Records Schedule General Info Tab in ERA

SF-115

Create Records Schedule

Schedule Status: [criteria]

Button Bar

General Info.

* Required Field

General

* Agency or Establishment: `- Select One -`

* Record Group/Scheduling Group: `- Select One -`

* Records Schedule applies to: `- Select One -`

Major Subdivision:

Minor Subdivision:

* Schedule Subject: [Edit] [Spell check]

* Internal Agency Concurrence will be provided: `- No -`

* Record Group(s) to which this schedule applies: `- Select -`

Background

Background Information: [Edit] [Spell check]

GAO Concurrence

Items requiring GAO review:

Records Scheduler

First Name: Galen
Title: Appraiser
Email: galen.wilson@nara.gov
Last Name: Wilson
Phone: (937) 425-0613

Contact Persons

[Add] [Delete]

	First Name	Last Name	Title	Phone	Email
☐					

[Save] [Cancel]

Request for Records Disposition Authority

(See Instructions on reverse)

To: National Archives and Records Administration (NIR)
Washington, DC 20408

1. From: (Agency or establishment)

2. Major Subdivision

3. Minor Subdivision

4. Name of Person with whom to confer

5. Telephone (include area code)

6. **Agency Certification**

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

☐ is not required   ☐ is attached   ☐ has been requested

Signature of Agency Representative   Title   Date (mm/dd/yyyy)

7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)

Leave Blank (NARA Use Only)

Job Number

Date Received

Notification to Agency

In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

Date   Archivist of the United States

ERA item numbers are auto-populated by the system itself.

Fields for this information do not appear until the ERA schedule draft is opened by the person with the Certifier role.

This information, totally free text in the SF-115, is entered into an ERA schedule draft via structured fields in the Schedule Item/Overview tab.