

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
July 31, 2023

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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.

Item	Records Description	Disposition Instruction	Disposition Authority	
010 - 020	No change			
030	<p>Employee incentive award records. Agency awards files, including recommendations, approved nominations, correspondence, and reports about agency-sponsored cash and noncash awards (such as lump-sum cash awards, honorary awards, informal recognition awards, cost savings awards, and time off awards). Also, includes correspondence about awards from other Federal agencies or non-Federal organizations and to former employees.</p> <p>Exclusions:</p> <ol style="list-style-type: none"> Records of Department-level awards require agency-specific schedules. <p><i>Supersedes: DAA-GRS-2017-0007-0003 – 2 years old or 2 years after approval/disapproval</i></p>	<p>Temporary. Destroy 2 years after final action, but longer retention is authorized if required for business use.</p>	DAA-GRS-202X-000X-0001	
040 - 080	No change			
090	<p>Records related to official passports. The Department of State issues official passports to people traveling abroad to carry out official duties on behalf of the U.S. Government.</p>	<p>Application records. Records related to administering the application or renewal of official passports and visas.</p> <p><i>Supersedes: DAA-GRS-2017-0007-0013 – 3 years or employee separation/transfer, whichever sooner</i></p>	<p>Temporary. Destroy 3 years after submission, but longer retention is authorized if required for business use.</p>	DAA-GRS-202X-000X-0002
091-092	<p>Exclusions:</p> <ol style="list-style-type: none"> Agency and dependent requests for passports maintained by the 	No change		

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	Department of State are covered under an agency-specific schedule.			
100-120	No change			



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

Date: July 31, 2023
Appraiser: Andrea Riley, ACRS
Agency: General Records Schedules (GRS)
Subject: DAA-GRS-202X-000X

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INTRODUCTION

Schedule Subject

GRS 2.2, Employee Management Records - Revision

Additional Background Information

NARA is revising GRS 2.2, Employee Management 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 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”).

The following changes have been made to this schedule:

- Revisions to items 030, Employee incentive award records, and 090, Records related to official passports – Application records, to simplify the disposition instructions.

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 2.2, item 030): Employee incentive award records

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Superseded items:

- DAA-GRS-2017-0007-0003 (GRS 2.2, item 030, Employee incentive award records) - Temporary

Reason for rescheduling: To make the disposition instruction machine-implementable.

Appraisal Justification:

- Records document routine administrative functions, rather than an agency’s core mission. Rewarding employees is a common, routine activity related to the human resource

management function, which is an administrative support function of the federal government. These records do not document significant decisions of federal officials. Departmental-level awards are specifically excluded from this item because they tend to involve decisions from senior level agency officials, and therefore may have more significance.

- Previously approved as temporary.

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability. The previous disposition instruction for these records was to destroy them when 2 years old or 2 years after the award was approved or disapproved. The instruction has been simplified for ease of automation to destroy 2 years after final action, presuming that the final action will be approval, disapproval, or decision not to act. Longer retention is still authorized for business use.

Media Neutrality: Approved

Item 0002 (GRS 2.2, item 090): Records related to official passports - Application records.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Superseded items:

- DAA-GRS-2017-0007-0013 (GRS 2.2, item 090, Records related to official passports - Application records) - Temporary

Reason for rescheduling: To make the disposition instruction machine-implementable.

Appraisal Justification:

- Records document routine administrative functions, rather than an agency's core mission. These records relate to the administrative task of obtaining official passports for federal employees. Additionally, these records are agency copies of the application records that are ultimately maintained by the US Department of State (N1-059-05-011, item 2, Requests for Passports), where the records are maintained for 25 years.
- Previously approved as temporary.

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability. The previous disposition instruction for these records was to destroy when 3 years old or upon employee separation or transfer, whichever is sooner. This allowed for destruction of application records if an employee left an agency before the 3 year retention period was met. Given the already short retention period for these records, we are standardizing retention for ease of automating disposition by setting it at 3 years after the application is submitted. Longer retention is still authorized for business use.

Media Neutrality: Approved

ANDREA M. RILEY
Appraiser