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# Scheduling Records with Intrinsic Value

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*Records Scheduling Guide 8*

National Archives and Records Administration  
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## About This Guide

This guide is for agency records managers and NARA appraisal archivists. Use it when scheduling and appraising records with intrinsic value.

Records with intrinsic value must be transferred to NARA in their original form. Agencies that encounter records with intrinsic value, especially while in the process of digitizing their records, must have a schedule that specifically identifies the records as having intrinsic value.

Always consult [NARA's appraisal criteria](#) when proposing the disposition of records.

## What Are Records with Intrinsic Value?

For the purposes of this guide, intrinsic value only applies to records in hardcopy or analog formats. NARA defines intrinsic value in [Appendix 3 of our Appraisal Policy](#).

Records have intrinsic value if they have one or more of the following characteristics:

1. Physical form that may be the subject for study if the records provide meaningful documentation or significant examples of the form
2. Aesthetic or artistic quality
3. Unique, curious, or historical physical features or formats
4. Age provides a quality of uniqueness
5. Value for use in exhibits
6. Questionable authenticity, date, author, or other characteristic that is significant and ascertainable by physical examination.

Be prepared to tell your NARA appraiser which of these characteristics your records have when proposing that they have intrinsic value.

## Considerations When Scheduling Records With Intrinsic Value

If your agency identifies records that it believes may have intrinsic value, the first step is to contact your NARA appraiser. Your appraiser will provide a form that you will fill out to help assess whether the records have intrinsic value. Your appraiser will also verify if there is any indication in the existing schedule or appraisal that the records have already been identified as having intrinsic value.

No further action is required if your records schedule already indicates that the records have intrinsic value.

If your existing schedule does not indicate the presence of intrinsic value, or if only a portion of the records covered by a disposition item have intrinsic value, your agency will need to submit a new record schedule for the records with intrinsic value.

If you identify records with potential intrinsic value, do not dispose of them before NARA has a chance to review them, even if you have digitized them.

If you have already digitized records with intrinsic value NARA may also want the digitized records as reference copies, especially if your agency has digitized the entire series. Inform your appraiser about any digitized versions of the records. Your appraiser will reach out to other NARA staff about taking the digitized copies as well as the originals. If your agency has to submit a schedule, indicate if digitized copies of the records exist (see below for more information on what to include in the schedule).

### Scheduling Records With Intrinsic Value

Follow the standard practices for scheduling permanent records (see the [ERA 2.0 Schedule Data Entry Tool](#) for required fields), along with the following:

- The item description should specifically state that the records have intrinsic value. If only some records in an item/series have intrinsic value, clearly identify the records in the item description to distinguish between what has intrinsic value and what does not. Only the records with intrinsic value need to be scheduled.
- Indicate the superseded item. If the records are only part of a previously scheduled item, then indicate that the item is superseded in part and explain what part.
- The item should be media specific (NOT media neutral). The media limitation should be “Analog only.”
- Explain in the Additional Information field that the records have intrinsic value and why records should be retained in their original form.
- If digitized versions of the records exist, state this in the item description. Include the extent to which the records are digitized. For example, are all records digitized or only a few. NARA may want to take the digitized copies as reference copies along with the originals.

## Related NARA Resources

[Strategic Directions: Appraisal Policy](#) (excerpted from NARA Directive 1441)

Code of Federal Regulations: [36 CFR Chapter XII, Part 1235](#) (Transfer of Records to the National Archives of the United States)

[Intrinsic Value](#) (Microlearning Video)