

GENERAL RECORDS SCHEDULE (GRS) 4.1: Records Management Records

General Record Schedules (GRS)							
New GRS 4.1				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
GRS 4.1	010	When no longer needed DOE Business Use: Destroy when 2 years old	DAA-GRS-2013-0002-0016	GRS 20	9	No longer needed	N1-GRS-95-2, item 9
				GRS 21	29	With related a/v records	N1-GRS-81-9, item VI-2
				GRS 23	8	2 years	N1-GRS-98-2, item 45
				GRS 23	9	With related records	N1-GRS-98-2, item 46
				GRS 24	4b	Superseded or obsolete	N1-GRS-03-1, item 4b
GRS 4.1	020	No sooner than 6 years but longer retention is authorized	DAA-GRS-2013-0002-0007	GRS 16	2a1	2 years	N1-GRS-98-2, item 16
				GRS 16	2a2	6 years	N1-GRS-98-2, item 17
				GRS 16	2b	2 years	N1-GRS-98-2, item 18
				GRS 16	7	6 years	N1-GRS-98-2, item 19 (in part)
				GRS 16	10a	1 year	N1-GRS-91-4, item 1
				GRS 16	10b	2 years	N1-GRS-98-2, item 22
GRS 4.1	030	3 years	DAA-GRS-2013-0002-0008	GRS 16	7	6 years	N1-GRS-98-2, item 19 (in part)
GRS 4.1	031	When superseded	DAA-GRS-2013-0002-0015	New Item			
GRS 4.1	040	3 years	DAA-GRS-2013-0002-0009	GRS 16	3a	5 years	NC1-GRS-81-4, item 1
				GRS 16	3b	Superseded or obsolete	NC1-64-77-8, item 4b
GRS 4.1	050	When digitized records are destroyed	DAA-GRS-2019-0003-0001	New Item			

GRS 4.1, Item 050 has been superseded by GRS 4.5, Item 021.