

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUM <i>71-GRS-02-1</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>7-9-02</i>	
1 FROM (Agency or establishment) National Archives and Records Administration		NOTIFICATION TO AGENCY	
		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2 MAJOR SUBDIVISION Modern Records Program			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Larry Baume	4 TELEPHONE NUMBER 301-837-1505	DATE <i>11-22-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
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 <u>3</u> page(s) are not needed now for the business for 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 <i>7/8/2002</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Larry Baume</i>		TITLE <i>Supervisory Archivist</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED SHEET(S) FOR See Attached <i>cc Agency, DR NUMWA</i>		

General Records Schedule 1
Civilian Personnel Records

GRS or
Superseded
Job Citation

Item Number	Title and Description of Records	Disposition	GRS or Superseded Job Citation
15	<u>Employment Applications</u>	Destroy upon receipt of OPM inspection report or when two years old, whichever is earlier. Cut off annually. Destroy 2 years after cutoff.	Delete from GRS
33	<p><u>Examining and Certification Records</u></p> <p>a. Delegated agreements</p> <p>b. Correspondence concerning applications, eligibles certification certification of eligibles, and all other examining and recruiting operations. Such correspondence includes, but is not limited to, correspondence from Congress, White House, and the general public, and correspondence regarding accommodations for holding examinations and shipment of test materials</p> <p>c. Correspondence or notices received from eligibles indicating a change in name, address, or availability</p> <p>d. Test material stock control Stock control records of examination test material including running inventory of test material in stock</p> <p>e. Application Record Card (OPM Form 5000A, or equivalent)</p> <p>f. Examination Announcement Case Documentation Files Correspondence regarding examination requirements, original drafts of examination, and announcements issued EXCLUDING records concerning qualification standards, job specifications, and their development final vesion of announcements(s) issued, subsequent amendments to announcement(s), public notice documentation, rating schedule, job analysis documentation, record of selective and quality rating factors, rating procedures, transmutation tables, and other documents associated with</p>	<p>Destroy 3 years after termination of agreement</p> <p>Cut off annually Destroy 1 year after cutoff</p> <p>Destroy 90 days after updating the appropriate record in the registry or inventory</p> <p>Destroy when test is superseded or obsolete</p> <p>Cut off after examination Destroy no later than 90 days after cutoff</p> <p>Destroy 5 years after termination of related register Cut off after termination of related register or inventory, or after final action is taken on the certificate generated by case examining procedures Destroy 2 years after cutoff</p>	<p>New</p> <p>Revision</p>

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	<p>the job announcement(s) and the development of the register/inventory or case examination</p> <p>g Register or inventory of eligibles (OPM Form 5001-C or equivalent, documenting eligibility of an individual for Federal jobs)</p> <p>h Letters to applicants denying transfer of eligibility (OPM Form 4896 or equivalent)</p> <p>h Cancelled and/or ineligible applications, supplemental forms, and attachments. Ineligible applications may be returned to the applicant with the notice of ineligibility, unless otherwise directed by the local OPM area office.</p> <p>i Test answer sheets Written test answer sheets for both eligibles and ineligibles Filed by date of processing</p> <p>j Lost or exposed test material case files Records showing the circumstances of loss, nature of the recovery action, and corrective action required</p> <p>k Cancelled and ineligible applications for positions filled from a register or inventory Such documents include Optional Form (OF) 612, resumes, supplemental forms, and attachments, whether in hard copy or electronic format</p> <p>l Eligible applications for positions filled from a register or inventory, including OF-612, resumes, supplemental forms, and</p>	<p>Cut off records on individuals with terminated eligibility annually. Destroy 5 years after cutoff. When the entire register is terminated, destroy 5 years after termination date. Registers established under case examining. Destroy after audit by local OPM service center or 90 days after final action is taken on the certificate, whichever is sooner. Destroy 2 years after the date on which the register of inventory is terminated</p> <p>Cut off annually Destroy 1 year after cutoff</p> <p>Destroy ineligible applications not returned and canceled applications 90 days after date of action or when register is terminated, whichever is sooner.</p> <p>Destroy when 6 months old</p> <p>Cut off files annually Destroy 5 years after cutoff</p> <p>Cut off annually Destroy 1 year after cutoff</p>	<p>Revision</p> <p>Delete from GRS</p> <p>New</p> <p>Revision</p>

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	<p>attachements, whether in hard copy or electronic format</p> <p>(1) On active register or inventory</p> <p>(2) On inactive register or inventory</p>	<p>Destroy upon 90 days after termination of register or inventory, (except for those applications that may be brought forward to a new register or inventory, if any)</p> <p>Destroy 1-12 months after eligibles are placed on inactive register, depending on space availability and difficulty of replacing the application for restoration Cut off annually Destroy 1 year after cutoff</p>	
	<p>m Ineligible or incomplete applications for positions filled by case examining. Such documents include OF-612, resumes, supplemental forms, and attachments, whether in hard copy or electronic format</p>	<p>Cut off annually Destroy 2 years after cutoff</p>	New
	<p>n Eligible applications for positions filled by case examining that either are not referred to the hiring official or are returned to the examining office by the hiring official. Such documents include OF-612, resumes, supplemental forms, and attachments, whether in hard copy or electronic format</p>	<p>Cut off annually Destroy 2 years after cutoff</p>	New
	<p>o. Request for prior approval of personnel actions taken by agencies on such matters as promotion, transfer, reinstatement, or change in status, submitted by SF-59, OPM-648, or equivalent form</p>	<p>Cut off annually Destroy 1 year after cutoff</p>	
	<p>p Certificate files, including SF-39, SF-39A, or equivalent, and all papers upon which the certification was based detailed rating schedule, record of selective and quality ranking factors used, the list of eligibles screened for the vacancies, ratings assigned, availability statements, the certificate of eligibles that was issued to the selecting official, the annotated certificate of eligibles</p>	<p>Cut off annually Destroy 5 2 years after cutoff.</p>	Revision

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	<p>that was returned from the selecting official, and other documentation material designated by the examiner for retention It is recommended that both the file copy and the audited report of the certificate be kept in this file. Files should be arranged to permit reconstruction or validation of actions taken in the event of appeal or legal action.</p> <p>q. Certification request control index Certificate control log system Records of information (e g , receipt date, series, and grade of position, duty station, etc) pertaining to requests for lists of eligibles from a register or inventory</p> <p>r Interagency Placement Program (IPP) application and registration sheet</p> <p>s DEP control cards, if maintained</p> <p>t. Reports of audits of dlegated examining operations.</p>	<p>Cut off annually Destroy + 2 years after cutoff</p> <p>Destroy uopn expiration of employee's DEP eligibility</p> <p>Cut off annually Destroy 2 years after cutoff.</p> <p>Destroy 3 years after date of the report</p>	<p>Revision</p>