

GRS 2.2, Employee Management Records

This file contains three 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. Also included are drafts of new questions to be added to the current FAQ.

THE SCHEDULE IS NOT APPROVED FOR USE.

National Archives and Records Administration
Office of the Chief Records Officer
GRS Team
April 25, 2025

DRAFT

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	<p>Employee management administrative records Records on routine office program support, administration, and human resources operations. Includes:</p> <ul style="list-style-type: none">• Reports, including annual reports to the Department of State concerning the number of official passports issued and related matters• Reports from subordinate units regarding statistics and other reporting measures• General correspondence with internal agency offices and with OPM• General correspondence with travelers regarding official passport application procedures and documentation requirements• Statistics, including lists of official passport holders• Forms used for reporting to OPM or other entities that are not otherwise filed in the official OPF or other series in this GRS (such as the Standard Form 256, Self-identification of Disability) <p>Exclusion: Agency reports related to passports received by the Department of State document the Department's mission and must be scheduled by the Department.</p> <p><i>Supersedes:</i> <i>DAA-GRS-2017-0007-0001 (GRS 2.2, item 010) – adds additional record type</i></p>	<p>Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use.</p>	DAA-GRS-XXXX-XXXX-0001
020 - 030	No change		

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Item	Records Description	Disposition Instruction	Disposition Authority	
040	<p>Official Personnel Folder (OPF)/electronic OPF (eOPF), individuals separated January 1, 1974 and after</p> <p>The Official Personnel Folder (Standard Form 66) or its approved electronic equivalent documents an individual’s employment history.</p> <p>Exclusion 1: Agencies not subject to OPM recordkeeping requirements under title 5, U.S. Code, should apply their own agency-specific schedule.</p>	<p>Long-term records</p> <p>Records of separated employees saved to the “permanent” folder in the eOPF or filed on the right side of the hardcopy OPF.</p> <p><i>Supersedes:</i> DAA-GRS-2017-0007-0004 (GRS 2.2, item 040) - 129 years</p>	<p>Temporary. Destroy when survivor or retirement claims are adjudicated or when records are 129 years old, whichever is sooner, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-XXXX-XXXX-0002</p>
041	<p>Exclusion 2: OPFs for employees separated prior to January 1, 1974. Use item 042 for those records.</p> <p>Note 1: For transferred employees, see Chapter 7 of <i>The Guide to Personnel Recordkeeping</i> for instructions.</p> <p>Note 2: GRS 4.5, item 010 covers paper personnel folders that have been scanned into the OPM eOPF Database as source records. For GRS 4.5 to apply, the paper records must be scanned to NARA standards in 36 CFR 1236 Subpart D - Digitizing Temporary Federal Records.</p>	<p>Short-term records</p> <p>Records of separated employees saved to the “temporary” folder in the eOPF or filed on the left side of the hardcopy OPF.</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><i>Supersedes:</i> DAA-GRS-2017-0007-0005 (GRS 2.2, item 041) - superseded, obsolete, or upon separation</p>	<p>Temporary. Destroy when superseded or obsolete, or upon separation or transfer of employee, whichever is earlier.</p>	<p>DAA-GRS-XXXX-XXXX-0003</p>

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Item	Records Description	Disposition Instruction	Disposition Authority
042	<p>Official Personnel Files, individuals separated December 31, 1973 and earlier Official personnel records, documenting an individual's employment history.</p> <p>Records may be managed by individual agencies, or by the Office of Personnel Management (OPM). This item applies to all agencies, not just those subject to OPM recordkeeping requirements under title 5, U.S. Code.</p> <p>Exclusion: OPFs for employees separated after December 31, 1973. Use items 040 and 041 for those records.</p>	<p>Permanent. Transfer to the National Archives 75 years after closure.</p>	DAA-GRS-XXXX-XXXX-0004
050	No change		
060	<p>Employment eligibility verification records Employment Eligibility Verification form I-9 and any supporting documentation.</p> <p><i>Supersedes:</i> <i>DAA-GRS-2017-0007-0007 (GRS 2.2, item 060) - 3 years</i></p>	<p>Temporary. Destroy 1 year after employee separation, or 3 years after first day of employment, whichever is later.</p>	DAA-GRS-XXXX-XXXX-0005
070 - 120	No change		

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Item	Records Description	Disposition Instruction	Disposition Authority	
130	<p>Detail Programs and Temporary Assignments Records</p> <p>Records of personnel-related detail programs, also known as temporary assignment or mobility programs. Including:</p> <ul style="list-style-type: none"> ● Interagency and external programs, including those under the Interagency Personnel Act (5 CFR part 334) ● Internal programs, occurring within one agency <p>Exclusion 1: Records that must be filed in the official OPF. These records are covered by items 040 and 041 of this schedule.</p> <p>Exclusion 2: Records appropriate for filing in other record series. For example, memoranda of understanding may be filed within a collection of multi-topical agency-wide agreements.</p> <p>Exclusion 3: Other personnel records created for the employee while on detail, such as performance appraisals. Follow the relevant GRS item(s) for the disposition of those records.</p> <p>Exclusion 4: Records of OPM’s internal <i>Intergovernmental Personnel Act Mobility Program</i>. OPM must schedule these records.</p>	<p>Program records</p> <p>Records of the general operations of programs related to detail opportunities, including, but not limited to:</p> <ul style="list-style-type: none"> ● Opportunity announcements ● Correspondence ● Policies and procedures ● Internal reports ● Program-wide memoranda of understanding or agreements ● Requests for, and approvals of, certifications of eligibility related to participating organizations ● Records related to agreement terminations <p>Exclusion: Reports required to be filed with OPM or Congress are covered by GRS 5.7, item 050.</p>	<p>Temporary. Destroy 3 years after final action. Longer retention is authorized if required for business use.</p>	<p>DAA-GRS-XXXX-XXXX-0006</p>

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Item	Records Description		Disposition Instruction	Disposition Authority
131		<p>Individual detailee records</p> <p>Records related to individual detailees, including, but not limited to:</p> <ul style="list-style-type: none">• Memoranda of understanding for individual detailees• Detailee request and approval forms (such as the OF-69) and records• Correspondence• Performance notes / input not captured in other GRS items	<p>Temporary. Destroy 3 years after the end of the detail. Longer retention is authorized if required for business use.</p>	DAA-GRS-XXXX-XXXX-0007



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

Date: April 25, 2025
Appraiser: ACRS
Agency: General Records Schedules (GRS)
Subject: DAA-GRS-2025-000X

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INTRODUCTION

Schedule Subject

GRS 2.2, Employee Management Records

Additional Background Information

This schedule revises and updates GRS 2.2, Employee Management Records. The revisions include: item 010, Employee management administrative records, is revised to add in a new record type example; items 040 and 041 (the post-1973 official personnel records) are revised to clearly define the relationship with a new item for pre-1973 official personnel files; and item 060, Employment eligibility verification records, is revised so that the final disposition instructions align with the instructions on the Department of Homeland Security form (form I-9) itself. Additionally, three new items are added: item 042, for pre-1973 official personnel records; and items 130 and 131 for the records of detail programs, temporary personnel assignments, and the records of individual detailees.

The main driver of this revision is to address the pre-1973 official personnel records, which have long remained unscheduled. NARA reviewed these records held in Federal Records Centers and determined that they have permanent value, but an agreement on how to schedule the records, and what is the appropriate point of legal transfer, was only recently reached. A proposal supported by both NARA's Research Services (R) and Agency Services (A) was approved by NARA leadership in July of 2024. The proposal focused on scheduling pre-1973 official personnel records as permanent, with a 75 year transfer date.

This left open the question on how to best schedule the records. Since the records are a mix of those owned by individual agencies, those owned by the Office of Personnel Management (OPM), and those of some agencies not subject to OPM rules (non title 5 agencies), NARA concluded that scheduling via the GRS was appropriate. This alleviates the need for individual agencies to schedule their own records, and provides disposition consistency across the entirety of the federal government for all early personnel records.

The GRS Team, and other staff of AC, consulted with the OPM Records Management Office on this schedule, who in turn consulted the appropriate stakeholders within their agency. The appraiser also consulted with the NARA Appraisal Archivist for OPM who reviewed records within the FRC's holdings, and provided appraisal justification. Additional detail on this is provided below.

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, 010) Employee management administrative records

We revised the item description to add that this item includes personnel-related administrative forms not covered elsewhere within the GRS, including the Standard Form 256, Self-identification of Disability.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Superseded items:

- DAA-GRS-2017-0007-0001 (GRS 2.2, 010), Employee management administrative records

Reason for rescheduling: To revise the item description to clarify that the item also includes personnel-related administrative forms not covered elsewhere within the GRS.

Appraisal Justification:

- The records do not meet the appraisal criteria for permanent preservation. The records relate to the day-to-day operation of an administrative activity in federal agencies related to personnel matters.
- Records document routine administrative functions, rather than an agency's core mission. Records document administrative activities that are common to any office within the federal government.

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability. The disposition instruction has not changed with inclusion of the new record type. We believe the 3 year retention is appropriate for these common administrative records.

Media Neutrality: Approved

Item 0002 (GRS 2.2, 040): Official Personnel Folder (OPF)/electronic OPF (eOPF):

Long-term records

Item 0003 (GRS 2.2, 041) Official Personnel Folder (OPF)/electronic OPF (eOPF):

Short-term records

All changes to these two items are administrative. We revised the group title and the notes and exclusions to account for and align with new item 042 (item 0004 below). We also revised a note to reflect that digitized source records are now covered by GRS 4.5. No changes were made to the item descriptions or final dispositions.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Superseded items:

- DAA-GRS-2017-0007-0004 (GRS 2.2, 040), Official Personnel Folder (OPM)/electronic OPF (eOPF): Long-term records - Temporary
- DAA-GRS-2017-0007-0005 (GRS 2.2, 041), Official Personnel Folder (OPM)/electronic OPF (eOPF): Short-term records - Temporary

Reason for rescheduling: To revise notes and exclusions to align with new item 042 (0003) and to update the disposition authority referral for digitized source records.

Appraisal Justification:

- The records do not meet the appraisal criteria for permanent preservation. The records relate to the day-to-day operation of an administrative activity in federal agencies related to personnel matters.
- Records have been previously appraised as temporary.

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability. The disposition instructions have not changed from the previously approved schedule.

Media Neutrality: Approved

Item 0004 (GRS 2.2, 042) Historical Personnel Records(employees separated December 31, 1973 and earlier)

This new item will supplement existing items 040 and 041, and cover all official personnel records prior to 1974 (those excluded from items 040 and 041). The item is designed to be broad: it will apply to known large accessions within the FRC program, regardless of owner agency and regardless of whether or not the agency is subject to OPM rules. It will also apply to any records fitting the scope of the item that are still managed within agencies.

Proposed Disposition: Permanent

Appropriateness of Proposed Disposition: Appropriate

Superseded items:

- N/A

Reason for rescheduling: N/A

Appraisal Justification:

- Records significantly document actions of the federal government essential to understanding and evaluating government actions. Prior to 1973, government personnel recordkeeping was inconsistent and more decentralized. These files document early personnel actions of multiple agencies across the federal government; further, they document how the federal government - which grew in size between 1910 and 1973 - evolved in terms of personnel recordkeeping.
- Records are unique. Early personnel records contain a significant amount of genealogical information, providing secondary value to researchers interested in genealogy.

Adequacy of Proposed Transfer Instructions: Appropriate. The 75 years after final action increases the likelihood that the records no longer have active value for the agency managing the records; all records are cut off at closure, primarily employee separation. NARA identified a large volume of analog records in the Federal Records Center (FRC) program that will fit under this item, including: various agency personnel files (such as Army/Army Air Force Alien/Labor Service Files, Army Not appropriated, DC Government, NOAA, AAFES, Library of Congress after 1952, TVA after 1952, Public Health Service, and the USPS), 1880-1951; consolidated files (mixed agencies, mostly under OPM rules), 1951-1965); and registry files (1965-1973). Following the 75 year approach, the consolidated files covering 1952 to 1965 could be

accessioned in 2040, and the registry files covering 1965 to 1973 could be accessioned in 2048 (with these batches, the latest year will be used to trigger transfer). This approach ensures that the records are no longer in agency active use and are accessioned by NARA in adherence to existing FOIA b(6) screening requirements.

Media Neutrality: Approved. The records mentioned above equate to approximately 175,000 cubic feet. Media neutrality is being approved to afford flexibility, and to account for records that are both exempt and not exempt from the digitization requirements.

Item 0005 (GRS 2.2, 060) Employment eligibility verification records

We made revisions to the final disposition instructions so that they align with the actual instructions on the I-9 form and as published by USCIS and OPM policy. This secures consistency between the form and the legal disposition authority.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Superseded items:

- DAA-GRS-2017-0007-0007 (GRS 2.2, 060), Employment eligibility verification records - Temporary

Reason for rescheduling: To revise the disposition instruction to align with form instructions as defined by the appropriate oversight agencies.

Appraisal Justification:

- The records do not meet the appraisal criteria for permanent preservation. The records relate to the day-to-day operation of an administrative activity in federal agencies related to personnel matters.
- Records have been previously appraised as temporary.

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability. The disposition instructions have been changed to account for different possible cutoffs, depending on the length of employment. The new instructions now align with the instructions on the form to which this item applies.

Media Neutrality: Approved

Item 0006 (GRS 2.2, 130) Records related to detail programs and temporary assignments:

Program records

Item 0007 (GRS 2.2, 131) Records related to detail programs and temporary assignments:

Individual detailee records

As supported by GRS Team research, the majority of federal agencies operate programs to allow for detail and temporary assignment opportunities (often referred to as “mobility programs”). Legal authority for these programs is primarily the Interagency Personnel Act (5 CFR part 334), oversight of which lies with OPM. Multiple agencies have contacted the GRS Team about these records (most specifically the detailee agreements) and these programs were flagged as appropriate for GRS inclusion due to their administrative nature, and government-wide scope. We conducted research to include all the records of these programs within the new items. This includes all detail and temporary reassignment programs, whether interagency or intragency.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Superseded items:

- N/A

Reason for rescheduling: N/A

Appraisal Justification:

- The records do not meet the appraisal criteria for permanent preservation. The records relate to the day-to-day operation of an administrative activity in federal agencies related to personnel matters.
- Records document routine administrative functions, rather than an agency's core mission. Records document administrative activities that are common to any office within the federal government.
- Similar records have been appraised as temporary. Department of Justice, DAA-0060-2015-0002-0005, Memoranda of Understanding (MOUs) and other agreements between the USNCB and outside agencies; General Services Administration, DAA-0269-2019-0009-0001, Details, Internships, and Special Employee Program Records; and Department of Defense, Office of the Secretary of Defense, N1-330-92-10 / 3, Detail Program Files. No records were scheduled as permanent.

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability. Three years is an adequate retention period and is the standard used for administrative program records.

Media Neutrality: Approved

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QUESTIONS ABOUT ITEM 42

NOTE: [current FAQ 2 will need to be changed OR DELETED](#) (see below)

X. What constitutes an "official" personnel record covered under item 045?

Item 042 covers what would be considered the equivalent of "modern" official personnel files, while being broad enough to acknowledge that there was little government-wide consistency or centralized oversight in what was required to be managed as an official personnel file. This item covers any official personnel files that document personal information on an individual employed by the government, their length of service, their location of service, their duties and responsibilities, rationale for their service, etc. This includes, but is not limited to, earlier equivalents of the modern official personnel folder (OPF), consolidated files, soundex coded collections, and registry files.

X. What is the "closure" referenced in the disposition instruction for item 042?

Closure is the final action. It is when an individual's file, or a series of files related to multiple individuals, was closed. It is the point in time when no new, additional information was added. For individual files, this will primarily be the date of their separation from federal service. Closure for large, mixed collections of personnel records should be based on the last final action within the entire collection.

2. Why are Official Personnel Folders (OPFs) for employees who separated before December 31, 1973, excluded in item 040?

WILL BE DELETED