

Managing Ethics Records Under the New GRS 2.8

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GENERAL RECORDS SCHEDULE 25

Ethics Program Records

Title IV of the Ethics in Government Act of 1978 as amended, 5 U.S.C. appendix, title IV, authorizes the development of an executive branch-wide ethics program to ensure that decisions made by employees are neither tainted by, nor appear to be tainted by, any question of conflicts of interest. Under the relevant sections of title IV and Office of Government Ethics (OGE) executive branch-wide regulation at 5 C.F.R. part 2638, each agency is required to establish an ethics program. This schedule covers records documenting the activities of executive branch agency ethics program offices and provides disposition for financial disclosure reports; ethics agreements; outside employment and activity records; referrals of violations of criminal conflict of interest statutes; ethics determination, advice, consultation, and training records; and other commonly held ethics program records. Records pertaining to legislative branch and judicial ethics programs, the Hatch Act, the Whistleblower Protection Act, procurement integrity and other areas often associated with, but not expressly under the authority of executive branch ethics programs, are not covered by this schedule.

Master lists of financial disclosure report filers, individuals requesting outside employment and activities approval, and other types of ethics-related master lists are not included in this schedule. Ethics-related master lists that are used solely for the purpose of tracking and controlling ethics records should be disposed of in accordance with GRS 23 Item 8, Tracking and Control Records. Master lists that are used for purposes in addition to tracking and controlling ethics records should be disposed of in accordance with the disposition for the underlying records as listed in this schedule or as otherwise scheduled.

Note: Executive branch ethics program records are sometimes needed in an ongoing investigation. Such records should be retained beyond their approved retention period until no longer needed in the investigation.

1. Ethics Program Implementation, Interpretation, Counseling, and Development Files.

Records maintained by ethics program offices relating to the development, review, implementation, and interpretation of proposed or established executive branch standards of ethical conduct and other ethics regulations; conflict of interest and other ethics related statutes and Executive Orders; and any agency supplemental standards of ethical conduct and other agency ethics-related regulations and directives. Including:

- Records documenting the review of proposed or established ethics-related statutes and regulations by ethics program officials, including copies of proposed legislation, comments, and all related records.
- Determinations, including advice and counseling to individual employees, and supporting records.

- Records relating to requests under agency supplemental standards of ethical conduct for prior approval of outside employment and activities.
- a. Records such as determinations regarding attendance at widely-attended gatherings which appropriate agency ethics officials determine are related to the routine, non-precedential application of settled legal standards to common factual situations and are not interpretations of the conflict of interest statutes, 18 U.S.C. " 202-209, and other ethics statutes the violation of which may result in criminal penalties or civil fines.

Destroy when 3 years old or when superseded or obsolete, whichever is later.

- b. All other records.

Destroy when 6 years old or when superseded or obsolete, whichever is later.

2. Financial Disclosure Reporting Files.

Financial disclosure reports submitted by individuals as required or authorized under the Ethics in Government Act of 1978 (Pub. L. 95-521), as amended, and related records, including records of late filing fee payments or requests for public reporting waivers of late filing fees and responses; comment sheets by report reviewers and filer responses; filing extension requests and determinations; and copies of applications for public release of financial disclosure report.

- a. Executive Branch Personnel Public Financial Disclosure Reports (SF 278) and related records.

- (1) SF 278 reports for individuals filing in accordance with Section 101(b) or (c) of the Act, and not subsequently confirmed by the U.S. Senate or elected.

Destroy 1 year after nominee or candidate ceases to be under consideration for the position; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.

- (2) All other SF 278s.

Destroy when 6 years old; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.

- b. Executive Branch Confidential Financial Disclosure Reports (OGE Form 450) and Confidential Certificates of No New Interests (OGE Optional Form 450-A) and related records.

- (1) OGE Form 450s for individuals not subsequently confirmed by the U.S. Senate.

Destroy 1 year after nominee ceases to be under consideration for the position; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.

- (2) All other OGE Form 450s and OGE Optional Form 450-As.

Destroy when 6 years old; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.

c. Alternative or additional financial disclosure reports and related records.

- (1) Reports for individuals not subsequently confirmed by the U.S. Senate.

Destroy 1 year after nominee ceases to be under consideration for the position; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.

- (2) All other alternative or additional financial disclosure reports.

Destroy when 6 years old; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.

3. Ethics Agreement Records.

Records documenting the review and issuance of ethics agreements used to remedy the appearance of potential or actual financial conflicts of interest, including:

- Records relating to the review and issuance of recusals (disqualifications), resignations, reassignments, and divestitures.
- Records relating to determinations, authorizations, and waivers under 5 C.F.R. " 2635.502 and 2635.503.
- Records relating to the review and issuance of waivers of disqualifications under 18 U.S.C. ' 208 (b)(1) and (b)(3).

Destroy 6 years after the waiver or other agreed-upon determination or action has been issued or undertaken or is no longer in effect, whichever is later.

4. Referrals and Notifications of Violations of Criminal Conflict of Interest Statutes and Other Potential Violations Files.

Referrals made to Inspectors General or the Department of Justice and notifications to OGE concerning ethics violations or suspected violations. This item also covers related background materials, including copies of disciplinary and corrective actions and disposition documents such as declinations of prosecution.

Destroy when 6 years old.

5. Non-Federally Funded Travel Files.

- a. Agency copies of Semiannual Expense Reports for Non-Federally Funded Travel submitted by all Executive branch agencies to the Office of Government Ethics in accordance with guidance given at 31 U.S.C. ' 1353, as implemented by 41 C.F.R. chapter 304 and the use of Standard Form (SF) 326 and SF 326A. Reports summarize payments made to the agency from non-Federal sources for travel, subsistence, and related expenses of an employee who attends a meeting or similar function relating to official duties.

Destroy when 3 years old.

- b. Statements, forms, and other records used to compile Semiannual Expense Reports for Non-Federally Funded Travel.

Destroy 1 year after submission of report to the Office of Government Ethics.

6. Ethics Program Review Files.

Reports, correspondence, and other records relating to OGE reviews of agency compliance with executive branch ethics laws and regulations in such areas as financial disclosure, education and training, and advice and counseling.

- a. OGE program review reports, agency 60-day response letters, and other follow-up records sent to OGE on the resolution of program deficiencies.

Destroy when 6 years old.

- b. All other records produced during OGE program reviews, including notes and background materials.

Destroy 1 year after the date of the OGE program review report or, if there are recommendations, one year after they are closed.

7. Annual Agency Ethics Program Questionnaire Files.

- a. Questionnaire completed by ethics officials on an annual basis in compliance with Section 402(e)(1) of the Ethics in Government Act of 1978, as amended, and associated records.

Destroy 3 years after submission.

- b. All other records related to responses to annual agency ethics program questionnaires.

Destroy 1 year after submission of associated annual agency ethics program questionnaire.

8. Ethics Program Employee Training and Education Files.

- a. Records relating to the administration of new employee ethics orientations, annual, and other types of ethics training and education. Records include, but are not limited to, annual plans, schedules of classes, rosters of employees required to attend, verification of training completion and other related records.

Destroy when 6 years old.

- b. Record copy of materials used in providing new employee ethics orientations, annual, and other types of ethics training and education including, but not limited to, instructors= guides, handbooks, handouts and other materials used in training classes, bulletins, and newsletters.

Destroy when 6 years old or when superseded or obsolete, whichever is later.

9. Ethics Program Procedures Files.

Procedures and related supporting records on the administration of ethics programs including, but not limited to, public and confidential financial disclosure reports systems, outside employment and activities approval systems, and referrals of violations of criminal conflict of interest statutes.

Destroy when 6 years old or when superseded or obsolete, whichever is later.

10. Electronic Mail and Word Processing System Copies.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on

electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.

To be implemented in 2015 - will replace current GRS Schedule 25.

GENERAL RECORDS SCHEDULE 2.8: Employee Ethics Records (draft of July 28, 2014)

This schedule covers records documenting the activities of executive branch agency ethics program offices.

- Records pertaining to legislative branch and judicial branch ethics programs, the Hatch Act, the Whistleblower Protection Act, procurement integrity, and other areas often associated with, but not expressly under the authority of executive branch ethics programs, are not covered by this schedule.
- Master Lists of financial disclosure report filers, individuals requesting outside employment and activities approval, and other types of ethics-related master lists are not included in this schedule. Ethics-related master lists that are used solely for the purpose of tracking and controlling ethics records should be disposed of in accordance with GRS 4.1, *Tracking and Control Records*. Master Lists that are used for purposes other than tracking and controlling ethics records should be disposed of in accordance with the disposition for the underlying records as listed in this schedule or as otherwise scheduled.
- For ethics training records see GRS 2.6, *Employee Training Records*.

Item No.	Records Description	Disposition Instruction	Disposition Authority
010	<p>General Ethics Program Records</p> <p>Records created and maintained to coordinate and manage an agency’s ethics program. Records relate to the development, review, implementation, and interpretation of proposed or established executive branch standards of ethical conduct and other ethics regulations; conflict of interest and other ethics related statutes and Executive Orders; and any agency supplemental standards of ethical conduct and other agency ethics-related regulations and directives.</p> <p>Including:</p> <ul style="list-style-type: none"> Records documenting the review of proposed or established ethics-related statutes and regulations by ethics program officials, including copies of proposed legislation, comments, and all related records. Determinations, including advice and counseling to individual employees, and supporting records. Records relating to requests under agency supplemental standards of ethical conduct for prior approval of outside employment and activities. <p><i>Supersedes: GRS 25, item 1a (N1-GRS-01-1 item 1a)</i> <i>GRS 25, item 1b (N1-GRS-01-1 item 1b)</i></p>	<p>Temporary. Destroy 6 years following the conclusion of an ethics regulatory review, provision of advice to an employee, making a determination regarding outside employment, or when no longer needed for an active investigation, whichever is later; but longer retention is authorized if required for business use.</p>	<p>Pending 0001</p>

Item No.	Records Description	Disposition Instruction	Disposition Authority
	<i>GRS 25, item 9 (N1-GRS-01-1, item 9)</i>		
020	<p>Referrals and Notifications of Violations of Criminal Conflict of Interest Statutes and Other Potential Violations Files.</p> <p>Referrals to Inspectors General or the Department of Justice concerning ethics violations or suspected violations. This item also covers related background materials, including copies of disciplinary and corrective actions and disposition documents such as declinations of prosecution, and copies of OGE Form 202, <i>Notification of Conflict of Interest Referral</i>.</p> <p>Legal citations: 28 U.S.C. § 535, 5 C.F.R. § 2638.603</p> <p>Supersedes: <i>GRS 25, item 4 (N1-GRS-01-1, item 4)</i></p>	<p>Temporary. Destroy 6 years after final disposition of the referral to either the IG or DOJ, but longer retention is authorized if required for business use.</p>	Pending 0002
030	<p>Semiannual Report of Payments Accepted from a Non-Federal Source</p> <p>Agency Reports</p> <p>Reports submitted by agencies to the Office of Government Ethics and reported on the OGE Form 1353 (SF 326). Reports summarize payments made to the agency from non-Federal sources for travel, subsistence, and related expenses of an employee who attends a meeting or similar function relating to official duties.</p> <p>Legal citations: 31 U.S.C. 1353, 41 CFR Chapter 304</p> <p>Supersedes: <i>GRS 25, item 5a (N1-GRS-01-1, item 5a)</i></p>	<p>Temporary. Destroy 3 years following submission of the report to OGE, but longer retention is authorized if required for business use.</p>	Pending 0003
031	<p>Supporting Documentation</p> <p>Documentation, such as statements and forms, used to complete the submitted reports.</p> <p>Supersedes: <i>GRS 25, item 5b (N1-GRS-01-1, item 5b)</i></p>	<p>Temporary. Destroy 1 year following submission of the report to OGE, but longer retention is authorized if required for business use.</p>	Pending 0004

Item No.	Records Description	Disposition Instruction	Disposition Authority
040	<p>Office of Government Ethics Program Questionnaire Records Questionnaires completed by ethics officials, including the <i>Annual Agency Ethics Program Questionnaire</i>, the <i>Annual Agency Ethics Officer (DAEO) Survey</i>, and other questionnaires and surveys, including records created or collected to prepare responses to ethics program questionnaires and surveys.</p> <p>Legal citation: 402(e)(1) of the Ethics in Government Act of 1978, as amended</p> <p>Supersedes: GRS 25, 7a (N1-GRS-01-1, item 7a) GRS 25, 7b (N1-GRS-01-1, item 7b)</p>	<p>Temporary. Destroy 3 years after submission, but longer retention is authorized if required for business use.</p>	Pending 0005
050	<p>Ethics Program Review Records Records relating to OGE reviews of agency compliance with executive branch ethics laws and regulations in such areas as financial disclosure, education and training, and advice and counseling. This includes OGE program review reports, notes and background materials produced during OGE program reviews, agency 60-day response letters, and other follow-up records sent to OGE on the resolution of program deficiencies.</p> <p>Supersedes: GRS 25, item 6a (N1-GRS-01-1, item 6a) GRS 25, item 6b (N1-GRS-01-1, item 6b)</p>	<p>Temporary. Destroy 6 years after all outstanding ethics program review deficiencies have been resolved or when the documentation for the next program review is on file, whichever is later. Longer retention is authorized if needed for business use.</p>	Pending 0006
060	<p>Public Financial Disclosure Reports Executive Branch Personnel Public Financial Disclosure Reports (OGE Form 278) (formerly SF 278), OGE Form 278e and related records.</p> <p>OGE Form 278 (SF 278) and OGE Form 278e reports for individuals filing in accordance with Section 101(b) of the Ethics in Government Act, as amended, (5 U.S.C. app.) and not subsequently confirmed by the U.S. Senate.</p> <p>Legal citation: Section 101(b) of the Ethics Act</p> <p>Note: Original, signed hardcopy report must be retained except when report is submitted in an electronic filing system developed in accordance with the Office of Government Ethics Legal Advisory, LA-07-014, (May 16, 2007) or the STOCK Act of 2012 (Public Law 112-105).</p> <p>Supersedes: GRS 25, item 2a1 (N1-GRS-01-1 item 2a1)</p>	<p>Temporary. Destroy 1 year after nominee ceases to be under consideration for the position or when no longer needed for active investigation, whichever is later.</p>	Pending 0007

Item No.	Records Description	Disposition Instruction	Disposition Authority
061	<p>All other OGE Form 278 (SF 278) and OGE Form 278e reports.</p> <p>Note: Original, signed hardcopy report must be retained except when report is submitted in an electronic filing system developed in accordance with the Office of Government Ethics Legal Advisory, LA -07-014, (May 16, 2007) or the STOCK Act of 2012.</p> <p>Supersedes: GRS 25, item 2a2 (N1-GRS-01-1, item 2a2)</p>	<p>Temporary. Destroy 6 years after receipt of the OGE Form 278 or 278e by the agency or when no longer needed for active investigation, whichever is later.</p>	<p>Pending 0008</p>
062	<p>Periodic Transaction Reports (OGE Form 278-T)</p> <p>Forms filed by reporting individuals in accordance with the STOCK Act of 2012, and related records.</p> <p>Legal citation: STOCK Act of 2012</p> <p>Note: Original, signed hardcopy report must be retained except when report is submitted in an electronic filing system developed in accordance with the Office of Government Ethics Legal Advisory, LA -07-014, (May 16, 2007) or the STOCK Act of 2012.</p>	<p>Temporary. Destroy 7 years after receipt by the agency or when the related subsequent OGE Form 278 (SF 278) is ready for destruction, 6 years later. The reports may be retained longer if needed for active investigation.</p>	<p>Pending 0009</p>
063	<p>Requests to Inspect or Receive Copies of Executive Branch Personnel Public Financial Disclosure Reports or Other Covered Records (OGE Form 201 or agency equivalent form).</p> <p>Legal Citations: 5 USC app. 105(b)(2) §2634.603(d)</p>	<p>Temporary. Destroy when the requested report is destroyed.</p>	<p>Pending 0010</p>

Item No.	Records Description		Disposition Instruction	Disposition Authority
070	<p>Confidential Financial Disclosure Reports</p> <p>Executive Branch Confidential Financial Disclosure Reports (OGE Form 450) and</p>	<p>OGE Form 450 reports for individuals not subsequently confirmed by the U.S. Senate.</p> <p>Note: Original, signed hardcopy report must be retained except when report is submitted in an electronic filing system developed in accordance with the Office of Government Ethics Legal Advisory, LA-07-014, (May 16, 2007).</p> <p>Supersedes: GRS 25, item 2b1 (N1-GRS-01-1, item 2b1)</p>	<p>Temporary. Destroy 1 year after nominee ceases to be under consideration for the position or when no longer needed for active investigation, whichever is later.</p>	<p>Pending 0011</p>
071	<p>Confidential Certificates of No New Interests (OGE Optional Form 450-A), and related records.</p>	<p>All other OGE Form 450 reports.</p> <p>Note: Original, signed hardcopy report must be retained except when report is submitted in an electronic filing system developed in accordance with the Office of Government Ethics Legal Advisory, LA-07-014, (May 16, 2007).</p> <p>Supersedes: GRS 25, item 2b2 (N1-GRS-01-1, item 2b2)-in part</p>	<p>Temporary. Destroy 6 years after receipt of the OGE Form 450 by the agency, except when the OGE Form 450 supports one or more subsequent Optional OGE Form 450-As, then destroy 6 years after receipt of the last related OGE Form 450-A by the agency, or when no longer needed for active investigation, whichever is later.</p>	<p>Pending 0012</p>
072		<p>OGE Optional Form 450-A reports.</p> <p>Note(s): The OGE Form 450-A, filed for up to 3 consecutive years following the filing of an OGE Form 450, is an alternative disclosure report to the OGE Form 450 when there are no new interests to be reported by the filer. The “supporting OGE Form 450” cannot be destroyed until the last OGE Form 450-A report is ready for destruction.</p> <p>Original, signed hardcopy report must be retained except when report is submitted in an electronic filing system developed in accordance with the Office of Government Ethics Legal Advisory, LA-07-014, (May 16, 2007).</p> <p>Supersedes: GRS 25, item 2b2 (N1-GRS-01-1, item 2b2)-in part</p>	<p>Temporary. Destroy 6 years after receipt of the OGE Form 450-A report by the agency, along with the associated OGE Form 450, or when no longer needed for active investigation, whichever is later.</p>	<p>Pending 0013</p>

Item No.	Records Description		Disposition Instruction	Disposition Authority
080	Alternative or additional financial disclosure reports and related records.	Reports for individuals not subsequently confirmed by the U.S. Senate. Note: Original, signed hardcopy report must be retained except when report is submitted in an electronic filing system developed in accordance with the Office of Government Ethics Legal Advisory, LA-07-014, (May 16, 2007) or the STOCK Act of 2012 (Public Law 112-105). <i>Supersedes: GRS 25, item 2c1 (N1-GRS-01-1, item 2c1)</i>	Temporary. Destroy 1 year after nominee ceases to be under consideration for the position or when no longer needed for active investigation, whichever is later.	Pending 0014
081		All other alternative or additional financial disclosure reports. Note: Original, signed hardcopy report must be retained except when report is submitted in an electronic filing system developed in accordance with the Office of Government Ethics Legal Advisory, LA-07-014, (May 16, 2007) or the STOCK Act of 2012 (Public Law 112-105). <i>Supersedes: GRS 25, item 2c2 (N1-GRS-01-1, item 2c2)</i>	Temporary. Destroy 6 years after receipt of the financial disclosure report by the agency or when no longer needed for active investigation, whichever is later.	Pending 0015
090	Financial Disclosure Supporting Documentation Supporting documentation used to review and verify the filer's report submission. Includes records such as: <ul style="list-style-type: none"> • reviewer's notes • background research reports • memorialized verbal comments of filer in response to reviewer questions 		Temporary. Destroy at the same time an individual's related financial disclosure report is destroyed or 6 years after the individual has submitted their last financial disclosure report; or when no longer needed for active investigation, whichever is later.	Pending 0016
100	Ethics Agreements Records Records documenting the review and issuance of ethics agreements used to remedy the appearance of potential or actual financial conflicts of interest. Records include those related to the review and issuance of: recusals, resignations, reassignments, and divestitures;	Agreements for Employees Who do not File Financial Disclosure Reports Legal Citations: 5 CFR §§ 208(b)(1) and 208(b)(3) 18 U.S.C. §§ 208(b)(1) and 208(b)(3)	Temporary. Destroy 6 years after the waiver or other agreed-upon determination or action has been issued or undertaken, or 6 years after it is no longer in effect, or when no longer needed for active investigation, whichever is later. Longer retention is authorized if	Pending 0017

Item No.	Records Description	Disposition Instruction	Disposition Authority
	<p>determinations, authorization and waivers; and waivers of disqualifications.</p> <p>NOTE:</p>	<p>5 CFR 2635.502 and 2635.503</p> <p>Supersedes: GRS 25, item 3 (N1-GRS-01-03, item 3)</p>	<p>needed for business use.</p>
110	<p>Ethics Pledges and associated waiver certifications are filed in the political appointee's Official Personnel Folder or equivalent folder under the authority of Executive Order 13490 (Jan. 21, 2009): <i>Prescribing Standards of Ethical Conduct for Government Officers and Employees.</i></p>	<p>Agreements for Employees Who File Financial Disclosure Reports</p> <p>Legal Citations: 5 CFR §§ 208(b)(1) and 208(b)(3)</p> <p>18 U.S.C. §§ 208(b)(1) and 208(b)(3)</p> <p>5 CFR 2635.502 and 2635.503</p> <p>Supersedes: GRS 25, item 3 (N1-GRS-01-03, item 3)</p>	<p>Temporary. Destroy at the same time as the employee's last related financial report is destroyed or when no longer needed for active investigation, whichever is later. Longer retention is authorized if needed for business use.</p> <p>Pending 0018</p>

Managing Government Records

1889 - 2015

- 1889 Joint Committee on the Disposition of Useless Papers
- 1935-1970 Joint Committee on the Disposition of Executive [Branch] Papers
- 1934 National Archives Act
- 1946 First General Records Schedule – Civilian Personnel Records
- 1950 Federal Records Act
- 1952 General Records Schedules 1-14 Issued
- 1978 Ethics in Government Act
- 1980 Ethics Financial Disclosure Reports – GRS 1 Item 24
- 2002 GRS 25 – Ethics Program Records (10 Items)
- 2015 GRS 2.8 – Employee Ethics Records (11 Items)

Records (Control) Schedule

- Describes the Records (File Series)
- Provides Guidance on Maintenance
- Provides Disposition Instructions

Types of Records Schedules

AGENCY SPECIFIC

- Records Unique to the Agency
- Temporary and Permanent Dispositions
- Mandatory Implementation

GENERAL

- Records Common to Many Agencies
- Usually Temporary, for Eventual Destruction
- Mandatory Implementation

Current 25 GRS Categories

Schedule 1. Civilian Personnel Records

Schedule 2. Payrolling and Pay Administration Records

Schedule 3. Procurement, Supply, and Grant Records

Schedule 4. Property Disposal Records

Schedule 5. Budget Preparation, Presentation, and Apportionment Records

Schedule 6. Accountable Officers' Accounts Records

Schedule 7. Expenditure Accounting Records

Schedule 8. Stores, Plant, and Cost Accounting Records

Schedule 9. Travel and Transportation Records

Schedule 10. Motor Vehicle Maintenance and Operations Records

Schedule 11. Space and Maintenance Records

Schedule 12. Communications Records

Schedule 13. Printing, Binding, Duplication, and Distribution Records

Schedule 14. Information Services Records

Schedule 15. Housing Records

Schedule 16. Administrative Management Records

Schedule 17. Cartographic, Aerial Photographic, Architectural, & Engineering Records

Schedule 18. Security and Protective Services Records

Schedule 19. (RESERVED)

Schedule 20. Electronic Records

Schedule 21. Audiovisual Records

Schedule 22. Inspector General Records (WITHDRAWN)

Schedule 23. Records Common to Most Offices Within Agencies

Schedule 24. Information Technology Operations and Management Records

Schedule 25. Ethics Program Records

Schedule 26. Temporary Commissions, Boards, Councils and Committees

Schedule 27. Records of the Chief Information Officer

NARA General Records Schedules (GRS)

GRS (Current)

- Organized Chronologically by Date of Implementation
- Collection of 25 General Records Schedules

GRS (New)

- Organized under 14 Functional Areas
- Collection of 48 General Records Schedules Covering 48 Sub functional Lines

New GRS: 14 Functional Areas

Administrative Support

1. Finance Management
- 2. Human Resources Management**
 - 2.1 Human Resource Strategy
 - 2.2 Staff Acquisition
 - 2.3 General Employee Management
 - 2.4 Employee Compensation & Benefits
 - 2.5 Employee Separation Management
 - 2.6 Employee Training
 - 2.7 Employee Health & Safety
 - 2.8 Employee Ethics**
 - 2.9 Labor Relations
3. Technology Management

Mission Support

4. Information Management
5. General Operations Support
6. Executive Leadership
7. Public Affairs
8. Legal Support
9. Legislative and Congressional Relations
10. Planning and Budget
11. Policy and Regulation
12. Regulatory Compliance and Enforcement
13. Research and Development
14. Temporary Commissions, Boards, Councils & Committees

GRS 2.8 — Ethics Records

Updates:

- **New & Renamed Forms**
- **Statutory Citations**

GRS 2.8 — Ethics Records

- **Understandable**
- **Flexible**
- **Implementable**
- **Clear, Explicit File Series Descriptions**

GRS 2.8 — Ethics Records

- **Understandable**
- **Flexible**
- **Implementable**
- **Consistent Use of Terminology**

GRS 2.8 — Ethics Records

- **Understandable**
- **Flexible**
- **Implementable**
- **Standardized, Expanded Disposition Instructions**

GRS 2.8 — Ethics Records

- **Understandable**
- **Flexible**
- **Implementable**
- **“Media Neutrality”
(whenever possible)**

GRS 2.8 — Ethics Records

- **Understandable**
- **Flexible**
- **Implementable**
- **Alternative Retention (whenever possible) for e-filing/electronic recordkeeping systems**

GRS 2.8 — Ethics Records

- **Understandable**
- **Flexible**
- **Implementable**
- **Removed authorities inappropriate to the GRS (such as 101(c) candidate filers)**
- **Relocated one disposition authority to GRS 2.6 (Training Records)**

GRS 2.8 — Ethics Records

- **Understandable**
- **Flexible**
- **Implementable**
- **Clarified File Series Descriptions**
- **Consistent Use of Terminology**
- **Standardized, Expanded Disposition Instructions**
- **“Media Neutrality” (whenever possible)**
- **Alternative Retention options (whenever possible) for e-filing or other electronic recordkeeping systems**