

Topic: What is a General Records Schedule?

General Record Schedules (GRS) are a mechanism for systematic retention and disposition of similar types of records across State Government. General Records Schedules are developed under the authority and approved by the Public Records Board (PRB). General schedules serve the following purposes:

- Provide agencies with uniform guidelines for the retention and disposition of records common to a business function.
- Ensure that agencies retain records as long as needed in order to complete the transaction of business on behalf of the State of Wisconsin, and meet legal, audit, archival, and other State of Wisconsin and federal requirements.
- Provide agencies with legal authorization to dispose of records eligible for disposition after minimum retention periods are met.
- Promote the cost-effective management of records.

The following functional areas have been covered by General Records Schedules. They are located online at: <http://publicrecordsboard.wi.gov/>.

- Administrative and Related Records
- Budget and Related Records
- Fiscal and Accounting Related Records
- Facilities Management and Related Records
- I.T. and Related Records
- Risk Management and Related Records
- Purchasing & Procurement
- Fleet and Aircraft Management Records
- Payroll and Related Records
- Human Resources and Related Records
- Wisconsin Public Library General Schedule
- Wisconsin School Districts

How to supersede an existing Records Retention/Disposition Authorization (RDA) with a General Records Schedule. What should we do?

Have your records officer follow the steps listed below:

- a. Login on to the DOA website, www.doa.state.wi.us
- b. Under the “For State Employees” menu click “Record Center”
- c. In “Quick Links” click on “Forms”
- d. Complete form **DOA-3806, Records Retention/Disposition Authorization (RDA) Change Request**, Option #3. Follow the form instructions and email the completed form to DOADEORecordsCenter@wisconsin.gov .

If you have any questions, reference the documents under “Quick Links” click on “General Schedules” in the [Public Records Board](http://PublicRecordsBoard) website.