

Checklist for Implementing the GRS

This checklist outlines steps to take when NARA issues a GRS Transmittal. See also [Implementing New GRS Transmittals](#) on our website.

Questions? Please contact GRS_Team@nara.gov.

When NARA issues a new GRS transmittal, an agency should:

Review the disposition items your agency uses.

For updated GRS items: Review superseded GRS items.

- Make sure that the item descriptions still match.
- Identify any changes in record retention.

For new GRS items: Review your agency-specific disposition items to determine if the new GRS items supersede them.

- If the GRS item is mandatory, your agency must use the GRS.
- If you need to use your existing approved authority, submit a GRS notification.
- If your agency has not scheduled records covered by a new GRS authority, you can:
 - Use the GRS.
 - Submit an agency-specific schedule requesting to deviate from the GRS.

For GRS deviations on approved agency-specific schedules: Review agency-specific items that are deviations from the GRS, including big bucket items. If you still need to use your agency-specific item, you must submit a GRS Notification within 120 days of the GRS Transmittal.

Submit GRS Notifications, if needed.

- See [GRS Notifications](#) for instructions.

Submit agency-specific schedules requesting GRS deviations, if needed.

- [See GRS Deviations](#) for more information.

Update your internal disposition authorities as needed.

- Agencies should use the GRS unless they have a need to deviate.
- Update disposition item information as needed. See [How to Use the GRS](#) for information on tailoring GRS items to meet your agency's needs.
- Update disposition instructions as needed. Keep in mind that your agency can use a longer retention if needed.
- Cite the new GRS disposition authority. The disposition authority is a more useful indicator that you have the current item as it changes with updates.
- Keep track of changes to inform the Federal Records Center Program (FRCP) or storage service providers and agency staff.
- Consider vetting the proposed changes with stakeholders such as affected program offices, General Counsel, Inspector General, and others designated as part of the agency policy approval process.

Issue updates to your internal disposition authorities to agency users.

- Communicate changes in the agency schedule and/or records management guidance to agency staff.

Notify your storage service provider, such as the Federal Records Center Program (FRCP), of any changes that affect records in storage.

- Contact your FRC account manager for assistance with records held in a Federal Records Center.