

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2023-0002

Status: APPROVED
Date Approved: 03/05/2024

General Information

| | |
|--|--|
| Agency or Establishment | General Records Schedules (National Archives and Records Administration) |
| Record/Scheduling Group | GRS - General Records Schedules |
| Records Schedule Applies To | Government-wide All agencies except: United States Foreign Intelligence Surveillance Court |
| Schedule Subject | GRS 2.2: Employee Management Records - Revision |
| Additional Schedule Information | <p>This schedule covers records Federal agencies create while carrying out the work of employee management: supervising employees, processing personnel actions, managing employee performance, and creating and maintaining personnel and volunteer service records.</p> <p>Agencies must offer any records created prior to January 1, 1921, to the National Archives and Records Administration (NARA) before applying disposition instructions in this schedule.</p> |
| Is There a Classified Version of This Schedule? | No |
| Is consultation and coordination with Tribal Governments required? | No - the records covered by this schedule do not implicate Tribal interests |

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Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 2

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-GRS-2023-0002

| Item # | Title | Disposition |
|---------------|---|--------------------|
| 0001 | Employee incentive award records | Temporary |
| 0002 | Records related to official passports : Application records | Temporary |

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Records Schedule Items

| | | |
|---|---|-----------------------|
| DAA-GRS-2023-0002-0001 | | STATUS: Active |
| ITEM GENERAL INFORMATION | | |
| Item Title | Employee incentive award records | |
| Item Description | Agency awards files, including recommendations, approved nominations, correspondence, and reports about agency-sponsored cash and noncash awards (such as lump-sum cash awards, honorary awards, informal recognition awards, cost savings awards, and time off awards). Also, includes correspondence about awards from other Federal agencies or non-Federal organizations and to former employees. | |
| | Exclusions: 1. Records of Department-level awards require agency-specific schedules. | |
| Is this item media neutral? | Yes | |
| Is this item a Big Bucket? | No | |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | | |
| Does this item supersede existing disposition authorities? | Yes | |
| | Superseded Items | |
| Superseded Item | Item Superseded in Part? | Explanation |
| DAA-GRS-2017-0007-0003 | No | |
| Is this item a deviation from the GRS? | No | |
| DISPOSITION INSTRUCTION | | |
| Final Disposition | Temporary | |
| Cutoff Instructions | There is no cutoff instruction | |
| Retention Period | Other: Destroy 2 years after final action, but longer retention is authorized if required for business use. | |
| ADDITIONAL INFORMATION | | |
| Are any of the records covered by this item national security classified? | No | |
| GAO Approval Required | No | |

| | |
|--------------------|---------------------------------------|
| Group Title | Records related to official passports |
|--------------------|---------------------------------------|

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|---|--|-------------|
| Group Description | The Department of State issues official passports to people traveling abroad to carry out official duties on behalf of the U.S. Government. | |
| | Exclusions: 1. Agency and dependent requests for passports maintained by the Department of State are covered under an agency-specific schedule. | |
| DAA-GRS-2023-0002-0002 | STATUS: Active | |
| ITEM GENERAL INFORMATION | | |
| Item Title | Application records | |
| Item Description | Records related to administering the application or renewal of official passports and visas. | |
| Is this item media neutral? | Yes | |
| Is this item a Big Bucket? | No | |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | | |
| Does this item supersede existing disposition authorities? | Yes | |
| | Superseded Items | |
| Superseded Item | Item Superseded in Part? | Explanation |
| DAA-GRS-2017-0007-0013 | No | |
| Is this item a deviation from the GRS? | No | |
| DISPOSITION INSTRUCTION | | |
| Final Disposition | Temporary | |
| Cutoff Instructions | There is no cutoff instruction | |
| Retention Period | Other: Destroy 3 years after submission, but longer retention is authorized if required for business use. | |
| ADDITIONAL INFORMATION | | |
| Are any of the records covered by this item national security classified? | No | |
| GAO Approval Required | No | |

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Signatory Information

| Action | User | Date |
|---------------|----------------|-------------|
| Accept | Andrea Riley | 09/28/2023 |
| Approve | Colleen Shogan | 03/05/2024 |