

## GENERAL RECORDS SCHEDULE 5.1: Common Office Records

This schedule covers certain records common to most offices in Federal agencies, whether those offices are involved in administrative or mission-related activities. Most of these records are administrative housekeeping records. Agencies create and maintain administrative records when carrying out general, non-mission-related activities that keep an office operating. In contrast, agencies create mission records when carrying out the unique activities for which the agency was established. The only mission-related records this schedule covers are non-recordkeeping copies of electronic records (item 020) that are maintained for decision-making purposes or taking action. Copies maintained solely for convenience of reference are considered non-record materials. This schedule may be applied to records in offices that carry out mission-related activities, but only those records that are described here.

This schedule does not apply to transitory records, which are scheduled in GRS 5.2. The distinction between transitory and the records covered in this schedule is that the records here generally have a longer period of business use than transitory records. This schedule also does not cover materials an agency determines to be non-record or personal.

Item	Records Description	Disposition Instruction	Disposition Authority
010	<p><b>Administrative records maintained in any agency office.</b></p> <p>Records accumulated by individual offices that relate to routine day-to-day administration and management of the office rather than the mission-specific activities for which the office exists. Records include:</p> <ul style="list-style-type: none"> <li>• staff locators, unofficial organizational charts, and office seating charts (see Exclusion 1)</li> <li>• office-level administrative policies and procedures and files related to their development (see Note 1)</li> <li>• calendars or schedules of daily activities of non-high-level officials (high-level officials are defined in GRS 6.1; this item covers those positions not defined as high-level)</li> <li>• informal requests and tracking of personnel training, travel, supplies, and equipment, excluding procurement and payment records and forms requesting training (e.g. SF-182)</li> <li>• internal office activity and workload reports</li> <li>• studies and analyses of office administrative functions and activities</li> <li>• non-mission related management reviews and surveys</li> <li>• minutes of meetings related to administrative activities</li> </ul> <p><b>Exclusion 1:</b> This item does not apply to recordkeeping copies of organizational charts, functional statements, and related records that document the mission-related organization, staffing, and procedures of the office. Agencies must schedule those records on an agency-specific schedule.</p>	<p><b>Temporary.</b> Destroy when business use ceases.</p>	<p>DAA-GRS-2016-0016-0001</p>

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	<p><b>Note 1:</b> This item covers administrative policies and procedures at the office/unit level. GRS 5.7 covers agency-level administrative issuances or directives.</p>		
020	<p><b>Non-recordkeeping copies of electronic records.</b> Non-recordkeeping copies of electronic records agencies maintain in email systems, computer hard drives or networks, web servers, or other locations after agencies copy the records to a recordkeeping system or otherwise preserve the recordkeeping version. This includes:</p> <ul style="list-style-type: none"> <li>• documents such as letters, memoranda, reports, handbooks, directives, manuals, briefings, or presentations created on office applications, including those in Portable Document Format (PDF) or its equivalent</li> <li>• senders' and recipients' versions of electronic mail messages that meet the definition of Federal records, and any related attachments</li> <li>• electronic spreadsheets</li> <li>• digital still pictures or posters</li> <li>• digital video or audio files</li> <li>• digital maps or architectural drawings</li> <li>• copies of the above electronic records maintained on websites or web servers, but EXCLUDING web pages themselves</li> </ul> <p><b>Note 1:</b> Non-recordkeeping copies may be Federal records. Often, copies are non-records and can be immediately destroyed, but not always. Copies are non-record if they are kept only for convenience of reference. If copies are used in the course of agency business to make decisions or take action, they are Federal records. The copies described here are Federal records if they are still being used by the agency for such business purposes, but are not recordkeeping copies of those records.</p> <p><b>Note 2:</b> For electronic mail records, the recordkeeping system must capture the names of sender and recipients, date (transmission data for recordkeeping purposes), and any receipt data, along with the message text. Sender/recipient information should be individual account information, not the name of a distribution list.</p>	<p><b>Temporary.</b> Destroy immediately after copying to a recordkeeping system or otherwise preserving, but longer retention is authorized if required for business use.</p>	DAA-GRS-2016-0016-0002
030	<p><b>Records of non-mission related internal agency committees.</b> Records created and maintained by committees established by an agency for facilitative or operational purposes unrelated to the agency's mission, such as organizing events, selecting interior furnishings, overseeing volunteer activities, or employee recreational activities. Records include:</p> <ul style="list-style-type: none"> <li>• meeting minutes, summaries, agendas, and transcripts</li> </ul>	<p><b>Temporary.</b> Destroy when business use ceases.</p>	DAA-GRS-2016-0016-0003

Item	Records Description	Disposition Instruction	Disposition Authority
	<ul style="list-style-type: none"><li>• reports and studies</li><li>• membership records</li><li>• correspondence, mailing, and distribution records</li></ul> <p><b>Exclusion:</b> These items do not cover records of Federal Advisory Committee Act or interagency committees. GRS 6.2 covers Federal Advisory Committee Act committee records.</p> <p><b>Note:</b> Records of mission-related committees are potentially permanent and agencies must schedule them by an agency-specific records schedule.</p>		