

GENERAL RECORDS SCHEDULE 2.5: Employee Separation Records

This schedule covers records created in the process of employees leaving Federal service whether that service status is career, temporary, or political appointment. These records divide into two categories: records of managing an employee separation program in general, and case files specific to individual separations. Bullet lists describe records that *may* be contained in these files. They do not mean to convey that all of these records *must* be contained in every file. In particular, records pertinent to individual separating employees will vary depending on the type of service (career, temporary, or political appointment) and an employee's responsibilities.

Item	Records Description	Disposition Instruction	Disposition Authority	
010	<p>Separation program management records. Records documenting the general work process to release career, temporary, and political-appointment employees from employment status. Includes:</p> <ul style="list-style-type: none"> • registers of separation or transfers such as SF-2807, SF-3103, or similar records 	<p>Records not specific to an agency separation initiative.</p>	<p>Temporary. Destroy when no longer required for business use.</p>	<p>DAA-GRS-2014-0004-0001</p>
011	<ul style="list-style-type: none"> • retention registers and related records • reports, correspondence, and control documents • exit interview compilations identifying and tracking trends 	<p>Records specific to an agency separation initiative such as reduction-in-force, voluntary early retirement, voluntary separation, and similar programs.</p>	<p>Temporary. Destroy 2 years after date of program closure, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2014-0004-0002</p>
020	<p>Individual employee separation case files. Records not included in separating employee's Official Personnel Folder (OPF), documenting individual employees' transfer to another Federal agency or office or voluntary, involuntary, disability, early retirement, retirement, or death separation from career, temporary, and political appointment service; and legal and financial obligations of government to employee and employee to government. Includes:</p> <ul style="list-style-type: none"> • records of counseling activities and outplacement services • exit interview records • exit clearances • checklists of returned property • certifications of removal/non-removal of government records 	<p>Temporary. Destroy 1 year after date of separation or transfer, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2014-0004-000</p>	

	<ul style="list-style-type: none"> records documenting notification of appropriate third parties (e.g., benefits providers, payroll, facility services, security, information technology) of impending separation records documenting terms and entitlements of separation (e.g., leave balance pay out or transfer of account, severance, pension, temporary continuation of coverage, annuity estimates, assistance) records documenting employee financial obligations to government (e.g., salary offset notices in effect at time of separation; student loan repayment; recruitment, retention, and relocation incentives; determinations of settlement) copy of leave record (see "Record of employee leave," item 040 of this schedule, for record copy) retained for agency use <p>• Exclusion: Records required to be filed in employee's OPF are excluded from this item.</p>		
030	<p>Records documenting capture of institutional and specialized knowledge. Includes status updates on current and pending assignments, contact information for sources, and other job-related information an office may choose to obtain from a departing employee.</p> <p>Exclusion: Formal oral histories recorded with an employee before his/her departure are not covered by this item. These must be scheduled separately by the agency.</p>	<p>Temporary. Destroy when no longer required for business use.</p>	<p>DAA-GRS-2014-0004-0004</p>
040	<p>Individual employee separation records required to be placed in separating employee's OPF. As identified in the Office of Personnel Management (OPM) Guide to Personnel Recordkeeping, includes but is not limited to:</p> <ul style="list-style-type: none"> resignation letter reason for separation (such as reduction in force) documentation of retirement-option elections and coverage documentation of indebtedness documentation of payment or repayment to, or refund from FERS or CSRS record of employee leave prepared upon transfer or separation records of most recent performance ratings designation of beneficiary 	<p>File on left side (short-term) or right side (long-term) of the Official Personnel Folder (OPF), as appropriate.</p>	