

## Key for SF 115 and Records Schedule Numbering

Prefix	Definition
NN	Office of the National Archives <sup>i</sup>
NC	Office of the Federal Records Centers <sup>ii</sup>
NC1	Office of the Federal Records Centers
N1	Office of Records Administration <sup>iii</sup>
DAA	Schedules born digitally in ERA

Numbering Formats	Dates Used	Key/Definitions
<p><b><u>DAA-XXXX-XXXX-XXXX</u></b></p> <p><b>Example: DAA-0064-2011-0001 (Total of 18 placeholders including dashes)*</b> see note 1</p>	<b>2010- Present</b>	<ol style="list-style-type: none"> <li>1. DAA = Records Schedule created in Electronic Records Archives (ERA)</li> <li>2. <u>XXXX</u>= 4 digit numerical Record Group (RG)</li> <li>3. <u>XXXX</u>=4 digit Fiscal Year (FY) when record schedule was registered</li> <li>4. <u>XXXX</u>= 4 digit place holder for sequential records schedule numbers assigned within a FY</li> </ol>
<p><b><u>N1-XXX-XX-XXX</u></b></p> <p><b>Example: N1-118-93-001 (Total of 13 placeholders including dashes)</b></p>	<b>1985- Present</b>	<ol style="list-style-type: none"> <li>1. N1= NARA office symbol and general appraisal SF 115 type (N1)</li> <li>2. GRS=Abbreviation for General Records Schedules</li> <li>3. AFU= Abbreviation for Air Force means “undifferentiated” authority that applies to the Air Force as whole and not to records in any single Air Force record group.</li> <li>4. XXX= three digit RG number</li> <li>5. XX= 2 digit FY when SF 115 was registered</li> <li>6. XXX= sequential SF 115 numbers assigned within a</li> </ol>

		FY
<b>Military Record Groups for the Army and Navy</b>  <b>N1-NU-XX-XXXX</b> <b>N1-AU-XX-XXXX</b> <b>(Up to a total of 13 placeholders including dashes)</b>  <b>Examples:</b> <b>N1-AU-09-0100</b> <b>N1-NU-09-0100</b>	<b>1977- present</b>	<ol style="list-style-type: none"> <li>1. NU- Abbreviation for Navy</li> <li>2. AU- Abbreviation for Army</li> <li>3. "U" in the acronym means "undifferentiated" authority applies to the Navy and Army as whole and not to records in any single Navy or Army record group.</li> <li>4. 09 = 2 digit FY when SF 115 was registered</li> <li>5. XXXX- zeros added to sequential SF 115 number to establish 13 digit format</li> </ol>
<b>N2-XXX-XX-XXX * see note 2</b> <b>(Total of 13 placeholders including dashes)</b>	<b>1973- present</b>	<ol style="list-style-type: none"> <li>1. N2- Internal re-appraisal conducted by NARA staff on previously permanent accessioned records.</li> <li>2. XXX= 3 digit RG number</li> <li>3. XX= 2 digit FY when SF 115 was registered</li> <li>4. XXX= 3 digit sequential job numbers</li> </ol>
<b>NC1-XXX-XX-XX</b> <b>(Total of 13 placeholders including dashes)</b>	<b>1976-1985</b>	<ol style="list-style-type: none"> <li>1. NC1= NARA office symbol and general appraisal SF 115 type (NC 1)</li> <li>2. XXX= RG number</li> <li>3. XX= 2 digit FY when SF 115 was registered</li> <li>4. XX= sequential SF 115 number assigned within a FY</li> </ol>
<b>NC-XXX-XX-XXX</b>  <b>Example:</b> <b>(Total of 13 placeholders including dashes)</b>	<b>1975-1976</b>	<ol style="list-style-type: none"> <li>1. NC= NARA office symbol</li> <li>2. XXX = RG number</li> <li>3. XX= 2 digit FY when SF 115 was registered</li> <li>4. XXX= sequential SF 115 number assigned within a FY</li> </ol>
<b>NN-174-100</b> <b>(Total of 8 original placeholders, now extended to 13 including dashes)</b>	<b>1962-1974</b> <b>(only SF 115s dated from 1973 are</b>	<ol style="list-style-type: none"> <li>1. NN= Key/Definition XXX= 3 DIGIT FY code (174=1974)</li> <li>2. The '1' in '174' represents type of action (1=agency</li> </ol>

<p><b>Example:</b>  <b>NN-174-100 = NN-174-<u>000</u>100</b></p>	<p><b>listed in RCS)</b></p>	<p>external disposal request) and '74' equals FY code.  3. <u>XXXXXX</u>- 3 zeros added to sequential job number to establish a 13 digit format</p>
<p><b>N9-XXX-XX-XXX</b>  <b>(Total of 13 placeholders including dashes)</b></p>	<p><b>1990-</b> * see note 3</p>	<p>1. N9- select SF 115s to address word processing and email dispositions  2. XXX= 3 digit RG number  3. XX= 2 digit FY SF 115 was registered  4. XXX= 3 digit sequential SF 115 numbers</p>

\*Notes:

1. Records schedules which use AU, AFU, GRS and NU for record groups do not include zeros before the record groups.
2. N2 SF115- This applies to only a specified block of accessioned records.
3. N9 SF 115s began after 1990 and lasted a few years and now they are fully superseded by GRS 20/13 and 14.

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<sup>i</sup> Records Appraisal and Disposition Procedure Manual, p. 1-1 1987

<sup>ii</sup> Records Appraisal and Disposition Procedure Manual, p. 1-1 1987

<sup>iii</sup> Records Appraisal and Disposition Procedure Manual, p.1-1 1987