

INACTIVE – ALL ITEMS SUPERSEDED

Request for Records Disposition Authority

Records Schedule Number DAA-GRS-2019-0003

Schedule Status Modified Approved Version

Agency or Establishment General Records Schedules (National Archives and Records Administration)

Record Group / Scheduling Group General Records Schedules

Records Schedule applies to Government-wide

Schedule Subject Addition to GENERAL RECORDS SCHEDULE 4.1: Records Management Records

Internal agency concurrences will be provided No

Background Information This schedule adds a new records schedule item required by 36 CFR Chapter XII, Subchapter B, Part 1236, Subpart D - Digitizing Temporary Federal Records.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

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Outline of Records Schedule Items for DAA-GRS-2019-0003

Sequence Number	
1	Digitizing Records
1.1	Validation records for digitized temporary records. Disposition Authority Number: DAA-GRS-2019-0003-0001

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Records Schedule Items

Sequence Number					
1	Digitizing Records				
1.1	Validation records for digitized temporary records.				
	Disposition Authority Number DAA-GRS-2019-0003-0001				
	Records used to document (validate) that the digitized versions of temporary records are of suitable quality to replace original source records. Includes, but is not limited to: • standards and procedures records used to document that the agency has met validation process requirements, such as: o quality management plans describing quality assurance objectives o quality control (QC) protocols o format-specific instructions • records documenting validation actions, such as: o equipment calibration and test reports o image quality testing results o QC plans, procedures, and reports Exclusion 1: Validation records for digitized permanent records. Exclusion 2: Original source records the agency has digitized and validated; GRS 5.2, Transitory and Intermediary Records, Item 020, or a current, approved agency-specific records schedule that covers the records once digitized covers these. Exclusion 3: Digital surrogates (the newly digitized records); the appropriate current, approved agency-specific records schedule or applicable GRS item covers these. Legal citation: 36 CFR Part 1236.34				
	Final Disposition Temporary				
	Item Status Inactive				
	Is this item media neutral? Yes				
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes				
	Do any of the records covered by this item exist as structured electronic data? Yes				
	<table border="1"><thead><tr><th>Manual Citation</th><th>Manual Title</th></tr></thead><tbody><tr><td>GRS 4.1, item 050</td><td></td></tr></tbody></table>	Manual Citation	Manual Title	GRS 4.1, item 050	
Manual Citation	Manual Title				
GRS 4.1, item 050					
	Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2022-0010-0003				
	Disposition Instruction				
	Retention Period Destroy the validation documentation associated with each record that has been digitized when the records				

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digitized using that validation process are destroyed, but longer retention is authorized if required for business use.

Additional Information

GAO Approval

Not Required

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Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
05/16/2019	Certify	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/26/2019	Submit for Concurrence	Laura McHale	Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/01/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/01/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
10/02/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

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