

# GRS Update Proposal 2202

## Batch/data entry control forms (GRS-1762)

Proposed Updated Schedule (updates in magenta)

### DISCONTINUE

#### Title

Batch/data entry control forms (GRS-1762)

#### Description

Information on all batch or data entry records received by the mainframe.

#### Retention and Disposition

Retain for 3 years, and then destroy records.

## Explanation for Update

This schedule is for forms that are no longer being created. We are in the process of researching, creating and updating technology GRS that will better meet the retention needs of current processes, and welcome your feedback regarding this.

## Feedback

No feedback.