



The General Records Schedules

Transmittal 36

National Archives and Records Administration
August 2024

TO: Heads of federal agencies

1. What does this document do?

GRS Transmittal 36 announces changes to the General Records Schedules (GRS) made since NARA published GRS Transmittal 35 in June 2024. The GRS provide mandatory disposition instructions for records common to several or all Federal agencies.

Transmittal 36 issues one new schedule. As with the past few transmittals, this transmittal publishes only those schedules that have changed since they were last published in a transmittal. Other schedules *not* published in this transmittal remain current and authoritative. You can find all schedules (in Word and PDF formats), general GRS FAQs, and schedule specific FAQs at <http://www.archives.gov/records-mgmt/grs.html>.

2. What changes does this transmittal make to the GRS?

GRS Transmittal 36 adds one new schedule:

- **GRS 6.7: Special Collections Required by Statute**

This schedule provides disposition authority necessary to allow agencies to transfer records to NARA in the Electronic Records Archive (ERA) as required by specific statutes. Examples of these statutes include The Civil Rights Cold Case Records Collection Act of 2018 (P.L. 115-426) and The 2024 National Defense Authorization Act: Unidentified Anomalous Phenomena Collection (Public Law 118-31, Sections 1841-1843). The schedule only covers these special collections of records and not the original records that the agency continues to maintain.

3. How do agencies cite GRS items when communicating with NARA?

Cite the "DAA" number in the "Disposition Authority" column of the GRS table when transferring records to Federal Records Centers or to NARA for accessioning, or when requesting GRS deviations on record schedules. For example, use "DAA-GRS-2017-0007-0008" rather than "GRS 2.2, item 070." A GRS Disposition Authority Look-Up Table is available on our website at <https://www.archives.gov/records-mgmt/grs.html>.

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

This new schedule is not something that agencies will use on a regular basis and it is unlikely that an agency would need to incorporate it into agency file plans or records management

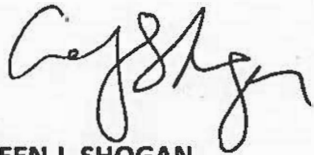
systems. This schedule is for use by agency records management programs to fulfill statutory requirements when they exist.

5. How can an agency get copies of the new GRS?

You can download the complete current GRS, in PDF format, from NARA's web site at <http://www.archives.gov/records-mgmt/grs.html>.

6. Whom should an agency contact for further information?

Please contact GRS_Team@nara.gov with any questions related to this transmittal.



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Other schedules were issued under previous Transmittals.
You can access all GRS schedules [here](#).

GENERAL RECORDS SCHEDULE 6.7: Special Collections Required by Statute

On occasion, Congress passes laws that require agencies to transfer special collections of records to the National Archives. This schedule provides disposition authority for agencies to transfer copies of these records to comply with the law. Examples of special record collections include The Civil Rights Cold Case Records Collection Act of 2018 (P.L. 115-426) and The 2024 National Defense Authorization Act: Unidentified Anomalous Phenomena Collection (Public Law 118-31, Sections 1841-1843).

Item	Records Description	Disposition Instruction	Disposition Authority
010	<p>Special collections required by statute Copies of records that an agency creates specifically for the purpose of transferring special collections of records to the National Archives as required by statute.</p> <p>Exclusion:</p> <ol style="list-style-type: none">1. This item does not apply to the original records that remain in the agency and are subject to existing agency-specific authorities. Additionally, GRS 4.5 cannot be applied to the original record based solely on creation of this copy. <p>Legal Citations: 44 U.S.C. 2107 note</p>	PERMANENT. Transfer to the National Archives as required by statute.	DAA-GRS-2024-0002-0001