# Instructions:  "Big Bucket Records Schedule Crosswalk Template"

Agencies submitting big bucket schedules for NARA approval are asked to follow the attached "Big Bucket Crosswalk Template" when preparing the crosswalk for the schedule.  Also attached for your reference is sample crosswalk template for a big bucket schedule of a hypothetical agency, Bureau of Public Recreation.

Although the crosswalk template is not mandatory, agencies are strongly encouraged to use it.  The template will assist NARA's planning process by providing information on the agency offices that create recordkeeping copies of records proposed as permanent for accessioning to the National Archives (col. 8 of template). The template also provides information on series-level cutoffs (col. 4) that will help NARA plan for accessioning of permanent records to the National Archives and carrying out the disposition of records stored at Federal Records Centers.

Agencies may include other data elements, however those found in this template are the minimum data points.


**How to use template:**

Enter your agency's name in the upper left of the template.

Enter the specified information for a given bucket item in the first three columns of the template.  Then enter, on separate lines in the last five columns, the specified information about each series (or electronic system component) covered by the bucket item.  Repeat this process for all bucket items in the schedule.

After NARA approval, the schedule and crosswalk will be scanned for posting on NARA's Records Control Schedules (RCS) public webpage:  http://www.archives.gov/records-mgmt/rcs/.   To facilitate readability on the webpage, agencies are asked to use the following format when preparing the crosswalk template:

   a)  Use *sans serif* font type (e.g., Arial, Calibri, or Tahoma).

   b)  Do not use color (i.e., create crosswalk in black and white).

   c)  Do not use cell shading.

   d)  For agencies using a database for the crosswalk, generate from the database a report that is consistent with the template, for submission with the schedule.


If you have questions about the template, please contact the NARA appraisal archivist for your agency. A list of appraisal archivists by agency can be found at http://www.archives.gov/records-mgmt/appraisal/work-group-all.html.