

How to Submit a Records Schedule for Certification

The **Preview & Submit** tab displays the information you provided for your schedule across multiple tabs. Use this tab to submit records schedules for certification.

Review the *information displayed* on **Preview & Submit** tab.


- Click the *plus (+) symbol* to expand a section.
- Click the *minus (-) symbol* to collapse a section.

Required Field*

+ Item General Information	Edit
+ Manual Citation	Edit
+ Superseded Agency Disposition Authorities and GRS Deviations	Edit
+ Disposition Instruction	Edit
+ Additional Information	Edit

Add Item Add Item and Create Another

Figure 1 Preview & Submit Tab (Collapsed View)



Item General Information	
Item Title *	Electronic Data
Item Description	This system also houses project submission information such as the file number, commission meeting date, project title, installation and location, jurisdiction, submitting agency and commission actions.
Is this item media neutral? *	No
Media limitation *	Digital only

Figure 2 Preview & Submit Tab, Edit Button is Circled

1. To make changes, select **Edit**.
2. Enter **changes**.
3. Select **Save Changes**. The **Preview & Submit** tab displays.
4. Select **Download All** to the right of the **Attachments** header to download attachments. (**Optional**). The **Generate Package for Download** window appears.
5. Select **Confirm** or **Cancel**. A confirmation message appears.
6. Check the **status** using **Task Progress on your Homepage** taskbar.
7. Confirm **download**.
8. Select **Submit for Certification**. A **confirmation message** appears.

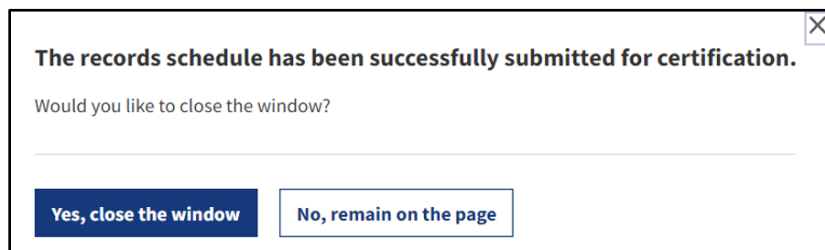


Figure 3 Submission Confirmation Message

9. To return to your dashboard, **select Yes**.
10. To remain on the page, **select No**. The **Records Schedule Summary** tab appears.

Process Notes

To track the status of the schedule at any time, open the **History & Activity Log**. You can also go to the **Task Updates** tab on your dashboard to see the last actions taken on the schedule, including actions taken by the Certifying Official before certification, and actions taken by NARA after certification.

Certifying Official

Once the Certifying Official receives the schedule, he/she reviews and edits it (if needed) and certifies it or returns it to you for revision.