

GRS 2.5 Employee Separation Records

This file contains two documents. The Draft Schedule contains the proposed text of the new GRS in publication format. The Draft Appraisal Memorandum provides additional background explanation and includes the appraiser's justification for the retention decisions proposed in the schedule.

THE SCHEDULE IS NOT APPROVED FOR USE.

National Archives and Records Administration
Office of the Chief Records Officer
GRS Team
January 2022

DRAFT

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.

Notes:

1. 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.
2. Agencies must offer any records created prior to January 1, 1921, to the National Archives and Records Administration (NARA) before applying disposition instructions in this schedule.

Item	Records Description	Disposition Instruction	Disposition Authority
010--040	No changes		
050	<p>Phased retirement administrative records.</p> <p>Records related to managing a phased retirement program, including:</p> <ul style="list-style-type: none">● procedural guidance on program administration● informational/marketing/publicizing materials● MOUs between agencies and their employees' unions delineating rules under which a phased retirement program may function, including significant documentation of bargaining unit negotiations● documentation of program structure and details as uniquely instituted by agency <p>Note: Phased retirement program reports to OPM are covered under GRS 5.7, item 050.</p> <p>Exclusion: This item does not cover records held at the OPM office overseeing the phased retirement program for the entire Government.</p> <p><i>Supersedes: DAA-GRS-2016-0007-0001 (in part)</i></p>	<p>Temporary. Destroy 3 years after superseded or obsolete, but longer retention is authorized if required for business use.</p>	DAA-GRS-2022-000X-0002
051	No changes		
052	<p>Phased retirement program correspondence.</p> <p>Exclusion: This item does not cover records held at the OPM office overseeing the phased retirement program for the entire Government.</p> <p><i>Supersedes: DAA-GRS-2016-0007-0001 (in part)</i></p>	<p>Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use.</p>	DAA-GRS-2022-000X-0001



Office of the Chief
Records Officer for the
U.S. Government

Date: January 12, 2022
Appraiser: Galen R. Wilson, ACRS
Agency: General Records Schedules (GRS)
Subject: DAA-GRS-2022-000X

DRAFT

INTRODUCTION

Schedule Subject

GRS 2.5: Employee Separation Records - Revision

Additional Background Information

NARA is revising one item in GRS 2.3, Employee Relations Records to enable a computer to convert disposition instructions into code that it can implement. In other words, we seek to make the instructions machine-implementable. These instructions must have only one retention type in order for the computer to know what to do. A retention type identifies the general point in time when retention starts, either at the point of creation (an age- or creation-based retention, such as “Destroy when 3 years old”) or when a certain event occurs (an event-based retention, such as “Destroy 3 years after final action”). For this reason, we find it necessary to break some larger aggregate items into smaller items to accommodate the different retention requirements.

Office of Personnel Management is excluded from using either item to schedule its records concerning overall administration of the government-wide phased retirement program because the program is a function of OPM’s mission. OPM may, however, use these items to schedule records documenting the carrying out of its own (OPM-specific) phased retirement program.

Overall Recommendation

Approval of the attached schedule is recommended based on NARA Directive 1441 Appraisal Policy of the National Archives and Records Administration.

APPRAISAL

Item 0001 (GRS 2.5, item 050): Phased retirement administrative records.

Current item 050 has been altered to remove correspondence records now described in item 0002 (052) and to reassign reports to OPM to GRS 5.7, item 050, which covers reports to oversight agencies on administrative matters.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification

*Records relate to administrative housekeeping activities. Managing an agency's phased retirement program is a human-resources-management administrative function.

*Previously approved as temporary. DAA-GRS-2016-0007-0001, Phased retirement administrative records. The only alterations to this item have been to remove some records the previous item covered. The archival value of the remaining records has not changed. The records are being rescheduled simply to make the disposition instructions implementable by a computer.

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability. This item retains the retention period of the previous, superseded, item.

Media Neutrality: Approved.

Item 0002 (GRS 2.5, item 052): Phased retirement program correspondence.

These records are segregated from records in item 0001 (GRS 2.5, item 050) only because their disposition must be age-based rather than event-based.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification

*Records relate to administrative housekeeping activities. Managing an agency's phased retirement program is a human-resources-management administrative function.

*Previously approved as temporary. DAA-GRS-2016-0007-0001, Phased retirement administrative records. The archival value of these records has not changed. The records are being rescheduled simply to make the disposition instruction machine implementable.

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability. Three-year retention for general correspondence not related an agency's mission is a widely accepted standard throughout the Federal government. The 3-year retention is in line with the retention of electronic mail related to administrative activities and therefore brings administrative correspondence into alignment with correspondence received as email."

Media Neutrality: Approved.

Galen R. Wilson

GALEN R. WILSON
Appraiser

Supervisor Concurrence: