

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2023-0007

Status: APPROVED
Date Approved: 03/07/2024

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 5.6: Security Management Records - Revision
Additional Schedule Information	Security Management involves the physical protection of an organization's personnel, assets, and facilities (including security clearance management). Activities include: security operations for protecting agency facilities, staff, and property; managing personnel security; and insider threat protection.

Conditions and Exclusions

The following conditions and exclusions apply to all disposition authorities in this schedule.

1. Agencies must offer any records covered by this schedule that were created prior to January 1, 1921, to the National Archives and Records Administration (NARA) before applying disposition instructions in this schedule, except records covered by items 120 and 130. Agencies must offer records covered by items 120 and 130 to the National Archives if they were created prior to January 1, 1939.

2. This schedule does not apply to records related to federal law enforcement activities and federal correctional activities (including records about their uniforms and equipment, body camera records, criminal surveillance records, records on accidents or incidents in incarceration or detention facilities, etc). Law enforcement and correctional functions differ from security functions and include border and transportation security and immigration and naturalization services. For additional description of these activities, see the FAQs for GRS 5.6. Agencies engaging in these activities must schedule such records on agency-specific schedules.

3. This schedule does not apply to records related to securing data and information systems. GRS 3.2, Information Systems Security Records, covers such records.

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2023-0007

Status: APPROVED
Date Approved: 03/07/2024

4. This schedule does not apply to records about protecting and accessing information. GRS 4.2, Information Access and Protection Records, covers such records.

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

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2023-0007

Status: APPROVED
Date Approved: 03/07/2024

Item Count

Total number of disposition items: 3

Number of Temporary disposition items: 3

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2023-0007

Status: APPROVED
Date Approved: 03/07/2024

Outline of Records Schedule Items for DAA-GRS-2023-0007

Item #	Title	Disposition
0001	Misuse or irregularities investigation records	Temporary
0002	Accident and incident records	Temporary
0003	Canine (K-9) service records	Temporary

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2023-0007

Status: APPROVED
Date Approved: 03/07/2024

Records Schedule Items

DAA-GRS-2023-0007-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Misuse or irregularities investigation records	
Item Description	Records about irregularities in handling mail and improper use or misuse of telephone calling cards and government charge or purchase cards. Includes, but is not limited to, postal irregularities reports and semi-annual reports on government charge card violations.	
	Exclusions: 1. Mail service records; covered under GRS 5.5, Mail, Printing, and Telecommunication Service Management Records, item 020.	
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-2017-0006-0006	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy 3 years after final action. Longer retention is authorized for business use.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-GRS-2023-0007-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Accident and incident records	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2023-0007

Status: APPROVED
Date Approved: 03/07/2024

Item Description	<p>Records documenting accidents and incidents occurring on, in, or at government-owned or -leased facilities, vehicles (land, water, and air), and property used by federal agencies.</p> <p>Exclusions:</p> <ol style="list-style-type: none"> 1. Records of the Federal Aviation Administration (FAA) and the National Transportation Safety Board (NTSB) relating to aircraft used by federal agencies, including leased aircraft used by federal agencies. The FAA and NTSB cover these records under agency-specific schedules. 2. Records related to federal law enforcement and federal correctional activities. Federal law enforcement includes border and transportation security and immigration and naturalization services. Agencies that create these records must schedule them on agency-specific schedules. 3. Records of accidents or incidents in federal facilities involved in incarcerating or detaining individuals. Agencies that create these records must schedule them on agency-specific schedules. 4. Workers' compensation (personnel injury compensation) records. GRS 2.4, Employee Compensation and Benefits Records, items 100 and 101, covers these records. 5. Records that vehicle management offices maintain about vehicle and vessel accidents—land, water, and air. GRS 5.4, Facility, Equipment, Vehicle, Property, and Supply Records, item 140, covers these records. 	
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-2021-0001-0004	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy 3 years after final action. Longer retention is authorized for business use.	
ADDITIONAL INFORMATION		

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2023-0007

Status: APPROVED
Date Approved: 03/07/2024

Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-GRS-2023-0007-0003		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Canine (K-9) service records	
Item Description	Records documenting acquisition, training, activities, care, retirement or death of canine partners.	
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-2017-0006-0021	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy 3 years after the end of the canine's service. Longer retention is authorized for business use.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2023-0007

Status: APPROVED
Date Approved: 03/07/2024

Signatory Information

Action	User	Date
Accept	Andrea Riley	09/28/2023
Approve	Colleen Shogan	03/07/2024