 1992

1. This Transmits changes to HUD Handbook 2228.2 REV-2, General Records Schedules.
 2. Explanation of Material Transmitted: This handbook change incorporates changes to the General Records Schedules (GRS) issued by the National Archives and Records Administration (NARA) in GRS Transmittals 4 and 5, dated April 24 and July 9, 1992, respectively. The changes include additions, revisions, and corrections to several schedules and to the Subject and Forms Indexes.
 - a. General Records Schedule 1. Item 17b was edited to include records relating to retention registers; item 25 was modified to include Equal Employment Opportunity complaints that do not result in formal complaint cases, the disposition for item 30 was modified; and a new item 37 was added to cover records relating to donation of leave.
 - b. General Records Schedule 2. The retention period for time and attendance records covered under item 3 was increased from 3 years to 6 years at the request of the General Accounting Office.
 - c. General Records Schedules 6 and 9. Item 1 of GRS 6 and items 1, 2, and 3 of GRS 9 were modified to clarify the description and disposition of records relating to travel and transportation.
 - d. General Records Schedule 10. This schedule was modified to correct a formatting error.
 - e. General Records Schedule 16. Item 10 was modified to reflect a recent revision of NARA regulations on micrographics (36 CFR Part 1230) that eliminated a requirement that agencies inspect temporary microform records; and a new item 14 was added to cover records relating to internal controls.
 - f. General Records Schedule 18. Item 25 was modified to reflect the fact that classified information nondisclosure agreements may be filed in the Official
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Personnel File.

- g. General Records Schedule 21. The citation to the Code of Federal Regulations relating to the recovery of precious metals in the introduction was corrected.
- h. General Records Schedule 23. The disposition for item 8 was edited to clarify that it covers electronic records.

- i. Subject and Forms Indexes. The Subject Index was reformatted and additions were made to both indexes.

3. Filing Instructions:

Remove:

Appendix 1, page 5, dated 7/90; and page 6, dated 2/89; pages 7, 8, and 11 through 14, dated 7/90; and pages 15 and 16, dated 7/91; and pages 17 and 18, dated 7/90; and page 21, dated 7/91

Appendix 2, pages 1 and 2, dated 2/89

Appendix 6, pages 1 through 6, dated 2/89

Appendix 9, pages 1 and 2, dated 2/89; pages 3 and 4, dated 7/91

Appendix 10, page 1, dated 2/89; and page 2, dated 7/90

Appendix 16, pages 5 and 6, dated 7/90

Appendix 18, pages 7 and 8, dated 7/91; page 9, dated 2/89

Insert:

Appendix 1, pages 5 through 8, and 11 through 18, and 21 and 22; dated 12/92

Appendix 2, pages 1 and 2, dated 12/92

Appendix 6, pages 1 through 6, dated 12/92

Appendix 9, pages 1 through 4, dated 12/92

Appendix 10, pages 1 and 2, dated 12/92

Appendix 16, pages 5 through 9, dated 12/92

Appendix 18, pages 7 through 10, dated 12/92

12/92

2

2228.2 REV-2 CHG-3

Appendix 21, pages 1 and 2; dated 7/91

Appendix 21, pages 1 and 2, dated 12/92

Appendix 23, page 5, dated 7/90

Appendix 23, page 5, dated 12/92

Entire Subject Index

Subject Index, pages 1 through 22, dated 12/92

Forms Index, pages 9 and 10 dated 2/89

Forms Index, pages 9 and 10, dated 12/92

W-3-1, W-1, W-2, W-3, W-4, R-1, R-2, R-3, R-3-2, R-3-3,

R-6, R-6-2, R-7, R-7-2, R-8, R-9, SPECIAL (Direct by

ASES)

HUD-23 (9-81)

W-3-1 Directives Management Officers--Headquarters and Regions,
library, ACIR (Advisory Commission on Intergovernmental
Relations)

W-1 Assistant Secretaries, Deputy Assistant Secretaries,
General Counsel, staff offices reporting to the Secretary

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R-3 Bulk shipment to Regional Offices

R-3-2 Directors, Administrative Services Divisions and
Administrative and Management Services Divisions, and
Administrative staffs

R-3-3 Category D offices - bulk

R-6 Category A offices - Office Managers and Deputy Office
Managers

R-6-2 Category A offices - Division Directors

R-7 Category B offices - Office Managers and Deputy Office
Managers

R-7-2 Category B offices - Division Directors

R-8 Category C offices - Office Managers and Deputy Office
Managers

R-9 Directors and Deputy Directors, Offices of Indian Programs

U.S. Department of Housing and Urban Development
ADMINISTRATION

Special Attention of: Transmittal for Handbook No.: 2228.2 REV-2
CHG-4

Issued: March 21, 1994

1. This Transmits
Changes to HUD Handbook 2228.2 REV-2, General Records
Schedules.
2. Explanation of Material Transmitted: This handbook change
incorporates changes to the General Records Schedules (GRS)
issued by the National Archives and Records Administration
(NARA) in GRS Transmittal 6, dated May 17, 1993.

a. General Records Schedule 1.

- (1) Note 3 following item 1 was deleted. Now that the Office of Personnel Management's (OPM) Central Personnel Data File and comparable databases from those agencies not subject to the OPM regulations are scheduled as permanent, agencies may destroy their own master files and databases that contain data from OPF's.
 - (2) The disposition for item 4a was clarified.
 - (3) The description of item 32 was clarified by eliminating the exclusion of duplicate information. Under OPM regulations, records containing information duplicated in other files are not retained in the merit promotion case files.
 - (4) The authority to destroy positive drug test results is rescinded. At the request of the Office of Personnel Management, item 36e has been amended to limit disposal authority to negative drug test results. Agencies must retain all positive drug test results pending the determination of an appropriate retention. Also, the note following this item was modified to reflect the previous change in retention for item 30b.
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- (5) New items 38 and 39 covering Wage Survey Files and Retirement Assistance Files were moved from GRS 2, Pay and Payroll Administration Records, to GRS 1, Civilian Personnel Records, because the records support personnel functions.

b. General Records Schedule 2. GRS 2 was completely revised to reflect current electronic recordkeeping practices. This version supersedes a schedule that was developed primarily for manual payroll systems. Following the Forms Index is a conversion table that shows which items from the superseded schedule have been brought into the revised schedule. The GRS Conversion Table disseminated under GRS Transmittal No. 2 is obsolete and should be discarded.

c. General Records Schedule 10. The title of Standard Form 82 was corrected in the introduction, and the reference to obsolete Standard Form 82-D was deleted from item 4.

d. General Records Schedule 18. A new item 7b was

added to cover records that document routine security checks.

e. General Records Schedule 20.

- (1) The title of item 1 was revised to clarify that it applies to records created in management and support operations as well as central processing facilities.
- (2) The exclusions of GRS 1, item 1, Official Personnel Files, and GRS 2, item 17, Administrative Payroll Report Files, were deleted from item 3.
- (3) Item 11 was expanded to cover documentation relating to computer security and risk analysis, as required by OMB Circular A-130.
- (4) New item 12 was added to authorize the disposal of records downloaded or copied by end users, as long as the original data is left intact.

3/94

2

2228.2 REV-2 CHG-4

- f. General Records Schedule 21. The title of the CFR section cited in the introduction was corrected, and the numbers used in the disposition instructions were changed from text to numerals.
 - g. General Records Schedule 23. The introduction to GRS 23 was modified to emphasize that the materials subject to the mandatory disposition instructions in the schedule apply only to materials determined by the agency to be records. In addition, item 3, Administrative Databases, was expanded to cover databases that replace as well as duplicate paper records.
 - h. Subject and Forms Indexes. Both indexes were updated to reflect the changes made to the schedules and to delete obsolete forms. Additional entries were made in the Subject Index and typographical errors were corrected in the Forms Index.
3. Implementation. Agencies are required under 36 CFR 1228.50(d) to disseminate GRS changes within 6 months of receipt. If an agency wishes to apply a retention period that differs from that specified in the GRS, the agency must submit an SF-115 for NARA approval.

4. Filing Instructions.

Remove:

Insert:

- a. Appendix 1, page 1, dated 2/89 and page 2, dated 7/90; pages 15 and 16, dated 12/92; pages 21 and 22, dated 12/92;
- b. Appendix 2, pages 1 and 2, dated 12/92; page 3, dated 7/90, and pages 4-7, dated 2/89;

Appendix 1, page 1, dated 2/89 and page 2, dated 3/94; page 15, dated 12/92 and page 16, dated 3/94; pages 21 and 22, dated 3/94;

Appendix 2, pages 1-6, dated 3/94;

3

3/94

2228.2 REV-2 CHG-4

Remove:

Insert

- c. Appendix 10, pages 1 and 2, dated 12/92;
- d. Appendix 18, pages 3-6, dated 2/89; and pages 7-10, dated 12/92;
- e. Appendix 20, pages 1-6, dated 7/90;
- f. Appendix 21, pages 1 and 2, dated 12/92; pages 3 and 4, dated 2/89;
- g. Appendix 23, pages 1-4, dated 7/90; page 5, dated 12/92;
- h. Subject Index, pages 1-22, dated 12/92;
- i. Forms Index, pages 1-18, dated 2/89;
- j. Conversion Table, pages 1-23, dated

Appendix 10, pages 1 and 2, dated 3/94;

Appendix 18, pages 3-10, dated 3/94;

Appendix 20, pages 1-6, dated 3/94;

Appendix 21, pages 1-4, dated 3/94;

Appendix 23, pages 1-5, dated 3/94;

Subject Index, pages 1-22, dated 3/94;

Forms Index, pages 1-14, dated 3/94;

Conversion Table, page 1 and 2, dated 3/94.

3/94

4

W-3-1, W-1, W-2, W-3, W-4, R-1, R-2, R-3, R-3-2,

R-3-3, R-6, R-6-2, R-7, R-7-2, R-8, R-9, SPECIAL

(Direct by ASES)

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R-7 Category B offices - Office Managers and Deputy Office
Managers

R-7-2 Category B offices - Division Directors

R-8 Category C offices - Office Managers and Deputy Office
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