Request for Disposition Authority
Quality Control Checklist

- Only GRS items requiring an exception are included on the request

- No non-record materials are found on the request

- Item titles clearly represent records being described, and are meaningful to agency personnel

- Item descriptions includes information about the record content and formats, and the function for which the records are used

- Superseded Authority Citation (if applicable) includes both the schedule and item number, or the GRS number and item when requesting an exception to the retention specified in the GRS

  - Include a justification for GRS exception, or change in disposition and retention of previously scheduled items

- Item dispositions are <u>implementable</u> and include file breaks, retirement instructions, and transfer instructions

- GAO block completed accurately (see CFR 36 § 1225.20 - When do agencies have to get GAO approval for schedules?)

- Information entered into the appropriate field within ERA

  - overview descriptions (when appropriate) are relevant to sub-items

  - item information is split between item title and item description fields

  - disposition instructions are split between cutoff, transfer to inactive storage and retention fields

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ARCHIVES