

## How to Search for a Missing Draft Records Schedule: Records Scheduler

### A Draft Schedule Doesn't Appear on Your Dashboard

1. Check to see if the schedule is listed under **My Tasks**.

**Note:** The default sort is by *Last Action Date*. You may need to sort by another category, e.g., *Records Schedule Number*.

### Not there?

2. Check if the schedule appears in **Task Updates**.
3. Check the *Action Required By* column.

### Is the schedule pending action by NARA or your agency?

**NOTE:** If the last action is *Certify*, the schedule is pending action by NARA and you won't be able to access it. You'll have to contact your appraisal archivist and ask him/her to either make the changes or return the schedule to you. Other actions, such as *Return for Revision/Return* (the schedule has not been certified) mean that the schedule is pending action by your agency, and you still have access to it.

## Still no luck?

4. Search for the schedule by its **ID number** (schedule number).
5. Locate the **Search Schedule & Transfer** search bar.
6. Click the **Records Schedule** tab.
7. Select **Schedule ID**.
8. Enter the **schedule number surrounded by quotation marks** (example: "DAA-0064-2023-0001").
9. Click **Enter** or click the **magnifying glass icon** on **Search** bar. The form should appear in the search results.
10. Click the **eye icon** to open the form.

The screenshot shows the Records Scheduler interface. At the top, there is a navigation bar with 'ERA 2.0' and various icons. Below the navigation bar, the search criteria are displayed: 'RS-Schedule ID' and 'DAA-0174-2013-0003'. The main content area is titled 'Search Results' and shows a table with one result. The table has columns for 'Schedule ID', 'Schedule Subject', 'Type', 'Agency or Establishment', 'Record/Scheduling Group', and 'Schedule Status'. The result row shows 'DAA-0174-2013-0003', 'Records of the Office of Congressional and Intergovernmental Affairs', 'Records Schedule', 'Department of Labor', '0174 - General Records of the Department of Labor', and 'Approved'. A red box highlights the 'eye icon' in the rightmost column of the table row. Below the table, there are navigation buttons for 'Previous', '1', and 'Next', and a 'View 10 items of 1' button.

Schedule ID	Schedule Subject	Type	Agency or Establishment	Record/Scheduling Group	Schedule Status
DAA-0174-2013-0003	Records of the Office of Congressional and Intergovernmental Affairs	Records Schedule	Department of Labor	0174 - General Records of the Department of Labor	Approved

Figure 1 Search Results Screen Displaying One Result

11. Click the ***History & Activity Log*** tab.

12. View the ***last action***.

If the last action is ***Certify***, the schedule is awaiting NARA action.

Contact your ***appraisal archivist*** to:

- Request updates to the form, or
- Request to have it returned to your agency.

**Note:** Another possibility is that the schedule is pending action by your agency.

## Still no luck??

Contact your ***Certifying Official*** to see if the schedule appears under their ***My Team's Tasks***.