

## GENERAL RECORDS SCHEDULE 4.5: Digitizing Records

This schedule covers source records that have been digitized and documentation related to digitization projects and processes.

### Exclusions

1. Final digitized versions of records. These records must be scheduled on an agency-specific schedule or an applicable General Records Schedule.
2. Input/source records for non-digitized records. GRS 5.2, item 020, covers these records.

| Item | Records Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Disposition Instruction                                                                                                                                                                                              | Disposition Authority         |
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| 010  | <p><b>Source Records.</b></p> <p>Records from which a digitized version or digitized record is created that are:</p> <ul style="list-style-type: none"><li>• Scheduled as temporary in an approved records schedule; or</li><li>• Scheduled as permanent and that were created on or after 1 January 1950.</li></ul> <p><b>Exclusions</b></p> <p>The following records are not covered by this authority. For additional information on how to proceed for excluded records see the Frequently Asked Questions (FAQs) for GRS 4.5, Digitizing Records.</p> <ol style="list-style-type: none"><li>1. Source records when the digitized versions do not meet the standards established in 36 CFR 1236 Subpart D - Digitizing Temporary Federal Records or Subpart E - Digitizing Permanent Federal Records.</li><li>2. Formats not covered by 36 CFR 1236 Subpart E - Digitizing Permanent Federal Records. Agencies must use agency-specific schedules for these records.</li><li>3. Source records that were created before 1 January 1950 that have been scheduled as permanent or are unscheduled.</li><li>4. Source records that have intrinsic value in the original medium that would be lost if the content were converted to another medium.</li></ol> <p><b>Notes</b></p> | <p><b>Temporary.</b> Destroy after validating the digitization process meets NARA's digitization standards in regulation (36 CFR 1236 Subpart D and Subpart E). Longer retention is authorized for business use.</p> | <p>DAA-GRS-2022-0010-0001</p> |

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|     | <div><div><div>1. The regulations for digitizing records and this disposition authority do not address other business needs or legal constraints that may make it necessary for an agency to retain source records for a period of time after digitizing. Consult with legal counsel prior to disposal to ensure there are no concerns associated with rights and interests, appeal rights, benefits, national security, litigation holds, or other similar issues.</div><div>2. Agencies must schedule digitized records prior to disposing of any source records if they are unscheduled.</div></div><div><b>Media limitation:</b> Applies to paper/analog records only.</div><div><b>Legal citations:</b> 44 U.S.C. 3302 and 3312, 36 CFR 1236.36(a), 36 CFR 1236.56 (d),(f) and (g)</div></div> <td></td> <td></td>                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                     |                                   |
| 020 | <div><div><div><b>Digitization Project Records.</b><br/>Records used to manage digitizing projects and document (validate) that the digitized versions of records are of suitable quality to replace source records.</div><div><b>Exclusion:</b> Digitized records and associated metadata; the appropriate current, approved agency-specific records schedule or applicable GRS item covers these.</div></div><div><div><b>Documentation for digitizing permanent records.</b><br/>Specific documentation requirements for digitizing permanent records are listed in 36 CFR 1236.44, Documenting digitization projects.<br/><br/><b>Exclusion:</b> Administrative, technical, and descriptive metadata captured during the digitization project must be transferred to NARA with the digitized records (36 CFR 1236.56(j)).<br/><br/><b>Legal citation:</b> 36 CFR 1236.56</div></div></div> <td><div><div><b>Temporary.</b> Destroy when the digitized records are transferred to the National Archives and NARA confirms legal custody has been accepted. Longer retention is authorized if required for business use.</div></div></td> <td><div>DAA-GRS-2022-0010-0002</div></td> | <div><div><b>Temporary.</b> Destroy when the digitized records are transferred to the National Archives and NARA confirms legal custody has been accepted. Longer retention is authorized if required for business use.</div></div> | <div>DAA-GRS-2022-0010-0002</div> |

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| 021 |  | <p><b>Documentation for digitizing temporary records.</b></p> <p>Specific documentation requirements for digitizing temporary records are listed in 36 CFR 1236.34.</p> <p><b>Legal Citation:</b> 36 CFR 1236.34(c)</p> | <p><b>Temporary.</b> Destroy when the records digitized using the validation process are destroyed, but longer retention is authorized if required for business use.</p> | <p>DAA-GRS-2022-0010-0003</p> |
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