

AUG 26 1982

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NCL-95-82-18

DATE RECEIVED

AUG 26 1982

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

9-16-82
Date

[Signature]
Archivist of the United States

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
U. S. Department of Agriculture

2. MAJOR SUBDIVISION
Forest Service

3. MINOR SUBDIVISION
Personnel Management

4. NAME OF PERSON WITH WHOM TO CONFER

Norina G Mosby

5. TEL EXT

382-9897

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE

8/24/82

D. SIGNATURE OF AGENCY REPRESENTATIVE

Hoyt L Abney *[Signature]*

E. TITLE

Records Management Officer

7. ITEM NO

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR
JOB NO

10. ACTION TAKEN

✓ 1 These records were generally approved under NN-166-136 (March 14, 1966).
6130 Employment and Status Changes (Includes general correspondence, response to applications, subject matter too broad to be filed under a specific heading).
All Offices: Destroy records when 3 years old.

NN-1661136
#377
GRS 1-3A
(same)

✓ 2 6130-1 Recruitment (Includes correspondence related to recruitment needs, SF-39. Request for Certification, of-5 and related records)
All Offices: Destroy records when 5 years old or after OPM review, whichever comes first.

#383

Withdrawn
RTB
NGM
9/2/82

3 Note: Exception taken to GRS 1-5. OPM conducts audit review and 2 years is not long enough.

379

6130-2 Employment Actions (Includes applications for specific vacancies, letters of offer, potential candidates who apply, vacancy announcements, non-selected applicants, declined offers, promotions, reassignments, assignments to other agencies,

16 items

115-107

copy to agency, 9/21/82

Closed out: 9-27-82; CM
Copies to NNF & All FRC's (except 3KD & 6 KPS)

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
2 of 3

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>reemployment rights and details of employees of 30 days or more. Establish as case files. Individual actions are filed in the official personnel folder.</p> <p>All Offices: Destroy 5 years after case file closes or after OPM review, whichever comes first.</p> <p>Note: (1) Exception taken to GRS 1-3b, 1-4, 1-33 OPM reviews these records and GRS retention times are not sufficient. (2) TITLE CHANGE</p>		
4	<p>6130-2-1 Applications (Includes general correspondence and records related to responses to applications which will not be kept; unsolicited out-of-agency applications for employment. Applications for specific vacancies file under 6130-2.)</p> <p>All Offices: Destroy upon receipt of ^{OPM} CSC inspection report or when 2 years old, whichever is earlier, providing requirements of Federal Personnel Manual, Chapter 333, Section A-4 are observed.</p>	<p>GRS derivation</p> <p>#380 GRS1-15 (same)</p>	
5	<p>6130-2-2 Probationary Period (Includes AD 773 and records documenting the probationary period for supervisors and managers before the assignment becomes final. Probation last one year.)</p> <p>All Offices: Destroy when 1 years old or upon completion of probation period, whichever come first.</p>		
6	6130-3 Promotions (File designation deleted. Merge with 6130-2 Employment Actions.) 6130-3-1 Temporary Records. Deleted	#381	
7	6130-4 Reassignments (File designation is deleted. Merge records under 6130-2 Employment Actions.)	#382	
8	6130-5 Assignments to Other Agencies and Reemployment Rights. (File designation is deleted. Merge records under 6130-2 Employment Actions.)		
9	6130-6 Details (File designation is deleted. Merge records under 6130-2 Employment Actions.)	# 378	
10	6130-7 Reduction: In Force (RIF) (Includes general correspondence and records related to reduction in force actions, directions and procedures.)	GRS 1-3A (same)	
	All Offices: Destroy records when 3 years old.		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 3 of 3
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
11	<p>6130-7-1 RIF Case Files (Includes documentation of individual actions, general and specific notice of RIF Action, copy of retention register, offer of position, declamation of position. Establish by geographic area, data, etc.)</p> <p>All Offices: Destroy 5 years after case file is close or after OPM review whichever comes first.</p>	new	
12	<p>6130-8 Intergovernmental Personnel Act (Includes correspondence, mobility assignments between Federal and State governments, government and employer, description of the work. Agreements are established on a contractual basis, signed by USDA. Forest Service keeps the original and USDA keeps a copy. Copy of IPA agreement is maintained with payment record under 6540-7 if payment is involved.)</p> <p>All Offices: Destroy 5 years after agreement terminates.</p> <p><u>Note:</u> 6130-8 Reports deleted.</p>	new	
13	<p>6130-9 Senior Executive Service (Includes general correspondence on the SES program and candidates.)</p> <p>All Offices: Destroy records when 3 years old.</p>	GRS 1-3A (same)	
14	<p>6130-9-1 Senior Executive Service Employment (Includes appointments, promotions, awards, biographical sketches and other related records. Establish as case files.)</p> <p>A. Washington Offices: Destroy 5 years after file is closed or after OPM review, whichever comes first.</p> <p>B. All other Offices: Not Applicable.</p>	new	
15	<p>6130-9-2 Senior Executive Service Candidate Development Program (Includes general correspondence, announcement criteria, application and other records pertaining to SES Candidate Development Program.)</p> <p>All Offices: Destroy when 3 years old.</p>	GRS 1-3A (same)	