ERA 2.0

Searching for Legacy Record Schedules (DAL)

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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
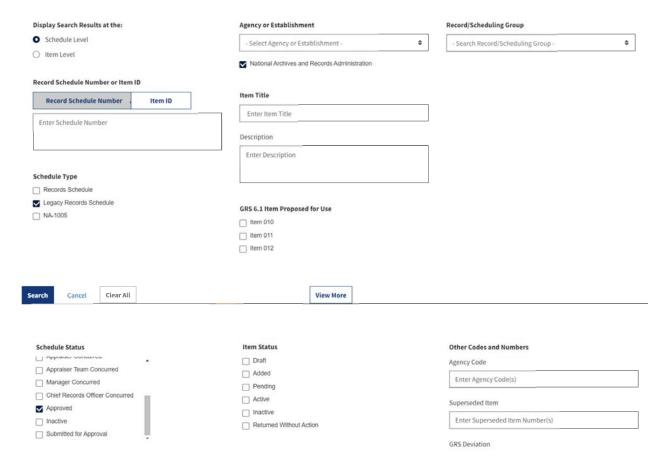NN-174-000054
NC1-012-81-01

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 The search will include the schedule, and any schedule that superseded it, because the search is for all fields.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

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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.

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.