**GENERAL RECORDS SCHEDULE REVISION MONTHLY STATUS REPORT**

**August 2016**

**TRANSMITTAL 26: Will be issued September 6, 2016**

**Includes: GRS 4.4 Library Records; Revisions and additions to GRS 1.1, 2.8, and 4.2**

**TRANSMITTAL 27: Expected February 2017**

|  |  |  |  |
| --- | --- | --- | --- |
| **TITLE** | **APPRAISER** | **WHERE IN PROCESS** | **STATUS** |
| GRS 2.5 Addition of Phased Retirement Program | Wilson | Final Review | Posted on Federal Register 8/16; closes 9/15 |
| GRS 2.6 Employee Training Records | Kim | Final Review | In queue for Federal Register |
| GRS 4.2 Addition of FOIA Virtual Library Records | Wilson | Final Review | Posted on Federal Register 8/25; closes 9/26 |
| Additions to 1.1, 3.1, and 4.2: Administrative Records | Riley | Final Review | Posted on Federal Register 8/25; closes 9/26 |
| GRS 5.3 Continuity & Emergency Planning Records | Riley | Approval | Sent for signature 8/29 |
| GRS 5.4 Facilities, Fleet, Equipment & Supply Records | Wilson | Final Review | Posted on Federal Register 8/25; closes 9/26 |
| GRS 5.5 Mail and Telecommunications Services Records | Wilson | Final Review | Posted on Federal Register 8/25; closes 9/26 |
| GRS 6.4 Public Affairs  | Riley | Approval | Sent for signature 8/29 |

**TRANSMITTAL 28: Expected June/July 2017**

|  |  |  |  |
| --- | --- | --- | --- |
| **TITLE** | **APPRAISER** | **WHERE IN PROCESS** | **STATUS** |
| GRS 1.3 Budgeting Records | Wilson | Appraisal | Waiting on information from OMB |
| GRS 5.1 General Administrative Records  | Riley | Initial Review | Adjudicating comments |
| GRS 5.2 Transitory Records | Riley | Initial Review | Adjudicating comments |
| GRS 5.6 Security Records  | McHale | Initial Review | Adjudicating comments |
| GRS 5.7 Management Controls and Oversight Records  | Compton | Development | In development |
| GRS 5.8 Administrative Help Desk Records | Kim | Initial Review | Adjudicating comments |
| GRS 6.3 Legal Records | Compton | Development | In development  |
| GRS 6.5 Customer Service Records  | Kim | Initial Review | Adjudicating comments |

**UNKNOWN ISSUANCE DATE (Dependent on outside agency action)**

|  |  |  |  |
| --- | --- | --- | --- |
| **TITLE** | **APPRAISER** | **WHERE IN PROCESS** | **STATUS** |
| GRS 2.1 Employee Acquisition Records | Wilson | Final Review | Awaiting OPM concurrence |
| GRS 2.2 Employee Management Records | McHale | Development | Preparing for initial review; dependent on OPM |
| GRS 2.3 Employee Relations Records | Compton | Final Review | Awaiting OPM concurrence |
| GRS 2.4 Employee Compensation and Benefits Records | Wilson | Appraisal | Waiting to resolve records retention question with OPM |
| GRS 2.7 Employee Health and Safety Records | McHale | Development | In development; dependent on OPM |