GRS 2.1

Employee Acquisition Records

This file contains three documents. The draft schedule is proposed as a new General Records Schedule. The Appraisal Memorandum provides additional background explanation and includes the appraiser's justification for the retention decisions proposed in the schedule. The Crosswalk matches authorities in the draft schedule with current GRS authorities.

Document *Page*

Draft Schedule 2

Appraisal Memorandum 6

Crosswalk to current GRS 15

National Archives and Records Administration
Office of the Chief Records Officer
GRS Team

March 12, 2014

DRAFT

GENERAL RECORDS SCHEDULE 2.1: Employee Acquisition Records

Item #	Records Description		Disposition Instruction	Disposition Authority	Legal Citations
100	**Classification standards.** Correspondence and other records relating to the development of classification standards specific to a single agency or all agencies, including notice of OPM approval or disapproval. **Exclusion**: OPM's file is not covered by this item. **Supersedes:** GRS 1, item 7a2a (NC1-64-77-10, item 7a2a)		**Temporary**. Destroy 2 years after standard is superseded, canceled, or disapproved by OPM (as appropriate) but longer retention is authorized if required for business use.	Pending 0001	
200	**Position descriptions.** Records relating to the development and editing of position descriptions including information on title, series, grade, duties and responsibilities.	Official record copy of position description held at Human Resources office. **Supersedes:** GRS 1, item 7b (N1-GRS-88-4, item 1)	**Temporary**. Destroy 2 years after position is abolished or description is superseded, but longer retention is authorized if required for business use.	Pending 0002	
250		All other copies, including case file at program office where position resides, and all background material in Human Resources case file.	**Temporary**. Destroy when position description is final, but longer retention is authorized if required for business use.	Pending 0003	
300	**Classification appeals and position reviews.** Records created and received in reviewing a position's classification in response to a classification appeal to either an agency Human Resources function or directly to OPM, including records of desk audits. **Exclusion**: OPM's file is not covered by this item. **Supersedes:** GRS 1, item 7d1 (N1-GRS-90-1, item 7d1)		**Temporary**. Destroy 2 years after position is abolished but longer retention is authorized if required for business use.	Pending 0004	

DRAFT

Item #	Records Description		Disposition Instruction	Disposition Authority	Legal Citations
	GRS 1, item 7d2 (N1-GRS-90-1, item 7d2)				
400	**Case examining competitive examination/merit case files**. Includes: • request for lists of eligibles • job announcement • examination announcement • job analysis, assessment criteria, and crediting plan • basis for certification • applications, resumes, supplemental forms, other attachments • list of eligibles/applicants screened, ranking or ratings assigned, and basis for certification • certificates, registers or lists of eligibles issued to selecting officials • job-related test records • annotated certificates of eligibles returned by selecting officials • job offers • records of job offer being accepted or declined • correspondence/documentation of announcement or recruiting operation **Supersedes:** GRS 1, item 4a (NC1-64-77-10, item 4a) GRS 1, item 5 (NC1-64-77-10, item 5) GRS 1, item 32 (N1-GRS-79-2, item 1) -- *superseded by item 450 only* GRS 1, item 33b (NC1-GRS-85-2, item 34a) GRS 1, item 33c (N1-GRS-02-1, item 33c) GRS 1, item 33e (NC1-GRS-85-2, item 34c) GRS 1, item 33f (N1-GRS-02-1, item 33f) GRS 1, item 33g (N1-GRS-02-1 item 33g) GRS 1, item 33i (N1-GRS-85-2 item 34h) GRS 1, item 33p (N1-GRS-02-1, item 33p) GRS 1, item 33q (N1-GRS-02-1, item 33q)	Case examining files for one-time announcement /selection process	**Temporary**. Destroy 2 years after selection certificate is closed or final settlement of any associated litigation, whichever is later.	Pending 0005	5 CFR 335.103
450		Standing register files for multiple positions filled over a period of time	**Temporary**. Destroy 2 years after termination of register.	Pending 0006	5 CFR 335.103
500	**Position vacancy/filling case file held by office of the vacant position**. Includes: • copies of records in case examining or standing register files • copies of job applications		**Temporary**. Destroy 2 years after case is closed by hire or non-selection or final settlement of	Pending 0007	5 CFR 335.103

DRAFT

Item #	Records Description	Disposition Instruction	Disposition Authority	Legal Citations
	• notes of interviews with successful and unsuccessful candidates • reference check documentation correspondence **Supersedes:** GRS 1, item 8 (NC1-64-77-10, item 8)	any associated litigation, whichever is later.		
600	**Job applications not attached to competitive examination/ merit case file**. Application packages in USAJobs or its successors, and other systems, whether electronic or analog. Includes: • application • resume • supplemental forms • other attachments **Supersedes:** GRS 1, item 4b1 (NC1-64-77-10, item 4b1) GRS 1, item 4b2 (NC1-64-77-10, item 4b2) GRS 1, item 4b3 (NC1-64-77-10, item 4b3) GRS 1, item 33k (N1-GRS-02-1, item 33k) GRS 1, item 33l1 (N1-GRS-02-1, item 33l1 [el-one]) GRS 1, item 33l2 (N1-GRS-02-1, item 33l2 [el-two]) GRS 1, item 33m (N1-GRS-02-1, item 33n) GRS 1, item 33n (N1-GRS-02-1, item 33n)	**Temporary**. Destroy 1 year after date of submission.	Pending 0008	
700	**Lost or exposed eligibility test material case files**. Files showing the circumstances of loss, nature of the recovery action and corrective actions. **Supersedes:** GRS 1, item 33j (NC1-GRS-85-2, item 31i)	**Temporary**. Destroy 5 years after date of final report.	Pending 0009	
800	**Requests for non-competitive personnel action**. Agency copy of requests submitted to OPM for approval of non-competitive personnel action on such matters as promotion, transfer, reinstatement, or change in status. **Supersedes:**	**Temporary**. Destroy 1 year after approval is granted or denied.	Pending 0010	

DRAFT

Item #	Records Description		Disposition Instruction	Disposition Authority	Legal Citations
	GRS 1, item 33o (NC1-GRS-85-2, item 31k)				
900	**Political appointment records.** Records regarding evaluation of individuals' suitability for non-career positions. Includes: • applications for employment • resumes • individuals' background information • financial disclosure forms • security clearances • correspondence • other documentation relating to the selection, clearance, and appointment of political appointees.	Record related to appointees	**Temporary**. Destroy after separation. Retention up to end of administration under which individual was hired is authorized if required for business use.	Pending 0011	
950		Records related to non-appointees	**Temporary**. Destroy upon termination of consideration. Retention up to end of administration under which individual was considered is authorized if required for business use.	Pending 0012	
1000	**Special hiring authority program records**. Records created and received documenting the administration of special hiring authority programs involving summer, student, intern, and other temporary hiring authorized by OPM.		**Temporary**. Destroy x years after hiring authority closes but longer retention is authorized if required for business use.	Pending 0013	
1100	**Records related to individual employees hired under special temporary authority**. Includes participant agreement, records of mentoring, documentation of fulfillment of educational and other requirements, and conversion to a permanent position.		**Temporary**. Destroy x years after employee is converted to a permanent position or leaves a program but longer retention is authorized if required for business use.	Pending 0014	

DRAFT

NATIONAL ARCHIVES

Date: February 28, 2014 (VERSION 2)
Appraiser: Galen R. Wilson, ACNR
Agency: General Records Schedules (GRS)
Subject: DAA-GRS-2014-000X

INTRODUCTION

Schedule Overview

Employee Acquisition Records (GRS 2.1)

Additional Background Information

This schedule covers records created in the work processes of posting job opportunities and hiring employees. It is related to other schedules in the 2.0 series in that 2.1 covers the process of bringing employees on board, GRS 2.2 through 2.4 and 2.6 through 2.8 cover agencies' interactions with their staff once they are in Federal service, and 2.5 covers records documenting the separation of employees from service.

This schedule was developed in conjunction with the Office of Personnel Management (OPM) function that governs Delegated Examining Operations. Under 5 U.S.C. 1104, the head of OPM is authorized to delegate authority for various work processes to the heads of other agencies. One of these work processes is the hiring of employees. OPM retains overall responsibility for this important function, and lays out procedures for other agencies to follow in its Delegated Examining Operations Handbook.[1] Many of the records created in this work process are covered in the 21 sub-items of current GRS 1 item 33, most recently updated in 2002. These sub-items have divided records into excruciatingly small series linked to specific portions of the overall process. As creation of job posting and job filling records has moved relentlessly into an electronic milieu, the segregation of records into these small sub-series no longer makes business sense. This schedule merges the majority of these sub-items into larger groupings where their ultimate disposal can happen in a more universal fashion. A look at records created in the hiring process was made possible through on-site meetings with program staff at NASA Glenn Research Center and NARA's own Federal Records Center in Dayton, Ohio.

The draft schedule was distributed to 28 agencies. Comments were received from records management and/or program staff in nine; another three responded that they had no comments. The schedule was refined with the input from those nine agencies: Department of Homeland Security, Environmental Protection Agency, Executive Office for U.S. Attorneys, Federal Bureau of Investigation, Federal Highway Administration, Internal Revenue Service, National

[1] http://www.opm.gov/policy-data-oversight/hiring-ahthorities/comopetitive-hiring/deo_handbook.pdf

Archives and Records Administration, National Labor Relations Board, and the Office of Personnel Management. Significant input and assistance came from NARA's office of Human Resources (HR), and its investment in honing the items for classification standards, position descriptions, and classification appeals is gratefully acknowledged.

The following GRS items that most logically would have mapped to this schedule are removed:

GRS 1, item 7a1, Position Classification Standards Files. The dossier for NC1-GRS-81-11 states, "OPM is the office of record for these files." Records that are the province of only one agency of government are not appropriate for the GRS. These standards are non-record technical reference in every other agency.

GRS 1, item 7a2b, "Review file" for position classification standards. These files no longer exist in the electronic milieu. Even in a paper world, it is highly unlikely that anyone separates out a file of papers for "review" that are not duplicates of the record copies in the case file.

GRS 1, items 7c1 and 7c2, Position Classification Survey Files. OPM[2] does not believe these records are created any longer.

GRS 1, item 11, Position Identification Strips. These no longer exist. The form was made obsolete in 1994.

GRS 1, item 33d, Test Material Stock Control. This item covers materials only in the possession of OPM. Also, blank test forms are not records but rather forms. OPM may wish to retain reference to these materials in its own manual, but the item does not belong in the GRS.

GRS 1, item 33h, Letters to Applicants Denying Transfer of Eligibility. The form to which this item refers (OPM Form 4896) is long since deleted and the entire work process no longer exists. Government no longer transfers eligibility from one register to another.

The following GRS items were originally proposed to be included in this schedule, but upon further study are now proposed to be included in other new GRS schedules.

GRS 1, items 33r and 33s, Displaced Employees Program. This program is less a function of the examination work process bringing employees into the system than it is a separate program geared to dealing with employees already in the system. Both items are proposed for inclusion in 2.3, "Employee Relation Records."

GRS 1, items 33a and 33t, Delegated Agreements and Audits. Delegated agreements between the OPM and agencies are created under the authority of 5 U.S.C. 1104, delegating authority for personnel management functions (and their audit), to heads of Federal agencies. Five USC 1104 extends authority regarding a much larger field of functions than just examining operations. In the old GRS, technically agreements only

[2] Joel Westphal, OPM records officer, to Galen Wilson November 15, 2013.

regarding examining operations were covered. These items are proposed for removal to new GRS 5.2, "Operational Planning Records," where their applicability to *any* HR function covered in 5 USC 1104 will be more apparent.

Overall Recommendation
I recommend approval of this schedule.

APPRAISAL

Item 100: Classification standards.
As part of its mission, the Office of Personnel Management (OPM) prepares the majority of classification standards that are applicable to positions in multiple agencies or the entire Federal government. OPM standards files (both government-wide and unique to one or a few agencies) are permanent under NC1-146-84-1 item 1a. This GRS item covers the corresponding case file at any agency seeking to create a new classification standard specific to itself, a few agencies, or in some cases the entire government. An example is the Records Management occupational series, which was drafted at the National Archives and Records Administration, and is currently in the process of finalization with OPM.

Proposed Disposition
Temporary

Appropriateness of Proposed Disposition
Appropriate

Appraisal Justification
*Captured elsewhere in permanent records. NC1-146-84-1 item 1a, Occupation Series Definitions, Position Classification and Job Grading Standards, Occupational Standards, and Examining Guides.
*Previously approved as temporary:
GRS 1, item 7a2a (NC1-64-77-10, item 7a2a)

Adequacy of Proposed Retention Period
Adequate from the standpoint of legal rights and accountability. The current GRS retains records of standards used to classify positions for 5 years after a position is abolished or its description superseded (GRS 1, item 7a2a), but maintains the position description (PD) itself for only 2 years after supersession (GRS 1, item 7b). The proposed 2-year retention is adequate for reference (longer retention is authorized for offices with such a business need), particularly as a permanent record is retained by OPM.

Media Neutrality
Approved

Item 200: Position descriptions: Official record copy.
Item 250: Position descriptions: All other copies and background material.
The universe of PD records is broken into two items acknowledging that an agency's Human Resources office is the custodian of the record copy of any PD in effect within the agency, but that other program offices hold copies germane to their business as well. Item 250 also allows for earlier disposal of background material that was vital in completing a PD but does not need to survive as long as the PD itself.

Proposed Disposition

Temporary

Appropriateness of Proposed Disposition

Appropriate

Appraisal Justification

*Has little or no research value. Item 200 covers records vitally important for business use but devoid of historical research usefulness. Item 250 covers duplicate copies maintained for a temporary business purpose, and background material that quickly loses value once a final PD is established.

*Previously approved as temporary:

Item 200: GRS 1, item 7b (N1-GRS-88-4, item 1)

Adequacy of Proposed Retention Period

Adequate from the standpoint of legal rights and accountability. The 3-year retention is adequate for agencies seeking to resurrect a disapproved classification, rework it and resubmit to OPM. It is more than adequate for disapproved classifications an agency elects to abandon for future use.

Media Neutrality

Approved

Item 300: Classification appeals and position reviews.

Appeals on a job's classification can only originate with an employee or employees dissatisfied with the grade to which their own position is assigned: in other words, its classification. An agency cannot appeal a classification to OPM. The appeal can be made either to an agency's HR function or directly to OPM. In either event, an agency case file is created to track the appeal's progress and OPM's final decision.

Proposed Disposition

Temporary

Appropriateness of Proposed Disposition

Appropriate

Appraisal Justification

*Previously approved as temporary:

GRS 1, item 7d1 (N1-GRS-90-1, item 7d1)
GRS 1, item 7d2 (N1-GRS-90-1, item 7d2)

Adequacy of Proposed Retention Period

Adequate from the standpoint of legal rights and accountability. Current GRS 1 item 7d1 retains these records for 3 years after the case is closed. NARA's HR department made a compelling argument that the full story of why a classification was altered needs to be retained in conjunction with the standard itself for as long as the standard is viable. The proposed retention statement accomplishes this.

Media Neutrality

Approved

Item 400: Case examining competitive examination/merit case files: Case examining files for one-time announcement /selection process

Item 450: Case examining competitive examination/merit case files: Standing register files for multiple positions filled over a period of time.

These proposed items roll up all current GRS sub-items that are pieces of what OPM now calls the "case file." All case file components are considered collectively as a unit in electronic systems and possibly in any surviving paper systems, too. They share a common retention period and are distinguished only by what closes a record and starts the retention clock ticking. A standing register is open for far longer than a case examining file.

Proposed Disposition

Temporary

Appropriateness of Proposed Disposition

Appropriate

Appraisal Justification

*Previously approved as temporary. With the one exception noted below, each of these current GRS items is superseded by both items 400 and 450:

GRS 1, item 4a	(NC1-64-77-10, item 4a)
GRS 1, item 5	(NC1-64-77-10, item 5)
GRS 1, item 32	(N1-GRS-79-2, item 1) *superseded by item 400 only*
GRS 1, item 33b	(NC1-GRS-85-2, item 34a)
GRS 1, item 33c	(N1-GRS-02-1, item 33c)
GRS 1, item 33e	(NC1-GRS-85-2, item 34c)
GRS 1, item 33f	(N1-GRS-02-1, item 33f)
GRS 1, item 33g	(N1-GRS-02-1 item 33g)
GRS 1, item 33i	(N1-GRS-85-2 item 34h)
GRS 1, item 33p	(N1-GRS-02-1, item 33p)
GRS 1, item 33q	(N1-GRS-02-1, item 33q)

*Has little or no research value.

Adequacy of Proposed Retention Period

Adequate from the standpoint of legal rights and accountability. Current GRS items proposed for supersession have retentions ranging from when an appointment is effective to 2 years. No records are proposed for earlier destruction than at present.[3]

Retention of candidate ranking/rating records is mandated by 5 CFR 335.103: "Each agency must maintain a temporary record of each promotion sufficient to allow reconstruction of the promotion action, including documentation on how candidates were rated and ranked. These records may be destroyed after 2 years or after the program has been formally evaluated by OPM (whichever comes first) if the time limit for grievance has lapsed before the anniversary date." Proposed retention accommodates the CFR requirement.

Media Neutrality

Approved

<u>Item 500: Position vacancy/filling case file held by office of the vacant position.</u>

Interview *notes* not part of the Job Announcement case file (which is held in a Human Resources office) have long been a topic on which the GRS is silent. This item addresses this vacuum along with other documentation a program office would logically keep concerning a position for which it interviews candidates. The currently published GRS 1 item 8 is missing one word it

[3] Records described under current 33p and 33q are a 2-year record in the GRS but shown in OPM's *Delegated Examining Operations Handbook* Appendix C as 3-year retention, authority not cited.

contained when authorized in 1977, shown here in italics: "Correspondence, reports, and other records relating to interviews with *prospective* employees." This omission happened almost immediately: it was gone from the comprehensive GRS published later in 1977. Its omission has never been challenged despite the fact it is key to understanding what the item is intended to cover. Notes of interviews with unsuccessful candidates are now technically scheduled for the first time.

Proposed Disposition

Temporary

Appropriateness of Proposed Disposition

Appropriate

Appraisal Justification

*Previously approved as temporary:

GRS 1, item 8 (NC1-64-77-10, item 8)

*Has little or no research value. The reason these records are retained beyond selection of a candidate is to defend the adequacy of the selection process if an unsuccessful candidate challenges that selection by filing a legal action. In the rare instance that such an action becomes the subject of historical research, salient records from this file will be available for research as exhibits in the court case records. The larger body of program office files from all agencies regarding all candidate selections does not merit permanent retention.

Adequacy of Proposed Retention Period

Adequate from the standpoint of legal rights and accountability. Retention of candidate interview records is mandated by 5 CFR 335.103, mentioned in the appraisal of the previous item. Proposed retention accommodates the CFR requirement. Current GRS 1 item 8 requires retention of interview records until 6 months after transfer or separation of employee. This could technically require retention of interview records for 30 years or more, which clearly does not make sense. Proposed retention, linked to documenting a selection until no longer needed for business purposes or to defend litigation, is adequate.

Media Neutrality

Approved

<u>Item 600: Job applications not attached to competitive examination/ merit case file.</u>

This item rolls up various sub-items in the current schedule whose work processes have merged into one. OPM states that its e-system containing these records is set up to delete inactive applications—those that do not move forward to a register—one year to the day of submission. Instruction for current GRS 1 item 4b2 (Declined offers of employment for temporary or exempted positions) is to file with 33k, 33l, 33m, or 33n. This item effectively does that. Although this entire GRS is media-neutral, this item intentionally specifies media-neutrality, and names the largest player on the contemporary field—USAJobs—as the spot where the vast majority of these records are currently found.

Proposed Disposition

Temporary

Appropriateness of Proposed Disposition

Appropriate

Appraisal Justification

*Previously approved as temporary:

GRS 1, item 4b1 (NC1-64-77-10, item 4b1)

GRS 1, item 4b2 (NC1-64-77-10, item 4b2)
GRS 1, item 4b3 (NC1-64-77-10, item 4b3)
GRS 1, item 33k (N1-GRS-02-1, item 33k)
GRS 1, item 33l-1 (N1-GRS-02-1, item 33l1 [el-one])
GRS 1, item 33l-2 (N1-GRS-02-1, item 33l1 [el-two])
GRS 1, item 33m (N1-GRS-02-1, item 33m)
GRS 1, item 33n (N1-GRS-02-1, item 33n)

Adequacy of Proposed Retention Period

Adequate from the standpoint of legal rights and accountability.

Media Neutrality

Approved

Item 700: Lost or exposed eligibility test material case files.

This item is retained almost verbatim from current GRS 1 item 33j. The only difference is that the current item specifies retention for 5 years after "cutoff" (the original job in 1985 said "break" and noted that the break was to be annually for closed files), and the proposed item links closure to a report about the incident.

Proposed Disposition

Temporary

Appropriateness of Proposed Disposition

Appropriate

Appraisal Justification

*Previously approved as temporary:

GRS 1, item 33j (NC1-GRS-85-2, item 34i)

Adequacy of Proposed Retention Period

Adequate from the standpoint of legal rights and accountability. This is the longest retention of any item in this schedule. While 5 years may seem like an inordinately long time to retain these records, compromised test materials are a serious issue, often the result of malign intent. Retention period is justified.

Media Neutrality

Approved

Item 800: Requests for non-competitive personnel action.

This is current GRS 1, item 33o, with updated language excising reference to specific Standard and OPM forms. One form mentioned in the current item is no longer in use. Generic description rather than reference to specific forms will ensure this item remains viable.

Proposed Disposition

Temporary

Appropriateness of Proposed Disposition

Appropriate

Appraisal Justification

*Previously approved as temporary:

GRS 1, item 33o (NC1-GRS-85-2 item 34k)

Adequacy of Proposed Retention Period

Adequate from the standpoint of legal rights and accountability.

Media Neutrality

Approved

Item 900: Political appointment records related to appointees.
Item 950: Political appointment records related to non-appointees.
These two items are based on three nearly identical agency schedules: N1-527-97-1, N1-566-08-1, and N1-412-07-2. Three other agencies have also scheduled these records, pretty much along the same lines: N1-015-97-002, N1-434-96-003, and N1-085-96-002. Slightly different retention, calculated from appointment rather than from leaving post, is found in N1-59-93-38. Most schedules refer to "Presidential" appointments, but broadening it to "political" (as one agency schedule did) gives potentially broader coverage.

Proposed Disposition

Temporary

Appropriateness of Proposed Disposition

Appropriate

Appraisal Justification

*Does not document significant actions of Federal officials. These files contribute to decision-making—the vetting of candidates for political appointment—but are still of a routine nature. The most significant question is whether or not a candidate is appointed. This fact will be documented in other places.

*Has little or no research value. While political appointees and potential political appointees may be figures of fame—and sometimes notoriety—very little unique information is likely to be contained in these files. For the most part, these records are working-file copies of records and information held elsewhere. These files exist for a business purpose (to assist the vetting of potential candidates for appointment) and the historical record will not suffer greatly if these records are destroyed once that business purpose is fulfilled.

Adequacy of Proposed Retention Period

Adequate from the standpoint of legal rights and accountability.

Media Neutrality

Approved

Item 1000: Special hiring authority program records.
OPM has a number of temporary hiring authorities that come and go or morph over time. For instance, its current Internship Program replaced both its Student Career Experience Program and its Student Temporary Employment Program. Some programs last for only a season, such as summer employment programs for students. This item adds for the first time to the GRS a disposition authority for agency program records documenting their implementation of these programs. This item was added in response to a request from the Internal Revenue Service, whose records management staff assisted in crafting its language and retention period.

Proposed Disposition

Temporary

Appropriateness of Proposed Disposition

Appropriate

Appraisal Justification

*Has little or no research value. These are administrative records documenting agency implementation of very routine —and literally temporary—programs.

Adequacy of Proposed Retention Period

Adequate from the standpoint of legal rights and accountability.

Media Neutrality

Approved

<u>Item 1100: Records related to individual employees hired under special temporary authority.</u>

Unique records may be created for those hired under special temporary authority. The records document fulfillment of requirements the candidate agrees to upon being hired, mentoring and tracking of the person's progress in the program, and in some cases conversion to a permanent position. These records do not exist for those hired into permanent positions under competitive authority.

Proposed Disposition

Temporary

Appropriateness of Proposed Disposition

Appropriate

Appraisal Justification

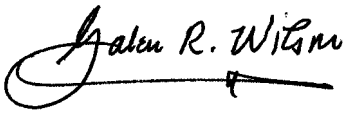
*Has little or no research value. These records' sole value is as business records. The very likely possibility that some student interns will someday be powerful political figures, and that some interesting snippet of biographical information might be found in their internship files, does not justify the retention of thousands of files devoid of historically valuable information. So while we cannot say these records have absolutely *no* potential research value, they do have potentially *little*.

Adequacy of Proposed Retention Period

Adequate from the standpoint of legal rights and accountability.

Media Neutrality

Approved



GALEN R. WILSON
Senior Records Analyst

New GRS				Old GRS			
GRS No.	Item No.	Retention	ERA Number/ Disposition Authority	GRS No.	Item No.	Retention	Disposition Authority
2.1	100	2 years after standard is superseded, canceled, or disapproved by OPM	Pending 0001	1	7a2a	5 years after position abolished or superseded	NC1-64-77-10, item 7a2a
2.1	200	2 years after position is abolished or description is superseded	Pending 0002	1	7b	2 years after position abolished or superseded	N1-GRS-88-4, item 1
2.1	250	When position description is final	Pending 0003	New item			
2.1	300	2 years after position is abolished	Pending 0004	1	7d1	3 years	N1-GRS-90-1, item 7d1
				1	7d2	Immediately after position abolished or superseded	N1-GRS-90-1, item 7d2
2.1	400	2 years	Pending 0005	1	4a (in part)	When appt. effective	NC1-64-77-10, item 4a (in part)
				1	5 (in part)	2 years	NC1-64-77-10, item 5 (in part)
				1	32	2 years	N1-GRS-79-2, item 1
				1	33b (in part)	1 year	NC1-GRS-85-2, item 34a (in part)
				1	33c (in part)	90 days	N1-GRS-02-1, item 33c (in part)
				1	33e (in part)	90 days	NC1-GRS-85-2, item 34c (in part)
				1	33f (in part)	2 years	N1-GRS-02-1, item 33f (in part)
				1	33g (in part)	2 years	N1-GRS-02-1, item 33g (in part)
				1	33i (in part)	6 months	N1-GRS-02-1, item 33h (in part)
				1	33p (in part)	2 years	N1-GRS-02-1, item 33p (in part)
				1	33q (in part)	2 years	N1-GRS-02-1, item 33q (in part)
2.1	450	2 years	Pending 0006	1	4a (in part)	When appt. effective	NC1-64-77-10, item 4a (in part)
				1	5 (in part)	2 years	NC1-64-77-10, item 5 (in part)
				1	33b (in part)	1 year	NC1-GRS-85-2, item 34a (in part)
				1	33c (in part)	90 days	N1-GRS-02-1, item 33c (in part)
				1	33e (in part)	90 days	NC1-GRS-85-2, item 34c (in part)
				1	33f (in part)	2 years	N1-GRS-02-1, item 33f (in part)
				1	33g (in part)	2 years	N1-GRS-02-1, item 33g (in part)
				1	33i (in part)	6 months	N1-GRS-02-1, item 33h (in part)
				1	33p (in part)	2 years	N1-GRS-02-1, item 33p (in part)

				1	33q (in part)	2 years	N1-GRS-02-1, item 33q (in part)
2.1	500	2 years	Pending 0007	1	8	6 months after separation	NC1-64-77-10, item 8
2.1	600	1 year	Pending 0008	1	4b1	Return to OPM	NC1-64-77-10, item 4b1
				1	4b2	File with application	NC1-64-77-10, item 4b2
				1	4b3	Destroy immediately	NC1-64-77-10, item 4b3
				1	33k	1 year	N1-GRS-02-1, item 33k
				1	33l-1	90 days	N1-GRS-02-1, item 33l1 [el-one]
				1	33l-2	1 year	N1-GRS-02-1, item 33l2 [el-two]
				1	33m	2 years	N1-GRS-02-1, item 33m
				1	33n	2 years	N1-GRS-02-1, item 33n
2.1	700	5 years	Pending 0009	1	33j	5 years	NC1-GRS-85-2, item 34i
2.1	800	1 year	Pending 0010	1	33o	1 year	NC1-GRS-85-2, item 34k
2.1	900	After separation	Pending 0011	New item			
2.1	950	Upon termination of consideration	Pending 0012	New item			
2.1	1000	x years	Pending 0013	New item			
2.1	1100	x years	Pending 0014	New item			