

GRS 2.2: Employee Management 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
March 19, 2026

GENERAL RECORDS SCHEDULE 2.2: Employee Management Records

This schedule covers records federal agencies create while carrying out the work of employee management: supervising employees, processing personnel actions, managing employee performance, and creating and maintaining personnel and volunteer service records.

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.

NOTE: agencies are reminded to review the [tailoring the GRS](#) section of NARA's website. Proper implementation of this GRS includes updating agency manuals, files plans, and directives to define "final action" (when applicable) as well as the length of time records should be maintained to meet your agency's business needs when an open retention (such as "longer retention is authorized") is included for certain items.

Item	Records Description	Disposition Instruction	Disposition Authority
010 - 030	No change		

Item	Records Description	Disposition Instruction	Disposition Authority	
040	<p>Official Personnel Folder (OPF), individuals separated January 1, 1974 and after The Official Personnel Folder (Standard Form 66) which documents an individual's employment history.</p>	<p>Long-term records, transferred to NPRC between January 1, 1974 and December 31, 2010 Long-term records (analog only). Long-term records of separated employees, as defined by the OPM <i>Guide to Personnel Recordkeeping</i>, formerly known as the "right side" or "permanent side." Item is not media neutral; applies to analog records only. Note 1: applies to all agencies, regardless of whether or not they are subject to OPM's recordkeeping requirements. Note 2: electronic copies (commonly known as the eOPF) are scheduled on an OPM agency schedule. <i>Supersedes DAA-GRS-2025-0003-0002 (GRS 2.2, item 040) – temporary, 129 years. Reduces retention to 65 years, and breaks the item into 2 new items. Updates the description.</i></p>	<p>Temporary. Destroy 65 years after employee separation, or in 2076, whichever is sooner. Longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2026-XXXX-0001</p>

Item	Records Description	Disposition Instruction	Disposition Authority
042	<p>Long-term records, transferred to NPRC January 1, 2011 and later</p> <p>Long-term records (analog only). Long-term records of separated employees, as defined by the OPM <i>Guide to Personnel Recordkeeping</i>, formerly known as the “right side” or “permanent side.”</p> <p>Item is not media neutral; applies to analog records only.</p> <p>Note 1: applies to all agencies, regardless of whether or not they are subject to OPM’s recordkeeping requirements.</p> <p>Note 2: electronic copies (commonly known as the eOPF) are scheduled on an OPM agency schedule.</p> <p><i>Supersedes DAA-GRS-2025-0003-0002 (GRS 2.2, item 040) – temporary, 129 years. Reduces retention to 65 years, and breaks the item into 2 new items. Updates the description.</i></p>	<p>Temporary. Destroy 65 years after transfer to the National Personnel Records Center, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2026-XXXX-0002</p>

Item	Records Description		Disposition Instruction	Disposition Authority
043		<p>Short-term records Short-term records of employees, as defined by the <i>OPM Guide to Personnel Recordkeeping</i>, formerly known as the “left side” or “temporary side”.</p> <p>Exclusion: USCIS Form I-9 and performance-related records. See item 060 of this schedule for I-9 Forms and items 070, 071, 072, and 073 for disposition of temporary performance-related records.</p> <p>Item is media neutral.</p> <p><i>Supersedes DAA-GRS-2025-0003-0003 (GRS 2.2, item 041), no change in disposition. Updates the item description.</i></p>	<p>Temporary. Destroy when superseded or obsolete, or upon separation or transfer of employee, whichever is earlier.</p>	DAA-GRS-2025-XXXX-0003
060 – 120	No change			



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

Date: March 6, 2026
Appraiser: ACRS
Agency: General Records Schedules (GRS)
Subject: DAA-GRS-2026-XXXX

DRAFT

INTRODUCTION

Schedule Subject

GRS 2.2, Employee Management Records

Additional Background Information

The Office of Personnel Management (OPM) contacted the National Archives and Records Administration (NARA) in September of 2025 to discuss the current retentions of official personnel folders (OPFs) covered under GRS 2.2, and employee medical folders (EMFs) covered under GRS 2.7. Long-term official personnel folder records currently have a 129-year retention (GRS 2.2, item 040). OPM proposed that the retention of the OPFs be reverted to 65 years, which was the approved retention prior to the current GRS 2.2 being approved in 2017.

NARA's Records Management Operations (ACR) established an internal working group to discuss this proposal. This included staff from ACR, the National Personnel Records Center (NPRC), and the NARA General Counsel's Office. The Acting Chief Records Officer (CRO) was heavily involved. Senior management within NARA was favorable to the proposed changes from OPM.

The NARA working group met with staff from the OPM Office of General Counsel (which includes both the agency SAO-RM and Agency Records Officer) on multiple occasions. The primary concern from NARA was implementation, specifically related to those personnel records transferred to the NPRC prior to 2012. Through these working groups and conversations, the following plan was adopted:

- To reduce the retention of all long-term personnel records to 65 years. This is how the retention stood for decades prior to the approval of the 129 years in 2017.
- To revise the GRS 2.2 to include those agencies not subject to OPM recordkeeping rules, in acknowledgement that many records within the NPRC are mixed.
- To revise the GRS 2.2 language to be more implementable, specifically related to those files transferred to the NPRC prior to 2012.
- To modernize all language, specifically around the use of terms "permanent," "right side," and "left side." This will align with changes being made with OPM to various recordkeeping guides.
- To move the electronic version of the long-term official personnel records from the GRS (currently GRS 2.2, item 040) to an OPM agency schedule. This reflects the reality that

OPM is the owner of these records, and the agency responsible for implementing disposition. This is represented in the pending OPM schedule DAA-0478-2026-0001.

NOTE: the publication version of the following items will be updated to reflect changes in the file codes referred to in their item descriptions. No action is required in terms of re-scheduling.

GRS 2.2, item 045, Official Personnel Files, individuals separated December 31, 1973 and earlier (DAA-GRS-2025-0003-0004). Removing the referral to items 040 and 041.

GRS 2.2, item 050, Notifications of personnel actions (DAA-GRS-2017-0007-0006). Changing the referral to items 040 and 041 to items 040 through 043.

GRS 2.2, item 110, Volunteer service case files (DAA-GRS-2017-0007-0016). Changing the referral to items 040 and 041 to items 040 through 043.

GRS 2.3, item 060, Administrative grievance, disciplinary, performance-based, and adverse action case files (DAA-GRS-2018-0002-0006). Changing the referral to item 041 to item 043 to match the new file codes.

GRS 2.7, item 030, Occupational health and safety training records (DAA-GRS-2017-0010-0003). Changing the referral to GRS 2.2, item 040 to match the new file codes.

Overall Recommendation

Approval of the attached schedule is recommended based on NARA Directive 1441 Appraisal Policy of the National Archives and Records Administration, appraisal site visits where appropriate, and the representations made by the agency regarding these records.

APPRAISAL

Item 0001: Official Personnel Folder (OPF), individuals separated January 1, 1974 and after: Long-term records, transferred to NPRC between January 1, 1974 and December 31, 2010

Item 0002: Official Personnel Folder (OPF), individuals separated January 1, 1974 and after: Long-term records, transferred to NPRC January 1, 2011 and later

Media Neutrality: Not Approved; records are analog only

Superseded items:

- DAA-GRS-2017-0007-0004, Official Personnel Folder, Long-term records, temporary.
Superseded in part: applies to analog records only.

Reason for rescheduling: to reduce the retention period from 129 years to 65 years; to split the item to account for implementation issues related to records in the NPRC; and to move the electronic version of the long-term OPF records from the General Records Schedule (GRS 2.2, item 040) to an agency records schedule (pending, DAA-0478-2026-0001).

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate.

Appraisal Justification:

- Records document legal rights or obligations that will expire. The value of these records ceases once an individual's benefits claims rights expire or are adjudicated.
- Records have been previously appraised as temporary.
- Information is captured in other permanent records. Consolidated information on all federal personnel is captured as permanent in N1-146-89-00, 1a1, Central Personnel Data File (CPDF).

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability. ACR held numerous conversations with OPM, the NPRC, and NARA's General Counsel. All were in agreement that the previous retention balanced the rights and interests of federal personnel and their beneficiaries with agency resources adequately; there were no identifiable claims issues with the previous 65-year retention. General Counsels from both OPM and NARA are in agreement that the proposed retention meets the spirit of all relevant regulations and adequately protects both federal personnel and OPM. Any risks associated with the reduction are far less than the resources required to continue maintaining these records at the current 129-year retention. This change will greatly reduce the financial burden on OPM, and ultimately the taxpayer, while still meeting the federal government's obligations. Additionally, two items had to be created to support implementation: item 0001 is specifically for records transferred to the NPRC prior to 2011, and allows for all records to be disposed of in one block if necessary. This is due to the mixed nature of the records, and the inability to easily apply disposition based on employee separation date. The records also include files for agencies that are and are not subject to OPM recordkeeping requirements. For example, one box of records could include files for people who separated over a span of 15 years, and from agencies who are and are not subject to OPM recordkeeping requirements. Item 0002 applies to records 2011 and forward, and allows implementation based on separation date.

Item 0003: Official Personnel Folder (OPF), individuals separated January 1, 1974 and after: Short-term records

Media Neutrality: Approved

Superseded items:

- DAA-GRS-2025-0003-0003, Official Personnel Folder: Short-term records

Reason for rescheduling: To renumber the item due to item 040 being split; and to update the item description language to align with current OPM terminology. No changes in disposition are being proposed.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: [Appropriate OR Requires Change].

Appraisal Justification:

- Records have been previously appraised as temporary.
- Information is captured in other permanent records. Consolidated information on all federal personnel is captured as permanent in N1-146-89-00, 1a1, Central Personnel Data File (CPDF).

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability. No changes to the final disposition are being proposed in this new schedule.