Frequently Asked Questions (FAQs) about GRS Notifications

1. What is a GRS notification?

A GRS notification is a request made by an agency to use its own approved agency-specific disposition authority rather than a newly transmitted GRS.

2. What is the purpose of a GRS notification?

The purpose of a GRS notification is to inform NARA of an agency's intent to use its own disposition authority. Consistent with 36 CFR 1227.12, agencies *must* use a new or revised GRS only when the GRS states that agencies must follow without exception. In all other cases, if your agency has an existing schedule, you may either use the GRS or ask to use your agency-specific disposition instruction. If you seek to use your own agency-specific authority, you must notify NARA within 120 days of issuance of the transmittal of the new GRS.

The notification also allows NARA to review the request to insure that the agency authority is still appropriate. In some cases, the GRS has been updated to comply with changes in statutes or regulations. If an agency authority does not alignwith the GRS content, the agency authority may not comply with current statutes and regulations, therefore putting the agency at risk for improper disposal of records.

3. When do agencies need to submit GRS notifications?

My situation	and	and	Must I notify NARA?
An item in a new GRS transmittal supersedes my existing agency-specific disposition authority	my agency-specific item retention period falls outside new GRS item parameters[1]	my agency wishes to continue using its own authority and retention	Yes
		my agency is willing to abandon its own authority and use the GRS authority and retention instead	No
	my agency-specific item retention period is within new GRS item parameters[1]	my agency wishes to continue using its own authority	Yes[2]
		my agency is willing to abandon its own authority and cite the GRS authority instead	No
	my agency-specific item is a big bucket item covering at least one new GRS item	my agency wishes to continue using its own authority	Yes

[1] Many GRS items state that "longer retention is authorized if required for business use." For example, if the GRS item is 6 years but longer retention is authorized, and your agency retention is 7 years, your retention is within the parameters of the GRS item.

[2] We recommend that agencies cite the GRS wherever possible. The impact on agency disposition manuals of future changes to GRS items will then be more obvious.

My situation	and	and	Must I notify NARA?
A new GRS transmittal contains no items that supersede any existing agency-specific items			No

4. How are GRS notifications submitted?

If an agency wishes to follow its own schedule instead of a new or newly revised GRS, and if the new GRS does not state that agencies must follow it without exception, the agency must notify NARA within 120 days of the transmittal of the new or revised GRS. Notification should be sent to GRS_Team@nara.gov with the subject heading "<Agency name> GRS Notification." Please use the spreadsheet located at http://www.archives.gov/records-mgmt/grs/no-longer-in-effect.html when submitting your request. The spreadsheet includes the following information: the agency citation (NARA disposition authority, agency manual citation, and retention) and the superseded GRS citation (new GRS number, item number, and retention).

5. When might a GRS notification be denied?

NARA reviews all GRS notifications and determines if the agency can properly use its own authority as a deviation from the GRS. NARA may deny requests if the agency retention period differs from the GRS and the agency retention period will put the records or the agency at risk. NARA may also deny requests if the value of the records has changed. For example, the records may have been scheduled years ago in the agency as permanent, but since that time NARA has determined that the records are temporary and scheduled them as such in the GRS. We review such cases closely to determine if value still exists for the records of the requesting agency.