



Office of the Chief  
Records Officer for the  
U.S. Government

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**MEMORANDUM TO FEDERAL AGENCY CONTACTS:** New General Records Schedules Tool and Status Update, April 2021

This is a friendly reminder that the 2020 Annual Federal Agency Records Management Reporting period deadline is **March 19, 2021**.

We would like to announce that a new General Records Schedules (GRS) tool is available, the **Simplified GRS in Excel Format**. It is available as a download on the [GRS website](#). This file contains limited data fields for all current GRS items. The data fields included are: GRS identifier, item title, disposition, disposition instruction, and disposition authority, as well as whether longer retention is authorized and whether deviations are allowed.

As a reminder, you can learn more about ongoing work on the General Records Schedules on our [GRS updates webpage](#). At this time, we expect the next GRS Transmittal will be issued sometime before the end of the Fiscal Year.

If you have any questions or comments, please email [GRS\\_Team@nara.gov](mailto:GRS_Team@nara.gov).

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