GRS Transmittal 26

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New Content

- One new schedule:
  - GRS 4.4: Library Records

- New or updated items to:
  - GRS 1.1: Financial Management & Reporting Records
  - GRS 2.8: Employee Ethics Records
  - GRS 4.2: Information Access & Protection Records
  - GRS 6.1: Email Managed Under a Capstone Approach

Something Completely New: GRS 4.4

- This is the first schedule from the GRS Update Project that is completely new

- It covers three types of records:
  - Library administrative records: records on management of an agency library such as policies, planning, and outreach
  - Library operational records: records on day-to-day library operations such as reference inquiries, visitor logs, and digitization requests
  - Interlibrary Loan Records

Changes to GRS 1.1

- Pulled Data submitted to the Federal Procurement Data System from item 010 and made it stand-alone item 013

- Added item 012: An item was added for unsolicited bids that are not accepted as these records were unintentionally not covered in GRS 1.1 previously.

- Added items 060, 070 and 071: Added items for contract appeals case files and vendor and bidder information.

- **If you store records at a Federal Records Center under GRS 1.1, item 010, you should carefully review your FRC holdings to determine if any of them are correctly described by new item 012.**

Changes to GRS 2.8

- We changed item 010, General ethics program records, to clarify the disposition instruction.

- The new instruction clarifies that agencies should retain records for six years after an ethics determination (advice and counseling to individual employees and supporting records) is no longer in effect, rather than six years from when the agency issued the ethics advice.

Changes to GRS 4.2

- Item 020: Converted an exclusion to a note to clarify disposition of original records related to FOIA, Privacy Act, or Mandatory Declassification Review requests

- Clarified the coverage for items 030, 032 and 040 to eliminate confusion reported by agencies

- Added items 150, 160, 161, and 170: new coverage for records on privacy requirements for electronic systems (SORNs, PIAs, PTAs, IPAs) and computer matching program notices and agreements

Changes to GRS 6.1

- Incorporated change implemented to cutoff instruction in AC 18.2016. See also FAQ 7.

- Added new FAQs.

Implementation (36 CFR 1227.12)

- If agencies do not have their own previously approved authorities, they must either use the GRS or submit a schedule requesting a deviation.

- If your agency does not create or maintain the records covered by the GRS then no action is required.

- Agencies have 6 months to distribute the new GRS transmittal to their staff.

Requesting Deviations

- Agencies may request to deviate from new GRS items, using their existing approved authorities instead, via notification
  - Agency MUST submit notifications within 120 days of issuance of the new transmittal or request an extension
  - Notifications and request for extensions should be sent to GRS_Team@nara.gov
  - Please use the spreadsheet available on the GRS website
  - No need to submit deviations from the "Old GRS"
  - Agencies cannot request deviations to previously issued new GRS – new schedules would be required

When is a Notification Required

- Any time an agency plans to use it's own authority for records covered by a newly issued GRS. This includes:
  - Big bucket schedules incorporating records covered by the GRS
  - When an agency wishes to continue to use it's own authority instead of the GRS, even if the retention is within accepted parameters

When Is a Notification Not Required

- When setting a specific retention within the retention parameters established by the GRS disposition instruction— provided the agency cites the GRS.

- Agency authorities that are deviations from "Old GRS" items that have not yet been superseded by the New GRS.

Future Transmittal

- 21 new schedules are in the pipeline

- We expect three transmittals in 2017, each about 4 months apart:
  - One around February or March
  - One around June or July
  - One in November (if needed)

So please be prepared for a lot of transmittal activity in the coming year

Questions?

Contact the GRS Team at GRS_Team@nara.gov

or

check out our website at
http://www.archives.gov/recordsmgmt/grs/