

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-362-98-11	DATE RECEIVED 10-14-97
1. FROM (Agency or establishment) Corporation for National Service		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Office of Human Resources			
4. NAME OF PERSON WITH WHOM TO CONFER Jerry Gallun	5. TELEPHONE 606-5000 Ext. 313	DATE	ARCHIVIST OF THE UNITED STATES
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,			
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 10-02-97	SIGNATURE OF AGENCY REPRESENTATIVE Denise Y. Moss	TITLE Record Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See Attachment <i>Norman E. Franklin 10/13/97</i> Norman E. Franklin, Director Office of Administrative and Management Services		

115-109

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLESTANDARD FORM 115 (REV. 3-81)
Prescribed by NARA
36 CFR 1228

Figure 5-2a. Standard Form 115

October 2, 1997

SF-115 Attachment

OFFICE OF HUMAN RESOURCES

1. Official Personnel Staff Folders (OPF's). Alphabetical. These files contain all official documentation of the Corporation staff employment. This includes Headquarters personnel and staff assigned to State offices.

Disposition: PERMANENT.

- a. Separated employees. Folders of separated employees will be placed in an inactive file and transferred to National Personnel Records Center (NPRC) St. Louis, Missouri, 30 days after separation. NPRC will destroy 65 years after separation from Federal Services.
- b. Transferred employees. See Federal Personnel Manual (FPM) for instruction relating to employees transferring to another agency.

2. Service Record Cards. Alphabetical. Service Record Card (Standard Form 7 or equivalent).

Disposition: PERMANENT

- a. Cards for employees separated or transferred on or before December 31, 1947. Transfer to NPRC (Civilian Personnel Records (OPR), St. Louis, MO Destroy 60 years after earliest personnel action.
- b. Card for employees separated or transferred on or after January 1, 1948. Destroy 3 years after separation or transfer of employee.

3. Personnel Correspondence Files. Chronological. Correspondence reports and other records relating to the general administration and operation of personnel functions, but excluding records specifically described elsewhere in this schedule and records maintained at agency staff planning levels.

Disposition: TEMPORARY. Destroy when 3 years old.

4. Officer of Employment Files. Chronological/Numerical. Correspondence including letters and telegrams offering appointments to potential employees.

Disposition: TEMPORARY.

- a. Accepted offers. Destroy immediately.
- b. Declined offers:
- (1) When name is received from certificate of eligible. Return to OPM with reply and application.
 - (2) Temporary or excepted appointment. File with application (see item 15 of this schedule.
 - (3) All others. Destroy immediately.

5. ~~Certificate of Eligible Files. Chronological. Copies obtained from Office of Personnel Management (OPM) of eligible with related requests, forms, correspondence, and statement or reasons for passing over a preference eligible and selecting a non-preference eligible.~~

~~Disposition: TEMPORARY. Destroy when 2 years old.~~

6. ~~Employee Record Cards. Alphabetical. Employee record cards used for informational purposes outside personnel offices (such as SF-7-B).~~

~~Disposition: TEMPORARY. Destroy on separation or transfer of employee.~~

7. ~~Position Classification Files. Chronological.~~

~~a. Position Classification Standard Files.~~

~~(1) Standards and guidelines issued or reviewed by OPM and used to classify and evaluate positions within the agency. Numerical. Destroy when superseded or obsolete.~~

~~(2) Correspondence and other records relating to the development of standards for classification of positions peculiar to the agency and OPM approval or disapproval. Destroy when superseded or obsolete.~~

~~(a) Case file. Chronological. Destroy 5 years after position is abolished or description is superseded.~~

~~(b) Review file. Chronological. Destroy when 2 years old.~~

- ~~b. Position Descriptions. Organization. Record copy of position description when includes information on title, series, grade, and related documents. Destroy 2 years after position is abolished or description superseded.~~

~~c. Survey File. Alphabetical.~~

~~(1) Classification survey reports on various positions prepared by classification specialists, including periodic reports. Alphabetical. Destroy when 3 years old or 2 years after regular inspection, whichever is sooner.~~

~~(2) Inspection, audit and survey files including correspondence, reports, and other records relating to inspections, surveys, desk audits and evaluations. Destroy when obsolete or superseded.~~

~~d. Appeals Files. Chronological/Alphabetical.~~

~~(1) Case files relating to classification appeals, excluding OPM classification certificate. Destroy 3 years after case is closed.~~

~~(2) Certificate or classification issued by OPM. Destroy after affected position is abolished or superseded.~~

8. Employee Awards Files - Organizational. General awards records EXCLUDING those relating to departmental level awards. Case files including recommendations, approved nominations, and reports pertaining to agency-sponsored cash and noncash award.

Disposition: TEMPORARY. Destroy 2 years after approval or disapproval.

9. Interview Records. Chronological/Alphabetical. Correspondence, reports and other records relating to interviews with employee.

Disposition: TEMPORARY. Destroy 6 months after transfer or separation of employee.

10. Temporary Individual Employee Records. Alphabetical. All copies of correspondence and forms maintained on the left side of the OPF in accordance with FPM, Chapter 293, and Supplement 293-31, EXCLUDING performance-related records.

Disposition: TEMPORARY. Destroy upon separation or transfer of employee or when 1 year old whichever is sooner. See item 23 of the schedule for disposition of temporary performance-related records.

11. Notifications of Personnel Actions. Alphabetical. Standard Form 50, documenting all individual personnel actions such as employment, promotions, transfers, separations, exclusive of the copy in the OPF.

Disposition: TEMPORARY.

- a. Chronological file copies, including fact sheets, maintained in personnel offices. Destroy when 2 years old.
- b. Chronological - All other copies maintained in personnel offices. Destroy when 1 year old.

12. Personnel Applicant Files. Alphabetical. Files of individual SF-171's which are retained to be used if a vacancy occurs.

Disposition: Personnel will return forms to applicants after a predetermined period of time.

13. Employment Applicants. Chronological/Alphabetical. Applicants (SF-171 and related records), EXCLUDING records relating to appointments requiring Senatorial Confirmation and applications resulting in appointments which are filed in the OPF.

Disposition: TEMPORARY. Destroy upon receipt of OPM inspection report or when 2 years old, whichever is earlier, provided the requirements of the FPM Chapter 333, Section A-4, are observed.

14. ~~Correspondence and Forms Files. Chronological/Alphabetical. Operating personnel office records relating to individual employees not maintained in OPF's and not provided for elsewhere in this schedule.~~

~~Disposition: TEMPORARY.~~

- ~~a. Correspondence and forms relating to pending personnel actions. Destroy when action is completed.~~
- ~~b. Retention registers~~
- ~~(1) Registers used to effect reduction-in-force actions. Destroy when 3 years old.~~
- ~~(2) Registers from which no reduction-in-force action have been taken. Destroy when superseded or obsolete.~~
- ~~c. All other correspondence and forms. Destroy when 6 months old.~~

15. Employee Workers Compensation. Alphabetical. These files consist of reports of occupational injuries and illness and medical reports on staff employees who have had job-related injuries or illness.

Disposition: TEMPORARY. Cut-off on termination of compensation or when deadline for filing a claim has passed. Destroy 3 years after cut-off.

16. Employee Performance File System Records. Alphabetical.

- a. Non-SES appointees
- (1) Appraisals of unacceptable performance, where a notice of proposed demotion or removal is issued but not effected, and all related documents.
- Disposition: TEMPORARY. Destroy after the employee completes 1 year of acceptable performance from the date of the written advance notice of proposed removal or reduction in grade.
- (2) Performance records superseded through an administrative, judicial or quasi-judicial procedure.
- Disposition: TEMPORARY. Destroy when superseded.
- (3) Performance-related records pertaining to a former employee.
- (a) Latest rating of record 3 years old or less and performance plan upon which it is based and any summary rating.

An agency retrieving an OPF from NPRC will dispose of these documents in accordance with 23a (3)(b) of the GRS.

Disposition: Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee separates (see item 1b of this schedule).

~~(b) All other performance.~~

~~Disposition: Destroy when 3 years old or when no longer needed, whichever is sooner.~~

(c) SES appointees.

Disposition: TEMPORARY.

(1) Performance records superseded through an administrative, judicial, or quasi-judicial procedure. Destroy when superseded.

(2) Performance-related records pertaining to a former SES appointee. Destroy when superseded.

(a) Latest rating of record that is less than 5 years old, performance plan upon which it is based, and any summary rating of this schedule. An agency retrieving an OPF from NPRC will dispose of those documents in accordance with item 23B (2) of the GRS.

Disposition: Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee leaves Federal service (See item lb).

(b) All other performance ratings and plans.

Disposition: Destroy when 5 years old, or when no longer needed, whichever is sooner.

(3) All other performance appraisals, (along with job expectations) upon which they are based, EXCLUDING those for SES appointees serving on a Presidential appointment (5 CFR 214).

(4) Supporting documents.

Disposition: Destroy 5 years after date of appraisal or when no longer needed, whichever is sooner.

17. Merit promotion Files. Alphabetical/Chronological. Correspondence regarding merit promotion with employees and supervisors. These are filed on the left side of Official Personnel Folder.

Disposition: TEMPORARY. Destroy after OPM audit or 2 years after the personnel action is completed, whichever is sooner.

~~18. Employee Relations Case Files. Alphabetical. These files consist of adverse actions, background material, and correspondence. These files are based on disciplinary or adverse actions taken against an employee.~~

~~Disposition: TEMPORARY. Destroy 4 years after case is closed or 2 years after the employee leave the Corporation.~~

19. Grievance Case Files. Alphabetical. These files are arranged by employee name and contain all the related documentation of the grievance and the action taken. These cases are initiated by the employee who is complaining of working conditions.

Disposition: TEMPORARY. The Office of Human Resources will hold 3 years after closed of case and destroy.

20. Labor Relations Case Files. Subject and Docket Number. These files consist of Union correspondence of a general nature, backup material of labor relations policy, and drafts of labor relations policy orders. NOTE: These files are not the hearing or transcript files.

a. Disposition: TEMPORARY. The Labor and Employee Relation staff will hold 5 years after completion of case and destroy.

b. Disposition: TEMPORARY. All other offices will hold 2 years after final resolution of case.

21. Labor Relations Hearing Files. Subject and Docket Number. These files consist of hearings and transcripts and a history file of the case usually related to a specific union activity.

a. Disposition: The Labor and Employee Relations staff will destroy 5 years after final resolution of case.

b. Disposition: All other offices will hold 2 years after close of case and destroy.

22. Personnel Applicant File (State Offices). Chronological/Alphabetical. Files of individual SF-171's which are retained to be used if a vacancy occurs.

Disposition: TEMPORARY. State Offices will return forms to applicant, if so requested, or applications will be destroyed 30 days after a selection has been made.

23. Personnel Security Clearance Files. Chronological/Alphabetical. These files contain a record of investigations of personnel employed by the Corporation or persons seeking employment with the Corporation.

Disposition: TEMPORARY. Destroy when 3 years old. Investigative reports conducted by the FBI and OPM are returned to originator. Corporation investigative reports remain with the case.

~~24. Staff Position Candidate Case Files. Alphabetical. These files consist of resumes and SF-171's from potential candidates for domestic staff positions, GS-13 and above.~~

~~Disposition: TEMPORARY. Remove and destroy inactive folders after 2 years.~~

25. Individual Employee Payroll Files. Alphabetical.

a. Present Employees. File contains payroll file copies of: W-4 tax withholding requests bond allotments; state tax withholding forms; legal decisions for levy and garnishment; direct deposit request; Annual Attendance Records (A-57's); individual payroll correspondence; SF-1150, terminal leave balance form; retirement payroll information; other allotments and similar payroll documents.

Disposition: Maintain as an active file.

b. Former Employees. As in a. Above former agency employees.

Disposition: Hold three years following separation then transfer to National Personnel Records Center, St. Louis MO.

26. Time and Attendance File. Alphabetical. Biweekly jacket containing copies of individual Time Certification Sheets (ITCS's) for all employees on the payroll for a given pay period.

Disposition: TEMPORARY. Destroy when 3 years old.

27. Time and Attendance Reports Files. Alphabetical. Copies of periodic and special payroll reports requested by management or other federal agencies.

Disposition: TEMPORARY. Destroy when 3 years old.

28. Administrative Payroll Report Files. Alphabetical. Reports, statistics, with supporting and related records pertaining to payroll operations and pay administration.

Disposition: TEMPORARY. Destroy when 3 years old.

29. Payroll Computer Printout. Chronological.

a. For Headquarters. The computer printout of the payroll for the Headquarters arranged by payroll period.

Disposition: TEMPORARY. Destroy when no longer in use.

b. For State Offices. As above arranged by payroll period.

Disposition: TEMPORARY. Destroy when two years old.

~~30. Unemployment Compensation. Alphabetical by State. Files b state of notices of unemployment compensation claims, UCFE appeals and responses from the Corporation for National Service to the state and other correspondence.~~

~~Disposition: TEMPORARY. Destroy when three years old.~~

31. Intergovernmental Personnel Act (IPA) Case Files. Alphabetical. IPA agreements—between CNS, mobility program participants and their employee (e.g. state, local or tribal governments; institutions of higher education; other eligible non-profits)—define responsibilities and obligations of all three parties during a typical one-year employee detail.

~~Disposition: TEMPORARY. Destroy three years after IPA is completed.~~