

GRS Items Not Included in CSV File (As of Transmittal 32)

March 2022

GRS ID	Record Title	Explanation for why it does not appear in the file
GRS 2.1.021	Position descriptions - Copies in employee Official Personnel File (OPF), Unofficial Personnel File (UPF) and supervisor's personnel file.	This item is only a filing instruction and therefore is not appropriate to cite for disposition of records.
GRS 2.1.101	Political appointment (Schedule C) records - Ethics pledges and waivers of appointees	This item is only a filing instruction and therefore is not appropriate to cite for disposition of records.
GRS 2.1.140	Pre-appointment files - Records documenting background investigation or vetting of prospective employees to determine eligibility for security clearance and sensitive positions	This item is only a filing instruction and therefore is not appropriate to cite for disposition of records.
GRS 2.1.141	Pre-appointment files - Records appropriate for inclusion in OPF - Records concerning prospective employees who enter on duty	This item is only a filing instruction and therefore is not appropriate to cite for disposition of records.
GRS 2.2.030	Employee incentive award records	This item is not machine-implementable and will be revised.
GRS 2.2.040	Official Personnel Folder (OPF)/electronic OPF (eOPF) - Long-term records	Only OPM and NPRC take disposal actions on these records. Agencies use an OPM system that houses the records and should not need to implement this disposition authority themselves.
GRS 2.2.080	Supervisors' personnel files	This item is not machine-implementable and will be revised.
GRS 2.2.090	Records related to official passports - Application records	This item is not machine-implementable and will be revised.
GRS 2.2.092	Records related to official passports - Official passports of transferred or separated agency personnel	This item is only a filing instruction and therefore is not appropriate to cite for disposition of records.
GRS 2.3.040	Telework/alternate worksite program case files	This item is not machine-implementable and will be revised.

GRS 2.4.061	Payroll program administrative records - Payroll system reports providing fiscal information on agency payroll	This item is not machine-implementable and will be revised.
GRS 2.4.080	Wage survey files	This item is not machine-implementable and will be revised.
GRS 2.4.100	Workers' Compensation (personnel injury compensation) records - Records of agencies that forward case file material to DOL for retention in DOL's master OWCP records	This item is not machine-implementable and will be revised.
GRS 2.4.101	Workers' Compensation (personnel injury compensation) records - Records of agencies that do not forward case file material to DOL for retention in DOL's master OWCP records	This item is not machine-implementable and will be revised.
GRS 2.4.110	Requests for health benefits under spouse equity - Successful applications, including those denied and successfully appealed	This item is only a filing instruction and therefore is not appropriate to cite for disposition of records.
GRS 2.5.040	Individual employee separation records required to be placed in separating employee's OPF	This item is only a filing instruction and therefore is not appropriate to cite for disposition of records.
GRS 2.5.050	Phased retirement administrative records	This item is not machine-implementable and will be revised.
GRS 2.6.010	Non-mission employee training program records	This item is not machine-implementable and will be revised.
GRS 2.6.020	Ethics training records	This item is not machine-implementable and will be revised.
GRS 2.6.030	Individual employee training records	This item is not machine-implementable and will be revised.
GRS 2.6.041	Senior Executive Service Candidate Development Program (SESCDP) - Case records on SESCDP participants	This item is not machine-implementable and will be revised.
GRS 2.7.030	Occupational health and safety training	This item is not machine-implementable and will be revised.

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GRS 2.7.060	Occupational individual medical case files - Long-term records	This item is not machine-implementable and will be revised.
GRS 2.7.091	Employee Assistance Program (EAP) counseling records - Records not related to performance or conduct	This item is not machine-implementable and will be revised.
GRS 2.7.100	Employee drug test plans, procedures, and scheduling records	This item is not machine-implementable and will be revised.
GRS 2.7.120	Employee drug testing specimen records	This item is not machine-implementable and will be revised.
GRS 2.7.130	Employee drug test results - Positive results	This item is not machine-implementable and will be revised.
GRS 2.8.050	Ethics program review records	This item is not machine-implementable and will be revised.
GRS 2.8.062	Public financial disclosure reports - Periodic transaction reports	This item is not machine-implementable and will be revised.
GRS 2.8.090	Financial disclosure supporting documentation	This item is not machine-implementable and will be revised.
GRS 2.8.100	Ethics agreements records - Agreements for employees who do not file financial disclosure reports	This item is not machine-implementable and will be revised.
GRS 3.1.050	Data administration records - Documentation necessary for preservation of permanent electronic records	Retention is based on the retention of the related records. We recommend associating the disposition authority for the related records to these records (effectively making this a filing instruction).
GRS 3.2.010	Systems and data security records	This item is not machine-implementable and will be revised.
GRS 3.2.060	PKI administrative records - FBCA CAs	This item is not machine-implementable and will be revised.
GRS 3.2.061	PKI administrative records - Other (non-FBCA et al) CAs	This item is not machine-implementable and will be revised.
GRS 3.2.062	PKI transaction-specific records	This item is not machine-implementable and will be revised.
GRS 4.2.020	Access and disclosure request files	This item is not machine-implementable and will be revised.

GRS 4.2.030	Information access and protection operational records - Records tracking and controlling access to protected information	This item is not machine-implementable and will be revised.
GRS 4.2.050	Privacy Act accounting of disclosure files	This item is not machine-implementable and will be revised.
GRS 4.2.060	Erroneous release records - -Records filed with the record-keeping copy of the erroneously released records	This item is not machine-implementable and will be revised.
GRS 4.2.090	Privacy Act amendment request files	This item is not machine-implementable and will be revised.
GRS 4.2.120	Classified information nondisclosure agreements - Records maintained in the individual's official personnel folder	This item is only a filing instruction and therefore is not appropriate to cite for disposition of records.
GRS 4.2.130	Personally identifiable information extracts	This item is not machine-implementable and will be revised.
GRS 4.2.170	Computer matching program notices and agreements	This item is not machine-implementable and will be revised.
GRS 4.2.193	Records of requests for decontrol and challenges to CUI designations - Records filed with the recordkeeping copy of the CUI-marked records	This item is only a filing instruction and therefore is not appropriate to cite for disposition of records.
GRS 4.4.010	Library administrative records	This item is not machine-implementable and will be revised.
GRS 5.3.010	Continuity planning and related emergency planning files	This item is not machine-implementable and will be revised.
GRS 5.4.010	Facility, space, vehicle, equipment, stock, and supply administrative and operational records	This item is not machine-implementable and will be revised.
GRS 5.4.020	Real property ownership records	This item is not machine-implementable and will be revised.
GRS 5.4.030	Vehicle and equipment ownership records and operation manuals	This item is not machine-implementable and will be revised.

GRS 5.5.010	Mail, printing, and telecommunication services administrative and operational records	This item is not machine-implementable and will be revised.
GRS 5.5.020	Mail, printing, and telecommunication services control records	This item is not machine-implementable and will be revised.
GRS 5.6.050	Records of credit card abuse and postal irregularities	This item is not machine-implementable and will be revised.
GRS 5.6.060	Unclaimed personal property records - Records for property valued over \$500	This item is not machine-implementable and will be revised.
GRS 5.6.061	Unclaimed personal property records - Records for property valued at \$500 or less	This item is not machine-implementable and will be revised.
GRS 5.6.100	Accident and incident records	This item is not machine-implementable and will be revised.
GRS 5.6.130	Local facility identification and card access records	This item is not machine-implementable and will be revised.
GRS 5.6.150	Sensitive Compartmented Information Facility (SCIF) inspection records	This item is not machine-implementable and will be revised.
GRS 5.6.160	Canine (K-9) service records	This item is not machine-implementable and will be revised.
GRS 5.6.170	Personnel security investigative reports - Personnel suitability and eligibility investigative reports	This item is not machine-implementable and will be revised.
GRS 5.6.171	Personnel security investigative reports - Reports and records created by agencies conducting investigations under delegated investigative authority	This item is not machine-implementable and will be revised.
GRS 5.6.200	Information security violations records	This item is not machine-implementable and will be revised.
GRS 5.6.240	Insider threat user activity monitoring (UAM) data	This item is not machine-implementable and will be revised.

GRS 5.8.010	Technical and administrative help desk operational records	This item is not machine-implementable and will be revised.
GRS 6.2.060	Committee Management Records	This item is not machine-implementable and will be revised.
GRS 6.5.010	Public customer service operations records	This item is not machine-implementable and will be revised.