

# ERA 2.0

## Searching for Legacy Record Schedules (DAL)

August 2023



## How to find Legacy Record Schedules in ERA 2.0

Much like in the original ERA system, Legacy Schedules are in ERA 2.0 as DALs. Below are a few ways to find a DAL.

If you would like to search by the Original Records Schedule Number it is recommended to use the All Fields option on the Keyword search bar.



To find a Legacy Schedule you should enter the Original Records Schedule Number in quotes with the following considerations for formatting.

In ERA 2.0 the Original Records Schedule Number is formatted with an alphanumeric code and a series of numbers separated by dashes. In general, the number as it is formatted in the [Records Control Schedule repository](#) should return a search result.

Examples include:

N1-056-95-001  
NC-015-76-006  
NN-174-000054  
NC1-012-81-01

ERA 2.0 will search exactly on your search term. If your term isn't formatted in the same way as the legacy schedule number in the DAL, you will not receive a result. If this happens, try adding or removing leading zeros from the number that you are using in your search. For example, if "N1-056-95-001" did not return results, you might try "N1-056-95-01," "N1-56-95-001," or "N1-56-95-01." You can also search using a wildcard like "N1-056-95\*".

The schedules that include the search text will be returned. The search will include the schedule, and any schedule that superseded it, because the search is for all fields.

For more information on Original Record Schedule Number formatting, please see the [Key for SF 115 and Records Schedule Numbering](#).

On the Advanced Search screen the Record Schedule Number field does not work when searching with the Original Record Schedule Number. It will work if you know the DAL number from ERA.

## How to find Legacy Record Schedules in ERA 2.0

If you want to see all Legacy Record Schedules available for your agency, select Legacy Records Schedule as your schedule type, select your agency or Record Group and Approved for Schedule Status. The Original Record Schedule Number is not visible on the search results page. To see the associated Original Record Schedule Number you will have to open the schedule. The schedule subject is visible in search results.

Display Search Results at the:

Schedule Level  
 Item Level

Record Schedule Number or Item ID

Schedule Type

Records Schedule  
 Legacy Records Schedule  
 NA-1005

Agency or Establishment

National Archives and Records Administration

Record/Scheduling Group

Item Title

Description

GRS 6.1 Item Proposed for Use

Item 010  
 Item 011  
 Item 012

Schedule Status

Appraiser Concurred  
 Appraiser Team Concurred  
 Manager Concurred  
 Chief Records Officer Concurred  
 Approved  
 Inactive  
 Submitted for Approval

Item Status

Draft  
 Added  
 Pending  
 Active  
 Inactive  
 Returned Without Action

Other Codes and Numbers

Agency Code

Superseded Item

GRS Deviation

If you can't find a Legacy Schedule in ERA 2.0 or if the schedule does not have expected items, please email: [legacy.schedule@nara.gov](mailto:legacy.schedule@nara.gov).