GRS Update

BRIDG

October 2014

GRS Transmittal 23

- Issued September 16, 2014
- Agencies have until December 16, 2014 to notify NARA if they are using their own authorities
  - Notification needs to include agency disposition authority and superseded GRS disposition authority
- Agencies have until mid-March to distribute the new GRS within their organization

GRS Transmittal 23 and the FRCs

- The FRCs have completed mass data changes in ARCIS if GRS items were cited as the disposition authority

- Agencies that provided manual citations only will have to inform the FRCs of any changes related to the new GRS

GRS Transmittal 24

- Expected Spring/early Summer 2015
- New GRS:
  - 2.1 Employee Acquisition Records
  - 2.4 Employee Separation Records
  - 2.8 Employee Ethics Records
  - 4.1 Records Management Records
  - 4.2 Information Access & Protection Records
  - 6.1 Email Managed Under a Capstone Approach
  - 6.2 Federal Advisory Committee Records (possibly)
- Most of these schedules are somewhere in the Federal Register process or nearing that point

GRS Transmittal 25

- Expected Spring 2016
- All schedules currently in development – expect drafts for agency review in March 2015
- Two more team members means more new GRS:
  - 1.3 Budgeting Records
  - 2.2 Employee Management Records
  - 2.3 Employ Relations Records
  - 2.4 Employee Compensation & Benefits Records
  - 2.6 Employee Training Records
  - 2.7 Employee Health & Safety Records
  - 4.4 Library & Special Collections Records
  - 5.4 Facilities, Fleet & Equipment Records
  - 5.5 Mail & Telecommunications Services Records
  - 6.3 Legal Records

Other Projects for FY15

- GRS "Deep Dive"
- "Model Schedules" (aka scheduling guidance)
- GRS Education & Outreach Projects
- GRS Customer Satisfaction Survey

GRS "Deep Dive" Project

- Project Lead: Addie Compton
- Applies business process analysis techniques to identifying records
- Testing to see if this is a viable option for GRS development
- Method is being used to develop GRS 6.3, Legal Records
- We are looking for agencies to interview. Please contact Addie.Compton@nara.gov if you are interested in participating.

"Model Schedules"

- Project Team: Andrea Riley & Galen Wilson

- Developing guidance on how to schedule records with focus on determining value

- Guidance will apply to big bucket as well as traditional schedules

- Agency focus group planned for February 2015

GRS Education & Outreach Projects

- Project Coordinator: Andrea Riley

- Looking for suggestions on what guidance/tools/training agencies would like to see for the GRS: contact GRS_Team@nara.gov with suggestions

- Will be creating FAQ on how to apply the GRS to government-wide systems

GRS Customer Satisfaction Survey

- Project Lead: Laura McHale

- Expect to issue survey in May 2015

- Looking for feedback on the new GRS and how it is working for agencies

- Plan to report back to agencies at BRIDG in October 2015

Questions?

Please contact the GRS Team at

GRS_Team@nara.gov

Thanks!