REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	LEAVE BLANK (NARA use only) JOB NUMBER N1-558-10-4 DATE RECEIVED 9/9/10
1. FROM (Agency or establishment) Defense Contract Management Agency	NOTIFICATION TO AGENCY
2. MAJOR SUBDIVISION Informaton Technology Customer Service Organization (ITSCO)	
3. MINOR SUBDIVISION Records Management Program	
4. NAME OF PERSON WITH WHOM TO CONFER Gilbert B. Smeltzer — 5. TELEPHONE (703) 254-2141	DATE 29 DEC 11 — ARCHIVIST OF THE UNITED STATES

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached 8 page(s) are not needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manuel for Guidance of Federal Agencies,

☒ is not required; ☐ is attached; or ☐ has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
Sep 7 2010		DCMA -ITA /Records Program Manager

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Schedule 130 - Human Resources and Pay Administration. (See attached Big Bucket Schedule and Records Crosswalk)		

DCMA RECORDS RETENTION

SCHEDULE 130

Table of Contents

130.00	Human Resources and Pay Administratio 3
130.01	General Records: Human Resources and Pay Administration 3
130.02	Official Personnel Folder and Employee Medical Folder 6
130.02a	Official Personnel Folder (OPF) 6
130.02B	Employee Medical Folder (EMF) 7
130.03	Employee Payroll Records 8

OVERVIEW OF CUTOFF CATEGORIES

The following provides an explanation of the cutoff categories referred to in this document.

The amount of time a record is kept is called its retention period. A disposition rule is the definition of when a file begins its retention period, what that retention period is based on and the final disposition action for a record once its retention period is over. Disposition rules are made up of **cutoff** and disposition phases. **Cutoff (an event or date trigger) determines when a record enters its retention period.** Final disposition is what is done with the records once its retention period is over such as destruction by shredding, digitizing or transferring to another location.

When converting from a traditional retention schedule to a "Big Bucket" retention schedule the cutoff of a specific series of records do not always apply to all the records series types within the "Big Bucket" schedule. In response, the following cutoff categories were fashioned. Within the body of DCMA's records retention schedule several cutoff categories may be listed under a given record type; the records owner (or those with records management responsibilities) should determine which cutoff is appropriate based on their understanding of how information is organized within the project, activity or mission.

Category A) Cut off is when record is superseded or obsolete; applies to publications, issuances or like documents.

Category B) Cut off is when project or event is ended, or after final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is applicable. Applies to activities whose records are organized or grouped and maintained by a given task, job, assignment, agreement or situation and has clearly defined start and end dates.

Category C) Cut off is when employee transfers, separates or retires from federal service or where applicable, an employee or dependent spouse's eligibility is terminated or denied. Applies to certain Human Resource records.

Category D) Cut off is after period covered by account, certificate of settlement is received, or when period for claims for which DCMA has right to collect is ended, or when DCMA determines collection is no longer required or terminated , whichever is later. Applies to certain Accounting records in GRS 3, 6, 7and 8.

Category E) Cut off is annually. Applies to records whose retention trigger is not based on a significant event such as the release of a new issuance, completed task; separation of personnel or settlement of dispute.

130.00 Human Resources and Pay Administration

Note 1: Refer to 130.02 for personnel records kept in the Official Personnel Folder and Employee Medical Folder

Note 2: Refer to 400.02a for records disposition of high level planning and decision making

Note 3: Refer to 400.03a for disposition of official record keeping copy of agreements.

130.01 General Records: Human Resources and Pay Administration

Records related to the following activities; personnel development, civilian and military personnel staffing, pay-rolling and pay administration and DCMA Equal Employment Program. This section includes records which may also be filed in the Official Personnel Folder (OPF) or Employee Medical Folder (EMF). For records filed in the OPF or EMF refer to Section 130.02.

Includes but is not limited to:

1. Planning and Management

    a. Records related to general planning, management and budgeting of Personnel. Also includes but not limited to program plans, studies and analysis; reports, including those produced from tracking/control mechanisms, and guidance letters.

2. Civilian and Military Personnel Staffing

    a. Union labor relation matters to include memoranda, correspondence, and other records relating to relationship between management and employee unions or other groups. Refer to 400.04b for disposition of official record keeping copy of Agreements.
    b. Copies of documents pertaining to re-alignment and re-organization used to activate approved realignments and reorganizations. Refer to 400.02a for official record retention guidance.
    c. Personnel Requisitions to include requisitions for military personnel
    d. Documents related to assignment and transfers of military personnel
    e. Special orders for military awards and decorations
    f. Case files accumulated as result of recommendations for and presentation of military decorations and awards
    g. Military manpower reports.

3. Employee Relations/Benefits

   a. Counseling files to include reports of interviews, analyses
   b. Appraisals of unacceptable performance
   c. Performance Records
   d. Drug Testing Programs
   e. Occupational Injury and Illness files
   f. Personal injury files to include forms, reports and related medical and investigatory records related to on the job injuries. Refer to 110.01a for Occupational Safety and Health log summary reports.
   g. Administrative Grievance, Disciplinary and Adverse Action Case files and related records created in reviewing an action (disciplinary or non-disciplinary removal, suspension, leave without pay, reduction-in-force) against an employee. Includes copies of proposed adverse actions with supporting documents. Refer to 400.04B for records kept as reference when conducting subsequent collective bargaining agreements.

4. EEO

   a. Records related to affirmative action programs to include statistical reports, and other back-up material to monitor programs
   b. Equal Employment Opportunity correspondence files to include documents providing general direction, staff guidance and reporting in the management and administration of EEO including interpretations and decisions on applicability, requests for waivers and exceptions.
   c. EEO complaints/investigations preliminary files involving DCMA personnel that do not develop into Official Discrimination Complaint Cases.
   d. Official Discrimination Complaint Case Files
   e. Community Relations to include copies of documents, correspondence and similar materials related to community related services.

5. Pay Administration, Hazardous Pay and Position Classification (Refer to 130.03 for Employee Pay Records)

   a. Classification Standard Development Case files to include correspondence and other records relating to the development of standards for approval by Office of Personnel Management
   b. Position Descriptions
   c. Classification Survey Reports
   d. Classification Appeal Files
   e. Wage Surveys and Pay adjustment determinations
   f. Pay Comparability records
   g. Merit Promotion Case Files
   h. Leave (approved/not approved) Application Files.

i. Wage Deductions, Allotments, and electronic fund transfers to include but not limited to employee withholding allowance certificates, employee wages and tax statements
j. Savings Bond Purchase files
k. Payroll system reports to include error reports, system operation reports, and reports providing fiscal information on agency payroll.
l. Records relating to retirement to include Register of Separations and Transfers-Civil Service Retirement System, or equivalent.
m. Time and Attendance Source records
n. Hazardous Pay Differential (HPD) to include survey results, decisions, Administrative Grievances, case files and related records created in reviewing an action

6. Personnel Development

a. General training course records of agency- sponsored training to include course reference material, back-up and working files and correspondence, agreements relating to the establishment of training
b. Developmental programs to include training plans, supervisors quarterly reports, recommendations for improvement
c. Training Evaluations

1

130.01a Records maintained by office of primary responsibility. This includes any records maintained on a DCMA website.

DISPOSITION Temporary. Destroy 6 years after applicable cut off category.

Category B) Cut off is when project or event is ended, or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later. Applies to activities whose records are organized or grouped and maintained by a given task, job, assignment, agreement or situation and has clearly defined start and end dates.

Category C) Cut off is when employee transfers, separates or retires from federal service or where applicable, an employee or dependent spouse's eligibility is terminated or denied. Applies to certain Human Resource records.

Category E) Cut off is annually. Applies to records whose retention trigger is not based on a significant event such as the release of a new issuance, completed task; separation of personnel or settlement of dispute.

2

130.01b Other offices' records. This includes any records maintained on a DCMA website.

DISPOSITION Temporary. Destroy when superseded, obsolete, or no longer needed for business

130.02 Official Personnel Folder and Employee Medical Folder

130.02a Official Personnel Folder (OPF)

Relates to storing of Official Personnel Folders; includes records that follow an employee throughout his or her career such as employment history, employee performance ratings.

130.02a1 Office of primary responsibility. This includes any records maintained on a DCMA website.

An agency holding an OPF concerning one of its employees is the custodian of the OPF during the period the person to whom it pertains is an employee of the agency and is responsible for the maintenance of that record regardless of format or media employed.

DISPOSITION Temporary as outlined in GRS 1.1:

Records filed on the right side of the OPF. (See GRS 1, item 10, for temporary papers on the left side of the OPF). Folders covering employment terminated after December 31, 1920, excluding those selected by NARA for permanent retention.

~~*a) Transferred employees.*~~

GRS 1/1a

- ~~*See Chapter 7 of The Guide to Personnel Recordkeeping for instructions relating to folders of employees transferred to another agency*~~

~~*b) Separated employees.*~~

GRS 1/1b

- ~~*Transfer folder to National Personnel Records Center (NPRC), St. Louis, MO, 30 days after latest separation. NPRC will destroy 65 years after separation from Federal service.*~~

130.02a2 DCMA copy of "Official Personnel Folder"

3

Includes copies of records normally included in Official Personnel Folder (OPF) maintained by supervisors or managers of staff under their administrative control

DISPOSITION Temporary.

Destroy or delete 2 year from date employee transferred to another agency or to another supervisor within the DCMAa or terminated employment from the DCMA, or verification of receipt of OPF records by agency or office having assumed responsibility for records, whichever is earlier.

Note 1: Refer to 130.02a1 for record keeping copy of Official Personnel Folder.

130.02a3 Other offices' records.

4

DISPOSITION Temporary. Destroy when superseded, obsolete, or no longer needed for business

130.02B Employee Medical Folder (EMF)

Relates to storing of occupational medical records about an employee's health status including personal and occupational health histories and the opinions and written evaluations obtained through the Data Collection Form and related Medical Surveillance Program.

Note 1: Exclusions - The Employee Medical Folder transferred to another agency may not include drug testing records created under Executive Order 12564 or records relating to employee drug and alcohol abuse counseling or treatment or other counseling programs conducted under chapter 79 of title 5, United States Code.

130.02b1 Office of primary responsibility. This includes any records maintained on a DCMA website.

An agency holding an Employee Medical Folder (EMF) concerning one of its employees is the custodian of the EMF during the period the person to whom it pertains is an employee of the agency and is responsible for the maintenance of that record regardless of format or media employed.

DISPOSITION Temporary as outlined in GRS 1.21:

Employee Medical Folder (EMF). [See note after item 21c.]

GRS 1/21a(1)

a. Long-term medical records as defined in 5 CFR Part 293, Subpart E (includes Industrial Hygiene Survey reports, or records generated in the course of diagnosis and/or employment related treatment).

(1) Transferred employees.

See 5 CFR Part 293, Subpart E for instructions.

GRS 1/21a(2)

(2) Separated employees.

Transfer to NPRC, St. Louis, MO, 30 days after separation. NPRC will destroy 75 years after birth date of employee; 60 years after date of the earliest document in the folder, if the date of birth cannot be ascertained; or 30 years after latest separation, whichever is later.

GRS 1/21b

b. Temporary or short-term records as defined in the Federal Personnel Manual (FPM).

aaa aaaaa aaaaaaaa aaaaaaaaaaaaaaaaaaaaaa a

Destroy 1 year after separation or transfer of employee.

GRS 1/21c

c. Individual employee health case files created prior to establishment of the EMF system that have been retired to a NARA records storage facility.

Destroy 60 years after retirement to the NARA records storage facility.

130.02b2 DCMA copy of "Employee Medical Folder".

5

Includes copies of records normally included in the Employee Medical Folder (EMF) maintained at a separate location for administrative need or convenience.

DISPOSITION Temporary.

Destroy or delete 2 year from date employee transferred to another agency or terminated employment from the DCMA, or verification of receipt of EMF records by agency or office having assumed responsibility for records, whichever is earlier.

Note 1: Refer to 130.02b1 for record keeping copy of Employee Medical Folder.

130.02b3 Other offices' records.

6

DISPOSITION Temporary. Destroy when superseded, obsolete, or no longer needed for business

---

130.03 Employee Payroll Records

130.03a1 Individual Employee Pay Records

GRS 2/1a

Includes pay records of each employee as maintained in an electronic data base. This database may be a stand-alone payroll system or part of a combined personnel/payroll system.

DISPOSITION Temporary. Update elements and/or entire record as required.

130.03a2 Individual Pay Record, containing pay data of each employee within an agency. This record may be in paper or microfilm but not in machine readable form.

GRS 2/1b

DISPOSITION Temporary. Transfer to National Personnel Records Center. Destroy when 56 years old.

130.03a3 Noncurrent Payroll Files

Copy of noncurrent payroll data as maintained by payroll services bureaus in either microform or machine-readable form.

GRS 2/2

DISPOSITION Temporary. Destroy 15 years after close of pay year in which generated.

N1-558-10-4

Schedule 130
Records Series Crosswalk

	C	D	H	K	N	O	P	Q	R
1	Bucket Section - Combined	Record Type (Temp, Perm, Temp system)	Current DLA-DCMA Records Series-Combined	GRS - combined	Current DLA=DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
2	130.01a	T	110.49.	GRS 02, Item 7	Destroy after 6 years, or if applicable, after GAO audit, whichever ispooner.			Office Time Keeping Records	All time and attendance records upon which leave input data is based, such as time or sign-in sheets; time cards (such as Optional Form (OF) 1130); flextime records; leave applications for jury and military duty; and authorized premium pay or overtime, maintained at duty post, upon which leave input data is based. Records may be in either machine-readable or paper form.
3	130.01a	T	110.50.A	GRS 02- Item 6a	Destroy at end of following pay period		Application for Leave, or equivalent plus any supporting documentation for requests and approval of leave.	Leave Application Files. SF 71- If employee initials time card or equivalent.	If employee initials time card or equivalent; GRS 2, Item 6a
4	130.01a	T	110.50.B	GRS 02- Item 6b	Destroy after GAO audit or when 3 years old, whichever ifpooner.		Application for Leave, or equivalent plus any supporting documentation for requests and approval of leave.	Leave Application Files. SF 71- If employee has not initialed PLAS SHEET or equivalent.	If employee has not initialed PLAS SHEET or equivalent; GRS 2 Item 6b
5	130.01a	T	110.55.	N/A-N/A	Destroy when position is abolished or position description is superseded.	N1-361-91-2		Position Description Files	Copies of documents describing an established position within an office and related records. Includes forms identifying position security requirements.
6	130.01a	T	110.58.	GRS 1, Item 28a(2)	Destroy when superseded or obsolete.			Union Matters	Agreements, memoranda, correspondence, and other records relating to relationship between management and employee unions or other groups.
7	130.01a	T	140.01.	N/A-N/A	Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.	N1-361-90-04	Relates to the development, execution, and evaluation of the activity Equal Employment Opportunity (EEO) Program which includes providing advise and assistance to the Commander on EEO related actions.	Equal Employment Opportunity Program/Project Files	Documents related to the formulation, management, administration and execution of individual EEO programs/projects such as program plans, studies and analyses, reports, letter guidance and direction, and related documents.
8	130.01a	T	140.02.A	N/A-N/A	Destroy after 2 years.	N1-361-90-04	Documents providing general direction, staff guidance and reporting in the management and administration of EEO including interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting, and similar documents not covered elsewhere.	Equal Employment Opportunity Correspondence Files -	DCMAHQ
9	130.01a	T	140.10.	N/A-N/A	Destroy when superseded, obsolete or no longar needed.	N1-361-90-04		EEO Advisory Services	Documents relating to the overall relationships with the command staff, managers/supervisors, other program officials and employees for the execution of program rights, responsibilities, and training.
10	130.01a	T	140.20.	N/A-N/A	Destroy after 5 years.	N1-361-90-04		EEO Program Evaluation	Documents provided to the command staff including statistical data on employment, sex, race, etc., for use in evaluating aspects of the EEO program.
11	130.01a	T	140.30.	N/A-N/A	Destroy after 5 years or when administrative purposes have been served, whichever is sooner.	N1-361-90-04		Affirmative Action Program	Annually compiled reports, plans, statistics and related documents, correspondence and backup materials used in the monitoring, surveillance and implementation of multi-year affirmative action and personnel programs and plans.
12	130.01a	T	140.40.A	N/A-N/A	Destroy after 5 years.	N1-361-90-04	Documents, correspondence and similar materials pertaining to employee management and community related services and programs used to record actions taken in the Federal Woman's Program, Handicapped Individuals Program, Hispanic Employment Program and other programs of a like nature.	Community Relationsp	DCMAHQ
13	130.01a	T	140.50.	GRS 01- Item 25	Destroy 4 years after resolution of case.			Official Discrimination Complaint Case Files	Originating agancy's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222. Cases resolved within the agency,
14	130.01a	T	140.52.	GRS 01- Item 25c(2)	Destroy when 2 years old.			EEO Complaint/Investigation Preliminary Files	Records documenting complaints that do not develop into Official Discrimination Complaint Cases.
15	130.01a	T	140.60.	N/A-N/A	Destroy after 3 years, when superseded or obsolete, whichever is applicable.	N1-361-90-04		EEO Committee	Minutes from EEO Committee meetings and related documents and correspondence.

Schedule 130
Records Series Crosswalk

	C	D	H	K	N	O	P	Q	R
1	Bucket Section - Combined	Record Type (Temp, Perm, Temp system)	Current DLA-DCMA Records Series - Combined	GRS - combined	Current DLA-DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
16	130.01a	T	155.40.B	N/A-N/A	Upon separation, place remaining documents in inactive file, cut off at end of calendar year, retain in a current files area, and destroy after 2 years. Records documenting personnel clearances by DCMAHQ will have the same disposition as similar record	N1-361-91-7		Personnel Security Folders - Containing Derogatory Information	Case resumes of reports of investigation, when relating to cases where derogatory information is involved, including documents reflecting actions taken and copies of documents similar to those described in subparagraph 155.40A above. Copies of requests
17	130.01a	I	212.80.A	N/A-N/A	Informational	N1-361-92-03	Management and Budget-Relates to the development and implementation of policies and objectives pertaining to the activity budget and the Program Objective Memorandum (POM), the DCMA MIS, the Defense Integrated Management Engineering System (DIMES), mission and organization management, productivity improvement and employee suggestions	Employee Suggestion Program - Documents pertaining to overall policy, procedures and administration of the Employee Suggestion Program	Suggestion forms, related awards, correspondence and backup materials used in the management of the Employee Suggestion Program and in the review of proposals and development of recommendations for approval/disapproval.
18	130.01a	T	212.80.A(1)	N/A-N/A	Destroy after 5 years.	N1-361-92-03	Employee Suggestion Program. Suggestion forms, related awards, correspondence and backup materials used in the management of the Employee Suggestion Program and in the review of proposals and development of recommendations for approval/disapproval.	Employee Suggestion Program - Documents pertaining to overall policy, procedures and administration of the Employee Suggestion Program - DCMAHQ	Documents pertaining to overall policy, procedures and administration of the Employee Suggestion Program - DCMAHQ
19	130.01a	I	212.80.B	N/A-N/A	Informational	N1-361-92-03	Management and Budget-Relates to the development and implementation of policies and objectives pertaining to the activity budget and the Program Objective Memorandum (POM), the DCMA MIS, the Defense Integrated Management Engineering System (DIMES), mission and organization management, productivity improvement and employee suggestions	Employee Suggestion Program - Proposals, case files, reports and supporting documents	Suggestion forms, related awards, correspondence and backup materials used in the management of the Employee Suggestion Program and in the review of proposals and development of recommendations for approval/disapproval.
20	130.01a	T	212.80.B(1)	N/A-N/A	Destroy 3 years after disapproval, completion of testing, or permanent implementation, as applicable.	N1-361-92-03	Suggestion forms, related awards, correspondence and backup materials used in the management of the Employee Suggestion Program and in the review of proposals and development of recommendations for approval/disapproval.- Proposals, case files, reports and supporting documents	Employee Suggestion Program - Proposals, case files, reports and supporting documents - DCMAHQ and PLFA Suggestion Managers	Proposals, case files, reports and supporting documents - DCMAHQ and PLFA Suggestion Managers
21	130.01a	T	212.82.	N/A-N/A	Destroy after 2 years.	N1-361-92-03		Organization Modeling Program	Printouts, instructions, letter guidance, and related correspondence and backup materials used to manage the activity OMP and maintain current data for authorized positions.
22	130.01a	T	212.84.	N/A-N/A	See 310.13, Informational Personnel Records. (Cutoff at end of calendar year. Destroy after 1 year.)			Military Position Requirements	See 310.13, Informational Personnel Records. (Documents accumulated on individual military personnel and maintained at various command levels with DCMA as a result of routing communications through command channels or maintained by offices not having custody of the individual personnel record. Excludes record copies of documents properly filed in 310.10, Individual Personnel Records; however, it may include a copy of such documents
23	130.01a	T	216.10.A	GRS 02- Item 14a	Destroy when superseded or after separation of employee.		Copies of individual employee applications authorizing/canceling payroll changes to wages such as direct deposit, bonds, allotments, charity contributions, and directly related papers.	Individual Authorized Allotment Files -Authorization for Purchase	Authorization for Purchase and Request for Change United States Series EE Savings Bonds, SBD Form 2104, or previously superseded forms
24	130.01a	T	216.10.B	GRS 02- Item 15a	Destroy after GAO audit or when 3 years old, whichever is sooner.		Copies of individual employee applications authorizing/canceling payroll changes to wages such as direct deposit, bonds, allotments, charity contributions, and directly related papers.	Individual Authorized Allotment Files - Authorization for individual allotment to the Combined Federal Campaign	Individual Authorized Allotment Files -Authorization for individual allotment to the Combined Federal Campaign

	C	D	H	K	N	O	P	Q	R
1	Bucket Section-Combined	Record Type (Temp, Perm, Temp system)	Current DLA-DCMA Records Seriesp Combined	GRSp combined	Current DLA=DCMA or GRS Cutoff Retention Instruction	NARA/DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
25	130.01a	T	216.10.C	GRS02- Item 16	Destroy when superseded or after separation of employee.		Copies of individual employee applications authorizing/canceling payroll changes to wages such as direct deposit, bonds, allotments, charity contributions, and directly related papers.	Individual Authorized Allotment Filesp Form TSP-1 authorizing deduction of employee contribution to the Thrift Savings Plan	Individual Authorized Allotment Files - Form TSP-1 authorizing deduction of employee contribution to the Thrift Savings Plan
26	130.01a	T	216.10.D	GRS 02- Item 15b	Destroy after GAO audit or when 3 years old, whichever is sooner.		Copies of individual employee applications authorizing/canceling payroll changes to wages such as direct deposit, bonds, allotments, charity contributions, and directly related papers.	Individual Authorized Allotment Files - Other authorizations such as union dues and savings	Individual Authorized Allotment Files - Other authorizations such as union dues and savings
27	130.01a	T	216.10.E	GRS02- Item17	Destroy when superseded or after separation.		Copies of individual employee applications authorizing/canceling payroll changes to wages such as direct deposit, bonds, allotments, charity contributions, and directly related papers.	Individual Authorized Allotment Files - Direct Deposit Sign-up Form (SF 1199A)	Individual Authorized Allotment Files - Direct Deposit Sign-up Form (SF 1199A)
28	130.01a	T	216.20.	GRS 02- Item 13a	Destroy 4 years after form is superseded or obsolete or upon separation of employee. [Individual Employee Pay Record. [1a. Pay record for each employee as maintained in an electronic data base. This database may be a stand-alone payroll system o			Withholding Tax Exemption Certificates	Copies of individual employee's Internal Revenue Service (IRS) Forms W-4, and similar state tax exemption forms.
29	130.01a	T	216.30.	N/A-N/A	Destroy after 3 years.	N1-361-92-03		Certification/Obligation Files	Copies of contracts, commitment documents, travel claims, Military Interdepartmental Purchase Requests (MIPRs), and similar funding documents used to certify fund availability and to record commitment and obligations data for supported activities and organizations
30	130.01a	T	216.40.	N/A-N/A	Destroy after 1 year.	N1-361-92-03		Payroll Transaction Registers	Printouts containing record of payroll changes input into Automated Payroll, Cost, and Personnel System (APCAPS) maintained to verify input accuracy.
31	130.01a	T	216.50.	N/A-N/A	Destroy after 3 months.	N1-361-92-03		Accounting Transaction Registers	Printouts containing record of daily accounting transactions input into APCAPS system and subsystems and maintained to verify input accuracy. (Automated Payroll, Cost and Personnel System)
32	130.01a	T	216.60.	N/A-N/A	Destroy after 1 year.	N1-361-92-03		Monthly Management Reports	Copies of monthly APCAPS reports pertaining to un-liquidated obligations, undelivered orders, and un-obligated commitments used for research and verification purposes. (Automated, Payroll, Cost and Personnel System)
33	130.01a	T	216. 70.	N/A-N/A	Destroy after 3 months.	N1-361-92-03		Military Manpower Report	Copies of APCAPS reports containing records of military personnel authorized to certify on-line.
34	130.01a	T	300.01.	N/A-N/A	Destroy 3 years after termination of program effort, or when no longer required, whichever is sooner.	N1-361-91-17	Relates to the administration of military personnel programs and civilian personnel programs for appropriated and non-appropriated fund employees.	Human resources Program/Project Files	Documents related to the formulation, management, administration and execution of Individual Human Resources programs/projects such as program plans, studies and analyses, reports, letter guidance and direction, and related documents.
35	130.01a	I	300.02.A	N/A-N/A	Informational		Relates to the administration of military personnel programs and civilian personnel programs for appropriated and non-appropriated fund employees. Documents providing general direction, staff guidance and reporting in the management and administration of personnel matters including interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting.		
36	130.01a	T	300.02.A(1)	N/A-N/A	Destroy after 5 years.	N1-361-91-17	Documents providing general direction, staff guidance and reporting in the management and administration of personnel matters including interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting.	Human Resources Correspondence Files-HQ DCMA	Human Resources Correspondence Files-HQ DCMA

	C	D	H	K	N	O	P	Q	R
1	Bucket Sectionp Combined	Record Type (Temp, Perm, Temp system)	Current DLA-DCMA Records Seriesp Combined	GRS - combined	Current DLA-DCMA or GRS Cutoff Retention Instruction	NARA/DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
37	130.01a	T	300.02.A(2)	GRS01- Item3	Destroy when 3 years old.		Documents providing general direction, staff guidance and reporting in the management and administration of personnel matters including interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting,	Human Resources Correspondence Files - General - Other activities	Human Resources Correspondence Files - General - Other activities
38	130.01a	T	300.02.B	GRS 01- Item 17			Documents providing general direction, staff guidance and reporting in the management and administration of personnel matters including interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting,	Human Resources Correspondence Files - Non-OPF or otherwise scheduled	Operating personnel office records relating to individual employees not maintained in OPFs and not provided for elsewhere in this series.
39	130.01a	T	300.02.B(1)	GRS 01- Item 17a	Destroy when action is completed.		Documents providing general direction, staff guidance and reporting in the management and administration of personnel matters including interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting,	Correspondence and forms relating to pending personnel actions.	Correspondence and forms relating to pending personnel actions
40	130.01a	T	300.02.B(2)	GRS 01- Item 17c	Destroy when 6 months old.		Documents providing general direction, staff guidance and reporting in the management and administration of personnel matters including interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting,	Human Resources Correspondence Files - Non-OPF or otherwise scheduled - All other correspondence and forms	Operating personnel office records relating to individual employees not maintained in OPFs and not provided for elsewhere in this series.
41	130.01a	T	300.05.	GRS 01-Item 16	Destroy when 2 years old.			Statistical Reports	Statistical reports in the operating personnel office and subordinate units relating to personnel.
42	130.01a	T	310.05.	N/A-N/A	Destroy after 1 year.	N1-361-91-17	Relates to military personnel matters, including military personnel assignments and actions.	Personnel Requisitions	Documents relating to the requisitioning of military personnel and to requests to the Military Departments for the assignment of military personnel to DCMA.
43	130.01a	T	310.07.	N/A-N/A	Destroy after 1 year.	N1-361-91-17	Relates to military personnel matters, including military personnel assignments and actions.	Assignments and Transfers	Documents relating to named military personnel assigned to or transferred from elements of DCMA including reports of assignments for special projects showing staffing patterns, service assigned and similar papers.
44	130.01a	T	310.10.	N/A-N/A	Maintenance and disposition will be as prescribed by the Military Service concerned	N1-361-91-17	Relates to military personnel matters, including military personnel assignments and actions.	Individual Personnel Records	Individual-type records relating to military personnel assigned to DCMA. This item includes only those records that according to the requirements of the Military Services concerned are transferred with the individual during his military career; for example personnel record jackets, qualification records, and health records. While such records are grouped under this file number for overall identification purposes, neither the jackets (folders) nor their contents will be annotated with this file number.
45	130.01a	T	310.13.	N/A-N/A	Cutoff at end of calendar year. Destroy after 1 year.	N1-361-91-17	Relates to military personnel matters, including military personnel assignments and actions.	Informational Personnel Records	Documents accumulated on individual military personnel and maintained at various command levels with DCMA as a result of routing communications through command channels or maintained by offices not having custody of the individual personnel record.
46	130.01a	T	310.16.	N/A-N/A	Destroy upon transfer or separation of the individual.	N1-361-91-17	Relates to military personnel matters, including military personnel assignments and actions.	Qualification Record Extracts	Extracts from personnel qualification records such as from Officer Qualification Record, Enlisted Qualification Record, or other sources. Excludes official qualification records covered under 310.10, Individual Personnel Records.
47	130.01a	T	310.19.	N/A-N/A	Destroy after 1 year.	N1-361-91-17	Relates to military personnel matters, including military personnel assignments and actions.	Decorations and Awards Presentations	Case files accumulated as a result of recommendations for, and presentation of, decorations and awards. Includes recommendations; comments; approvals; copies of notices of decoration, notices of and requisitions for awards for decorations, documents pr

	C	D	H	K	N	O	P	Q	R
1	Bucket Section-Combined	Record Type (Temp, Perm, Temp system)	Current DLA-DCMA Records Seriesp Combined	GRS - combined	Current DLA=DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
48	130.01a	T	310.20	N/A-N/A	Destroy after 10 years.	N1-361-91-17	Relates to military personnel matters, including military personnel assignments and actions.	Awards and Decorations Special Orders	Special orders for awards and decorations awarded by DCMA.
49	130.01a	T	310.22.	N/A-N/A	Destroy 1 year after separation or transfer from DCMA.	N1-361-91-17	Relates to military personnel matters, including military personnel assignments and actions.	Evaluation Reports	Documents relating to the initiation, preparation, and submission of regular and special evaluation reports on military personnel.
50	130.01a	T	310.25.	N/A-N/A	Destroy 1 year after transfer of the individual concerned.	N1-361-91-17	Relates to military personnel matters, including military personnel assignments and actions.	Non-Judicial Punishment	Documents pertaining to specific instances of non-judicial punishment when administered by DCMA and retained copies of information and allegations furnished the Military Services where non-judicial punishment is not administered by DCMA, including request
51	130.01a	T	310.28.	N/A-N/A	Destroy when superseded or canceled.	N1-361-91-17	Relates to military personnel matters, including military personnel assignments and actions.	Military Position Descriptions	Position descriptions covering military positions authorized for DCMA.
52	130.01a	T	310.31.	N/A-N/A	Destroy upon reassignment of individual or upon supersession, as applicable.	N1-361-91-17	Relates to military personnel matters, including military personnel assignments and actions.	Military Personnel Data	Individual records or listings serving as control or reference files rather than as official documentation. Such records provide current information relative to military personnel, such as date of assignment, rotation date, branch of service, rank, date o
53	130.01a	T	310.34.	N/A-N/A	Destroy after 1 year.	N1-361-91-17	Relates to military personnel matters, including military personnel assignments and actions.	Personal Affairs	Relates to administrative preparation and/or processing of personal-type actions such as request for Government life insurance, mortgage insurance, or social security. Excludes documents appropriate for filing in 310.10, Individual Personnel Records.
54	130.01a	T	310.37.	N/A-N/A	Destroy after 2 years.	N1-361-91-17	Relates to military personnel matters, including military personnel assignments and actions.	Promotions	Documents relating to the promotion of enlisted, warrant, and commissioned officer personnel.
55	130.01a	T	310.40.	N/A-N/A	1 year after separation from DCMA assignment, or in accordance with requirements of military service, as applicable.	N1-361-91-17	Relates to military personnel matters, including military personnel assignments and actions.	Retention on Active Duty	Documents relating to the retention on active duty of military personnel and the accomplishment of certificates of declination or acceptance of active duty obligation.
56	130.01a	T	310.43.	N/A-N/A	Destroy 1 year after separation from DCMA, or in accordance with requirements of military service, as applicable.	N1-361-91-17	Relates to military personnel matters, including military personnel assignments and actions.	Retirement, Resignation, Separation	Documents not included in military personnel jackets that relate to requests for retirement, resignation, and/or separation of military personnel, retirement ceremonies, publication of orders, and retired personnel reports.
57	130.01a	T	310.46.	N/A-N/A	Destroy 2 years after separation or release from mobilization designation, or after supersession or obsolescence, or after 5 years, as applicable.	N1-361-91-17	Relates to military personnel matters, including military personnel assignments and actions.	Reserve Affairs	Documents relating to the administration of military reserve affairs including selection and assignment of mobilization designees, active duty training, preparation of tables of distribution, and similar papers.
58	130.01a	T	310.49.	N/A-N/A	Destroy when superseded or obsolete, or after 3 years, as applicable.	NN-168-94	Relates to military personnel matters, including military personnel assignments and actions.	Troop Information and Education	Documents pertaining to objectives, requirements, preparation of reports, and dissemination of information to military personnel.
59	130.01a	T	310.52.	N/A-N/A	Destroy 1 year after reassignment of individual.	N1-361-91-17	Relates to military personnel matters, including military personnel assignments and actions.	Clearance Certificates	Copies of retained clearance certificates indicating completion of clearance procedures by departing military personnel. They consist of installation clearance certificates or similar forms, with supporting documents evidencing payment of service bill; re
60	130.01a	T	310.60.A	N/A-N/A	Cut off annually or when reporting unit/activity is reduced to zero strength. Transfer to inactive file and destroy after 1 year.	N1-361-91-17	Relates to military personnel matters, including military personnel assignments and actions. .	Rosters and Strength Returns - Army Monthly Personnel Strength Zero Balance Report	Rosters, returns, reports, and related papers regarding military personnel assigned to DCMA.
61	130.01a	T	310.62.	N/A-N/A	Destroy 3 months after last duty assignment is made from the roster.	N1-361-91-17	Relates to military personnel matters, including military personnel assignments and actions.	Duty Rosters	Rosters maintained for recording duties performed by personnel in an organization in order to make an equitable determination of duty assignments.
62	130.01a	T	310.64.	N/A-N/A	Destroy after 1 year.	N1-361-91-17	Relates to military personnel matters, including military personnel assignments and actions.	Military Personnel Registers	Registers used to control absences from military installations containing signatures; time of departure or arrival; name, grade, or rank, and organization of individual; authority for absence, destination, and address while absent; length of absence; and
63	130.01a	T	310.66.	N/A-N/A	Destroy 1 year after transfer, departure, or separation of the individual.	N1-361-91-17	Relates to military personnel matters, including military personnel assignments and actions.	Military Personnel Locator Cards	Locator cards and comparable forms used to indicate the whereabouts of personnel.

	C	D	H	K	N	O	P	Q	R
1	Bucket Sections Combined	Record Type (Temp, Perm, Temp system)	Current DLA-DCMA Records Series-Combined	GRS- combined	Current DLA=DCMA or GRS Cutoff Retention Instruction	NARA/DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
64	130.01a	T	310.80.	N/A-N/A	Destroy when all postings to leave records have been completed and verified, except when required as evidence in any proceedings.	N1-361-91-17	Relates to military personnel matters, including military personnel assignments and actions.	Leave of Absence	Duplicate copies of DA Form 31, Request and Authority for Leave, NAVCOMPT Form 3065, Leave Request/Authorization. AF Form 988, Leave Request/Authorization, NAVMC Form 3, Leave Authorization (Officer and Enlisted) (1050), and comparable forms used in requesting and granting leave for military personnel.
65	130.01a	T	310.85.	N/A-N/A	Destroy upon reassignment or separation of the individual, except when required as evidence in any proceedings.	N1-361-91-17	Relates to military personnel matters, including military personnel assignments and actions.	Enlisted Personnel Passes	Duplicate copies of DD Form 345, Armed Forces Liberty Pass, DA Form 31, Request and Authority for Leave, and comparable forms and orders used in authorizing enlisted personnel to be absent on other than leave.
66	130.01a	T	310.90.	N/A-N/A	Destroy after 5 years.	NN-168-94	Relates to military personnel matters, including military personnel assignments and actions.	Training	Documents relating to the administration of training and educational matters affecting military personnel.
67	130.01a	T	330.10.	N/A-N/A	Cut off at end of Fiscal Year. Destroy after 1 year.	N1-361-91-17	Relates to those aspects of the civilian personnel program relating to employee development, training and incentives.	Training Requirements	Training survey forms, requests for training, activity training plans, and related materials used to identify and determine training needs, develop training plans and methods to fulfill training requirements.
68	130.01a	T	330.20.	GRS 01- Item 29b	Destroy when 5 years old or when superseded or obsolete, whichever is sooner.		Relates to those aspects of the civilian personnel program relating to employee development, training and incentives.	Employee Training	Correspondence, memoranda, reports and other records relating to the availability of training and employee participation in training programs sponsored by other Government agencies or non-Government institutions.
69	130.01a	T	330.30.	N/A-N/A	Destroy 1 year after employee has completed program.	N1-361-91-17	Relates to those aspects of the civilian personnel program relating to employee development, training and incentives.	Developmental Programs	Employee agreements, individual training plans, supervisor's quarterly progress reports, statistical indicator reports, recommendations for improvements, printouts, listings, correspondence, and similar materials used to identify, develop and monitor spec
70	130.01a	T	330.40.	N/A-N/A	Destroy 1 year after employee has completed training.	N1-361-91-17	Relates to those aspects of the civilian personnel program relating to employee development, training and incentives.	Training Evaluations	Course evaluation forms, course rating, and similar materials used to evaluate the effectiveness of training, development, and noncompetitive testing programs.
71	130.01a	T	330.50.A	GRS 01- Item 29a(1)	Destroy when 5 years old or 5 years after completion of a specific training program.		Relates to those aspects of the civilian personnel program relating to employee development, training and incentives. General training course records of agency-sponsored training	Course Records	Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training, courses and conferences.
72	130.01a	T	330.50.B	GRS 01- Item 29a(2)	Destroy when 3 years old.		Relates to those aspects of the civilian personnel program relating to employee development, training and incentives. General training course records of agency-sponsored training	Course Records - Backup and working files	
73	130.01a	T	330.60.	N/A-N/A	Destroy when superseded, obsolete or no longer needed for reference.	N1-361-91-17		Course Reference Materials	Reference copies of pamphlets, notices, catalogs and other records which provide information on courses or programs offered by Government or non-Government organizations, not covered elsewhere.
74	130.01a	T	350.10.	GRS 01- Item 7a(1)	Destroy when superseded or obsolete.		Relates to those aspects of the civilian personnel program relating to position classification and pay administration.	Position Classification Standards	Standards and guidelines issued or reviewed by OPM and used to classify and evaluate positions within the agency.
75	130.01a	T	350.15.A	GRS 01- Item 7a(2)(a)	Destroy 5 years after position is abolished or description is superseded.		Relates to those aspects of the civilian personnel program relating to position classification and pay administration.	Classification Standard Development - Case Files	Correspondence and other records relating to the development of standards for classification of positions peculiar to the agency and reviewed by Office of Personnel Management (OPM) for approval or disapproval.
76	130.01a	T	350.15.B	GRS 01- Item 7a(2)(b)	Destroy when 2 years old.		Relates to those aspects of the civilian personnel program relating to position classification and pay administration.	Classification Standard Development - Review files	Correspondence and other records relating to the development of standards for classification of positions peculiar to the agency and reviewed by Office of Personnel Management (OPM) for approval or disapproval.
77	130.01a	T	350.20.	GRS 01-Item 7b	Destroy 2 years after position is abolished or description is superseded.		Relates to those aspects of the civilian personnel program relating to position classification and pay administration.	Position Descriptions	Record copies of position descriptions which include information on title, series, grade, duties and responsibilities, and related documents.
78	130.01a	T	350.25.	GRS 01- Item 7c(1)	Destroy when 3 years old or 2 years after regular inspection, whichever is sooner.		Relates to those aspects of the civilian personnel program relating to position classification and pay administration.	Classification Survey Reports	Classification survey reports on various positions prepared by classification specialists, including periodic reports.
79	130.01a	T	350.30.	GRS 01- Item 7c(2)	Destroy when obsolete or superseded.		Relates to those aspects of the civilian personnel program relating to position classification and pay administration.	Inspection, Audit and Survey File	Inspection, audit and survey files including correspondence, reports, and other records relating to inspections, surveys, desk audits and evaluations.

	C	D	H	K	N	O	P	Q	R
1	Bucket Section-Combined	Record Type (Temp, Perm, Temp system)	Current DLA-DCMA Records Seriesp Combined	GRS-combined	Current DLA=DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
80	130.01a	T	350.35.	GRS 01- Item 7d(1)	Destroy 3 years after case is closed.		Relates to those aspects of the civilian personnel program relating to position classification and pay administration.	Appeal Files	Case files relating to classification appeals, excluding OPM classification certificates.
81	130.01a	T	350.40.	GRS 01- Item 7d(2)	Destroy after affected position is abolished or superseded.		Relates to those aspects of the civilian personnel program relating to position classification and pay administration.	Classification Certificates	Certificates of classification issued by OPM.
82	130.01a	T	350.50.	N/A-N/A	Destroy after 5 years.	N1-361-91-17	Relates to those aspects of the civilian personnel program relating to position classification and pay administration.	Position/Occupation Structures	Proposed reorganization materials, records of advice provided, newly developed standards, reports, and related correspondence used to plan and conduct position/occupational structure analyses,
83	130.01a	T	350.55.	N/A-N/A	Destroy when superseded or obsolete.	N1-361-91-17	Relates to those aspects of the civilian personnel program relating to position classification and pay administration.	Wage Surveys and Pay Adjustment Determinations	Contractor salary comparability charts, copies of supervisory position descriptions, correspondence, and related backup materials used to conduct locality wage surveys, develop hazardous and environmental pay entitlements, and determine pay adjustments for classification act supervisors of Federal Wage System employees.
84	130.01a	I	350.56.A	N/A-N/A	Informational	N1-361-95-2 P	Schedules of full-scale wage surveys, requests for changes to surveys and survey schedules, minutes of meetings, comments, recommendations and justifications, collected and supplemental wage data concerning regular and overtime rates, bonuses, incentives,	Wage data and information - DCPMS Wage Setting Division	
85	130.01a	P	350.56.A(1)	GRS 01- Item 38	Permanent. Transfer to the National Archives in annual increments along with related documentation (code books, file layouts, etc.	N1-361-95-2	Schedules of full-scale wage surveys, requests for changes to surveys and survey schedules, minutes of meetings, comments, recommendations and justifications, collected and supplemental wage data concerning regular and overtime.rates, bonuses, incentives,	Wage Survey data maintained in electronicform	
86	130.01a	T	350.56.A(2)	N/A-N/A	Destroy after 20 years.	N1-361-95-2	Schedules of full-scale wage surveys, requests for changes to surveys and survey schedules, minutes of meetings, comments, recommendations and justifications, collected and supplemental wage data concerning regular and overtime rates, bonuses, incentives,	All other records	
87	130.01a	T	350.56.8	GRS 01-Item 38 (See Discussion Note)	Destroy when superseded or no longer needed, whichever is sooner.	N1-361-95-2	Schedules of full-scale wage surveys, requests for changes to surveys and survey schedules, minutes of meetings, comments, recommendations and justifications, collected and supplemental wage data concerning regular and overtime rates, bonuses, incentives,	Wage data and information - DCPMS (Defense Civilian Personnel Management System) Regional Offices	
88	130.01a	T	350.5 7.	GRS 01- Item 41	Destroy 3 years following the date of approval or upon completion of the relevant service agreement or allowance, whichever is later.			Pay Comparability Records	Records created under the Pay Comparability Act, including written narratives and computerized transaction registers documenting use of retention, relocation and recruitment bonuses, allowances, and supervisory differentials and case files consisting of r
89	130.01a	T	350.65.	GRS 01-Item 23a(3)(b)	Destroy when 4 years old.			Performance - Related records pertaining to Former Employees	All other Performance plans and ratings.
90	130.01a	T	370.10.	GRS01-Item 32	Destroy after OPM audit or 2 years after the personnel action is completed, whichever is sooner.		Relates to the implementation of DCMA Staffing regulations, policies, and procedures.	Merit Promotion Case Files	Records relating to the promotion of an individual that document qualification standards, evaluation methods, selection procedures, and evaluations of candidates.
91	130.01a	T	370.15.	GRS 01-Item 33n	Cutoff annually. Destroy 1 year after cutoff		Relates to the implementation of DCMA Staffing regulations, policies, and procedures.	Eligibility Applications for positions	Eligible applications for positions filled by case examining that either are not referred to the hiring official or are returned to the examining office by the hiring official. Such documents include OF 612, resumes, supplemental forms, and attachments, whether in hard copy or electronic format -

	C	D	H	K	N	O	P	Q	R
1	Bucket Section-Combined	Record Type (Temp, Perm, Temp system)	Current DLA-DCMA Records Series - Combined	GRS - combined	Current DLA-DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
92	130.01a	T	370.20.A	GRS 01- Item 33a	3 years after termination of agreement.			Examining and Certification Records - Delegated agreements	Delegated agreements and related records created under the authority of 5 U.S.C.§1104 between the Office of Personnel Management and agencies allowing for the examination and certification of applicants for employment.
93	130.01a	T	370.20.B	GRS 01- Item 33b	Cutoff annually. Destroy 1 year after cutoff.			Examining and Certification Records - Correspondence	Correspondence concerning applications, certification of eligibles, and all other examining and recruiting operations. Such correspondence, includes, but is not limited to, correspondence from Congress, White House, and the general public, and correspondence regarding accommodations for holding examinations and shipment of test materials
94	130.01a	T	370.21.	GRS 01- Item 33d	Destroy when test is superseded or obsolete.			Test Material Stock Control	Stock control records of examination test material including running inventory of test material in stock.
95	130.01a	T	370.22.	GRS 01- Item 33e	Cut off after examination. Destroy no later than 90 days after cutoff.			Application Record Cards	Application Record Cards (OPM Form 5000A, or equivalent).
96	130.01a	T	370.23.	GRS 01- Item 33f	Cut off after termination of related register or inventory or after final action is taken on the certificate generated by case examining procedures. Destroy 2 years after cut off.]			Examination Announcement Case Documentation Files	Correspondence regarding examination requirements, final version of announcement(s) issued, subsequent amendments to announcement(s), public notice documentation, rating schedule, job analysis documentation, record of selective and quality rating factors, rating procedures, transmutation tables, and other documents associated with the job announcement(s) and the development of the register/inventory or case examination.
97	130.01a	T	370.24.A	GRS 01- Item 33g	Destroy 2 years after the date on which the register of inventory is terminated.			Register of Eligibles - Individuals with terminated eligibility	Register of eligibles (OPM Form 5001-C or equivalent) documenting eligibility of an individual for Federal jobs.
98	130.01a	T	370.24.B	GRS 01- Item 33g	Destroy 2 years after the date on which the register of inventory is terminated.	(N1-GRS-02-1 Item 33g		Register of Eligibles- Terminated registers	Register of eligibles (OPM Form 5001-C or equivalent) documenting eligibility of an individual for Federal jobs.
99	130.01a	T	370.24.C	GRS 01- Item 33g	Destroy 2 years after the date on which the register of inventory is terminated.			Register of Eligibles - Registers established under case examining	Register of eligibles (OPM Form 5001-C or equivalent) documenting eligibility of an individual for Federal jobs.
100	130.01a	T	370.25.	GRS 01- Item 33h	Cut off annually. Destroy 1 year after cutoff.			Transfer Eligibility Denials	Letters to applicants denying transfer of eligibility (OPM Form 4896 or equivalent).
101	130.01a	T	370.26.	GRS 01- Item 33k	Cut off annually. Destroy 1 year after cutoff.			Canceled/Ineligible Applications	Cancelled and ineligible applications for positions filled from a register or inventory. Such documents include Optional form (OF) 612, resumes, supplemental forms, and attachments, whether in hard copy or electronic format.
102	130.01a	T	370.27.	GRS 01- Item 33l	Destroy when 6 months old.			Test Answer Sheets	Written test answer sheets for both eligibles and ineligibles.
103	130.01a	T	370.28.	GRS 01- Item 33J	Cut off file annually. Destroy 5 years after cutoff.			Lost or Exposed Test Material Case Files	Records showing the circumstances of loss, nature of the recovery action and corrective action required.
104	130.01a	T	370.29.A	GRS 01- Item 33L(1)	Destroy upon termination of the register (except applications that may be brought forward to new register, if any.)			Eligible Applications - On active register	Eligible Applications - On active register
105	130.01a	T	370.29.B	GRS 01- Item 33L(2)	[Cut off annually. Destroy 1 year after cut off.]			Eligible Applications - On inactive register or inventory	Eligible Applications - On inactive register or inventory
106	130.01a	T	370.30.	GRS 01- Item 33o	Cut off file annually. Destroy 1 year after cutoff.			Prior Approval Requests	Requests for prior approval of personnel actions taken by agencies on such matters as promotion, transfer, reinstatement, or change in status, submitted by SF 59, Request for Approval of Noncompetitive Action, OPM 648, or equivalent form.

	C	D	H	K	N	O	P	Q	R
1	Bucket Section-Combined	Record Type (Temp, Perm, Temp system)	Current DLA-DCMA Records Series - Combined	GRS - combined	Current DLA=DCMA or GRS Cutoff Retention Instruction	NARA/DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
107	130.01a	T	370.31.A	GRS 01- Item 33p	[Cut off annually. Destroy 2 years after cutoff.)			Certificate Files - SF 39, Request for Referral of Eligibles	Certificate Files, including SF 39, SF 39A, or equivalent, and all papers upon which the certification was based: the list of eligibles screened for the vacancies, ratings assigned, availability statements, the certificate of eligibles that was issued to the selecting official, the annoted certificate of eligibles that was returned from the selecting official, and other documentation material designated by the examiner for retention.
108	130.01a	T	370.31.B	GRS 01- Item 33q	Cut off file annually. Destroy 2 years after cutoff.			Certificate Files - Certification Request Control Index	Certificate control log system. Records of information (e.g. receipt date, series, and grade of position, duty station, etc.) pertaining to requests for lists of eligibles from a register or inventory
109	130.01a	T	370.32.A	GRS 01- Item 33r	Destroy upon expiration of employee's DEP eligibility.			Interagency Placement Program (IPP) application and registration sheet.	Interagency Placement Program (IPP) application and registration sheet.
110	130.01a	T	370.32.B	GRS 01- Item 33s	Cut off file annually. Destroy 2 years after break.			Displaced Employee Program (DEP) - DEP control cards	Displaced Employee Program (DEP) - DEP control cards
111	130.01a	T	370.33.	GRS 01- Item 33t	Destroy 3 years after date of the report.			Audits	Reports of audits of delegated examining operations.
112	130.01a	T	370.40.A	GRS 01- Item 17b(1)	Destroy when 2 years old.			Retention Registers - Registers used to effect reduction-in-force actions	Retention Registers - Registers used to effect reduction-in-force actions.
113	130.01a	T	370.40.B	GRS 01- Item 17b(2)	Destroy when superseded or obsolete.			Retention Registers - Registers not used to effect reduction-in-force actions	Registers from which no reduction-in-force actions have been taken and related records.
114	130.01a	I	370.40.	GRS 01- Item 17b	Informational		Informational	Retention Registers	
115	130.01a	T	370.45.	GRS 01- Item 6	Destroy when 2 years old.			Certificate of Eligibles Files	Copies obtained from OPM of certificates of eligibles with related requests, forms, correspondence, and statement of reasons for passing over a preference eligible and selecting a non-preference eligible.
116	130.01a	T	370.50.	GRS 01- Item 8	Destroy 6 months after transfer or separation of employee.			Interview Records	Correspondence, reports and other records relating to interviews with employees.
117	130.01a	T	370.55.A	GRS 01- Item 4a	Destroy when no longer needed. [Destroy when appointment is effective.]		Correspondence including letters and telegrams offering appointments to potential employees.	Offers of Employment Files - Accepted offers	Offers of Employment Files -Accepted offers.
118	130.01a	T	370.55.B	GRS 01- Item 4b1	When name is received from certificate of eligibles. Return to OPM with reply and application. (NC1-64-77-10 Item 4b1)		Correspondence including letters and telegrams offering appointments to potential employees.	Offers of Employment Files - Declined offers	Offers of Employment Files - Declined offers.
119	130.01a	T	370.55.B(1)	GRS 01- Item 4b(2)	File with application and destroy with application per 370.15		Correspondence including letters and telegrams offering appointments to potential employees.	Offers of Employment Files - Declined offers - Temporary or excepted appointment	Offers of Employment Files - Declined offers - Temporary or excepted appointment.
120	130.01a	T	370.55.B(2)	GRS 01- Item 4b(3)	Destroy immediately upon receipt of declined offer.		Correspondence including letters and telegrams offering appointments to potential employees.	Offers of Employment Files - Declined offers - All others	Offers of Employment Files - Declined offers -All others.
121	130.01a	T	375.10.	GRS 01- Item 1 (a, b)	Longest retention in series is 6 years - Destroy when 6 years old or when superseded or obsolete, whichever is later			Ethics Program Implementation, Interpretation, Counseling, and Development Files	Records maintained by ethics program offices relating to the development, review, implementation, and interpretation of proposed or established executive branch standards of ethical conduct and other ethics regulations; conflict of interest and other ethics related statutes and Executive Orders; and any agency supplemental standards of ethical conduct and other agency ethics-related regulations and directives
122	130.01a	T	375.13.	GRS 01- Item 30b	Destroy no sooner than 4 years but no later than 7 years after case is closed. NOTE: OPM has determined that agencies may decide how long, within the range of 4 to 7 years, grievance and adverse action files need to be retained.			Adverse Action Files (5 CFR 752) and Performance-Based Actions (5 CFR 432)	Case files and related records created in reviewing an adverse action (disciplinary or non-disciplinary removal, suspension, leave without pay, reduction-in-force) against an employee. Includes copies of proposed adverse actions with supporting documents;

	C	D	H	K	N	O	P	Q	R
1	Bucket Sectione Combined	Record Type (Temp, Perm, Temp system)	Current DLA-DCMA Records Series-Combined	GRS- combined	Current DLA=DCMA or GRS Cutoff Retention Instruction	NARA/DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
123	130.01a	T	375.16.	GRS 01- Item 26a	Destroy 3 years after termination of counseling.			Counseling Files	Reports of interviews, analyses and related records.
124	130.01a	T	375.20.	GRS 01- Item 30a	Oestroy 4 years after case is closed. Destroy no sooner than 4 years but no later than 7 years after case is closed. [NOTE: OPM has determined that agencies may decide how long, within the range of 4 to 7 years, grievance and adverse action files			Administrative Grievance Files (5 CFR 771)	Records originating in the review of grievance and appeals raised by agency employees, excluding EEO complaints. Includes statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision
125	130.01a	T	375.25.A	GRS 01- Item 23a(1)	Destroy after the employee completes 1 year of acceptable performance from the date of the written advance notice of proposed removal or reduction in grade notice.		Employee Performance Files Non-Senior Executive Service (SES)	Employee Performance Files Non-Senior Executive Service (SES) - Appraisals of unacceptable performance, where a notice of proposed demotion or removal is issued but not effected, and all related documents.	Employee Performance Files Non-Senior Executive Service (SES) - Appraisals of unacceptable performance, where a notice of proposed demotion or removal is issued but not effected, and all related documents.
126	130.01a	T	375.25.B	GRS 01- Item 23a(2)	Destroy when superseded.		Employee Performance Files Non-Senior Executive Service (SES)	Employee Performance Files Non-Senior Executive Service (SES) - Performance records superseded through an administrative, judicial, or quasi judicial procedure.	Employee Performance Files Non-Senior Executive Service (SES)- Performance records superseded through an administrative, judicial, or quasi-judicial procedure.
127	130.01a	T	375.25.C(2)	GRS 01- Item 23a(3)b	Destroy when 4 years old.		Employee Performance Files Non-Senior Executive Service (SES)	Employee Performance Files Non-Senior Executive Service (SES)- Performance related records pertaining to a former employee - All other performance plans and ratings	Employee Performance Files Non-Senior Executive Service (SES) - Performance related records pertaining to a former employee - All other performance plans and ratings
128	130.01a	T	375.25.D	GRS 01- Item 23a(4)	Destroy 4 years after date of appraisal.		Employee Performance Files Non-Senior Executive Service (SES)	Employee Performance Files Non-Senior Executive Service (SES)- All other summary performance appraisal records, including performance appraisals and job elements and standards upon which they are based.	All other summary performance appraisal records, including performance appraisals and job elements and standards upon which they are based.
129	130.01a	T	375.25.E	GRS 01- Item 23a(5)	Destroy 4 years after date of appraisal.		Employee Performance Files Non-Senior Executive Service (SES)	Employee Performance Files Non-Senior Executive Service (SES) - Supporting documents	Employee Performance Files Non-Senior Executive Service (SES)- Supporting documents
130	130.01a	T	375.28.A	GRS 01- Item 23b(1)	Destroy when superseded.		Employee Performance Files (SES)	Employee Performance Files (SES) - Performance records superseded through an administrative, judicial, or quasi judicial procedure.	Employee Performance Files (SES) - Performance records superseded through an administrative, judicial, or quasi-judicial procedure.
131	130.01a	I	375.28.B	GRS 01- Item 23b(2)	Informational		Employee Performance Files (SES)	Employee Performance Files (SES) - Performance related records pertaining to a former SES appointee	
132	130.01a	T	375.28.8(2)	GRS 01- Item 23b(2)(b)	Destroy when 5 years old.		Employee Performance Files (SES) - Performance related records pertaining to a former SES appointee	Employee Performance Files (SES) - Performance related records pertaining to a former SES appointee - All other performance ratings and plans	Employee Performance Files (SES) - Performance related records pertaining to a former SES appointee - All other performance ratings and plans

	C	D	H	K	N	O	P	Q	R
1	Bucket Section-Combined	Record Type (Temp, Perm, Temp system)	Current DLA-DCMA Records Series - Combined	GRS - combined	Current DLA=DCMA or GRS Cutoff Retention Instruction	NARA/DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
133	130.01a	T	375.28.C	GRS 01- Item 23b(3)	Destroy 5 years after date of appraisal.		Employee Performance Files (SES) - Performance related records pertaining to a former SES appointee	Employee Performance Files (SES)p All other performance appraisals, along with job elements and standards (job expectations) upon which they are based, excluding those for SES appointees serving on a Presidential appointment.	Employee Performance Files (SES) - All other performance appraisals, along with job elements and standards (job expectations) upon which they are based, excluding those for SES appointees serving on a Presidential appointment.
134	130.01a	T	375.28.D	GRS 01- Item 23b(4)	Destroy 5 years after date of appraisal.		Employee Performance Files (SES) - Performance related records pertaining to a former SES appointee	Employee Performance Files (SES) - Supporting documents	Employee Performance Files (SES) - Supporting documents
135	130.01a	T	375.40.	GRS 01- Item 34	Destroy when 5 years old.			Occupational Injury and Illness Files	Reports and logs (including OSHA Forms 100, 101, 102, and 200, or equivalents) maintained as prescribed in 29 CFR 1960 and OSHA pamphlet 2014 to document all recordable occupational injuries and illnesses. Refer to 110.01a1 for Occupational Safety and Health Log Summary as required by law.
136	130.01a	T	375.43.A	GRS 01- Item 35a	Destroy 3 years after denial.		Denied eligibility files consisting of applications, court orders, denial letters, appeal letters, and related papers.	Denied Health Benefits Requests Under Spouse Equity- Health benefits denied, not appealed	Denied Health Benefits Requests Under Spouse Equity- Health benefits denied, not appealed.
137	130.01a	I	375.43.B	GRS 01- Item 35b	Informational		Denied eligibility files consisting of applications, court orders, denial letters, appeal letters, and related papers.	Denied Health Benefits Requests Under Spouse Equity - Health benefits denied, appealed to OPM for reconsideration	Denied Health Benefits Requests Under Spouse Equity - Health benefits denied, appealed to OPM for reconsideration.
138	130.01a	T	375.43.8(1)	GRS 01- Item 35b(1)	Create enrollment file in accordance with Subchapter S17 of the FEHB Handbook.		Denied eligibility files consisting of applications, court orders, denial letters, appeal letters, and related papers.	Denied Health Benefits Requests Under Spouse Equity- Health benefits denied, appealed to OPM for reconsideration - Appeal successful, benefits granted	Denied Health Benefits Requests Under Spouse Equity - Health benefits denied, appealed to OPM for reconsideration - Appeal successful, benefits granted.
139	130.01a	T	375.43.8(2)	GRS 01- Item 35b(2)	Destroy 3 years after denial.		Denied eligibility files consisting of applications, court orders, denial letters, appeal letters, and related papers.	Denied Health Benefits Requests Under Spouse Equityp Health benefits denied, appealed to OPM for reconsideration - Appeal unsuccessful, benefits denied	Denied Health Benefits Requests Under Spouse Equityp Health benefits denied, appealed to OPM for reconsideration - Appeal unsuccessful, benefits denied.
140	130.01a	T	375.45.	GRS 01- Item 31	Cutoff on termination of compensation or when deadline for filing a claim has passed. Destroy 3 years after cutoff.			Personal Injury Files	Forms, reports, correspondence and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made excluding copies filed in the Employee Medical Folder and copies submitted to the Department of Labor
141	130.01a	T	375.46.	GRS 01- Item 37	Beginning in January 1994, destroy 1 year after the end of the year in which the file is closed.			Donated Leave Program Case Files	Case files containing position title and description; fully executed SF 171; medical examiner's report; a brief statement explaining accommodation of impairment; and other documents related to previous appointment, certification, and/or acceptance or refusal, created in accordance with Federal Personnel Manual, chapter 306-11, subchapter 4-2.
142	130.01a	T	375.47.	GRS 01- Item 40	Destroy 5 years following the date of approval or disapproval of each case.			Handicapped Individuals Appointment Case Files	Case files containing position title and description; fully executed SF 171; medical examiner's report; a brief statement explaining accommodation of impairment; and other documents related to previous appointment, certification, and/or acceptance or refusal, created in accordance with Federal Personnel Manual, chapter 306-11, subchapter 4-2.
143	130.01a	T	375.50.	GRS 01- Item 13	Destroy when 3 years old.			Incentive Awards Program Reports	Reports pertaining to the operation of the Incentive Awards Program.

	C	D	H	K	N	O	P	Q	R
1	Bucket Sectionp Combined	Record Type (Temp, Perm, Temp system)	Current DLA-DCMA Records Series - Combined	GRS - combined	Current DLA-DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
144	130.01a	T	375.52.A	GRS 01- Item 12a(1)	Destroy 2 years after approval or disapproval.		General award case files (excluding those relating to departmental level awards) consisting of recommendations, approved nominations, correspondence, reports and related handbooks pertaining to cash awards such as incentive awards, within-grade merit increases, suggestions, and outstanding performance.	Employee Award Case Files -	Agency sponsored
145	130.01a	T	375.52.B	GRS 01- Item 12a(2)	Destroy when 2 years old.		General award case files (excluding those relating to departmental level awards) consisting of recommendations, approved nominations, correspondence, reports and related handbooks pertaining to cash awards such as incentive awards, within-grade merit increases, suggestions, and outstanding performance.	Employee Award Case Files -	Sponsored by other agencies or non-Federal organizations
146	130.01a	T	375.54.	GRS 01- Item 12b	Destroy when 1 year old.			Length of Service and Sick Leave Awards Files	Records including correspondence, reports, computations of service and sick leave, and lists of awardees.
147	130.01a	T	375.56.	GRS 01- Item 12c	Destroy when 2 years old.			Letters of Commendation and Appreciation	Copies of letters recognizing length of service and retirement, and letters of appreciation and commendation for performance, excluding copies filed in the OPF.
148	130.01a	T	375.58.	GRS 01- Item 12d	Destroy when superseded or obsolete.			Award Lists and Indexes	Lists of nominees and winners and indexes of nominations.
149	130.01a	T	375.60.	GRS 01- Item 26b	Destroy when 3 years old.			Alcohol and Drug Abuse Program	Records created in planning, coordinating and directing an alcohol and drug abuse program.
150	130.01a	T	375.65.	N/A-N/A	Destroy 2 years after separation of enrollee from the program.	N1-361-93-4		Host Enrollee Program Files	Records pertaining to the selection, tenure, and separation of individuals in the Host Enrollee Program used in administering the program. Includes time and attendance data, training information, periodic evaluation, data on enrollee designee for emergency contact, and similar employment related information
151	130.01a	T	375.70.A	GRS 01- Item 36a	Destroy when 3 years old or when superseded, obsolete. See note (2) after GRS 1, Item 36e(2).		Relates to drug testing program records created under Executive Order 12564 and Public Law 100-71, Section 503 (101 Stat. 468), excluding consolidated statistical and narrative reports concerning the operation of the Agency program, including annual reports to Congress, as required by Public Law 100-71, 503(f). NOTE: Any records identified in this series that are relevant to litigation or disciplinary actions should be disposed of no earlier than the related litigation or adverse action case file(s).	Federal Workplace Drug Testing Program Files - Drug test plans and procedures	Excludes documents that are filed in record sets of formal issuances (directives, procedures handbooks, operating manuals and the like). Includes Agency copies of plans and procedures with related drafts, correspondence, memoranda, and other records pertaining to the development of procedures for drug testing programs, including the determination of testing incumbents in designated positions
152	130.01a	T	375.70.B	GRS 01- Item 36b	Destroy when employee separates from testing designated position. See Note: 375.70		Relates to drug testing program records created under Executive Order 12564 and Public Law 100-71, Section 503 (101 Stat. 468), excluding consolidated statistical and narrative reports concerning the operation of the Agency program, including annual reports to Congress, as required by Public Law 100- 71, 503(f). NOTE: Any records identified in this series that are relevant to litigation or disciplinary actions should be disposed of no earlier than the related litigation or adverse action case file(s).	Federal Workplace Drug Testing Program Files - Employee Acknowledgment of Notice Forms	Forms completed by employees whose positions are designated sensitive for drug testing purposes acknowledging that they have received notice that they may be tested.
153	130.01a	T	375. 70.C	GRS 01- Item 36c	Destroy when 3 years old. See note (2) after GRS 1, Item 36e(2)		Relates to drug testing program records created under Executive Order 12564 and Public Law 100-71, Section 503 (101 Stat. 468), excluding consolidated statistical and narrative reports concerning the operation of the Agency program, including annual reports to Congress, as required by Public Law 100-71, 503(f). NOTE: Any records identified in this series that are relevant to litigation or disciplinary actions should be disposed of no earlier than the related litigation or adverse action case file(s).	Federal Workplace Drug Testing Program Files - Selection/scheduling records	Records relating to the selection of specific employees/applicants for testing and the scheduling of tests. Included are lists of selectees, notification letters, and testing schedules.

	C	D	H	K	N	O	P	Q	R
1	Bucket Sectionp Combined	Record Type (Temp, Perm, Temp system)	Current DLA-DCMA Records Series-Combined	GRS - combined	Current DLA=DCMA or GRS Cutoff Retention Instruction	NARA/DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
154	130.01a	T	375.70.D	GRS 01- Item 36d(1)	Destroy 3 years after date of last entry. See note (2) after GRS 1, Item 36e(2).		Relates to drug testing program records created under Executive Order 12564 and Public Law 100-71, Section 503 (101 Stat. 468), excluding consolidated statistical and narrative reports concerning the operation of the Agency program, including annual reports to Congress, as required by Public Law 100-71, 503(f). NOTE: Any records identified in this series that are relevant to litigation or disciplinary actions should be disposed of no earlier than the related litigation or adverse action case file(s).	Federal Workplace Drug Testing Program Files - Collection and handling record books	Bound books containing identifying data on each specimen, recorded at each collection site in the order in which the specimens were collected.
155	130.01a	T	375.70.E	GRS 01- Item 36d(2)	Destroy when 3 years old. See note (2) after GRS 1, Item 36e(2).		Relates to drug testing program records created under Executive Order 12564 and Public Law 100-71, Section 503 (101 Stat. 468), excluding consolidated statistical and narrative reports concerning the operation of the Agency program, including annual reports to Congress, as required by Public Law 100-71, 503(f). NOTE: Any records identified in this series that are relevant to litigation or disciplinary actions should be disposed of no earlier than the related litigation or adverse action case file(s).	Federal Workplace Drug Testing Program Files - Collection and handling chain of custody records	Forms and other records used to maintain control and accountability of specimens from the point of collection to the final disposition of the specimen.
156	130.01a	I	375.70.F		Informational		Relates to drug testing program records created under Executive Order 12564 and Public Law 100-71, Section 503 (101 Stat. 468), excluding consolidated statistical and narrative reports concerning the operation of the Agency program, including annual reports to Congress, as required by Public Law 100-71, 503(f). NOTE: Any records identified in this series that are relevant to litigation or disciplinary actions should be disposed of no earlier than the related litigation or adverse action case file(s).	Federal Workplace Drug Testing Program Files -Test results - Positiveresults	Records documenting individual test results, including reports of testing, notifications of employees/applicants and employing offices, and documents relating to follow-up testing.
157	130.01a	T	375.70.F(1)(a)	GRS 01- Item 36e(1)(a)	Destroy when employee leaves the agency or when 3 years old, whichever is later.		Relates to drug testing program records created under Executive Order 12564 and Public Law 100- 71, Section 503 (101 Stat. 468), excluding consolidated statistical and narrative reports concerning the operation of the Agency program, including annual reports to Congress, as required by Public Law 100-71, 503(f). NOTE: Any records identified in this series that are relevant to litigation or disciplinary actions should be disposed of no earlier than the related litigation or adverse action case file(s).	Federal Workplace Drug Testing Program Files - Test results - Positive results - Employee	Records documenting individual test results, including reports of testing, notifications of employees/applicants and employing offices, and documents relating to follow-up testing.
158	130.01a	T	375.70.F(1)(b)	GRS 01-Item 36e(1)(b)	Destroy when 3 years old. See NOTE in 375.70.		Relates to drug testing program records created under Executive Order 12564 and Public Law 100-71, Section 503 (101 Stat. 468), excluding consolidated statistical and narrative reports concerning the operation of the Agency program, including annual reports to Congress, as required by Public Law 100-71, 503(f). NOTE: Any records identified in this series that are relevant to litigation or disciplinary actions should be disposed of no earlier than the related litigation or adverse action case file(s).	Federal Workplace Drug Testing Program Files - Test results - Positive results - Applicants not accepted for employment	Records documenting individual test results, including reports of testing, notifications of employees/applicants and employing offices, and documents relating to follow-up testing.
159	130.01a	T	375.70.F(2)	GRS 01- Item 36e(2)	Destroy when 3 years old.		Relates to drug testing program records created under Executive Order 12564 and Public Law 100-71, Section 503 (101 Stat. 468), excluding consolidated statistical and narrative reports concerning the operation of the Agency program, including annual reports to Congress, as required by Public Law 100-71, 503(f). NOTE: Any records identified in this series that are relevant to litigation or disciplinary actions should be disposed of no earlier than the related litigation or adverse action case file(s).	Federal Workplace Drug Testing Program Files - Test results - Negative results	Records documenting individual test results, including reports of testing, notifications of employees/applicants and employing offices, and documents relating to follow-up testing.

	C	D	H	K	N	O	P	Q	R
1	Bucket Section-Combined	Record Type (Temp, Perm, Temp system)	Current DLA-DCMA Records Series-Combined	GRS-combined	Current DLA-DCMA or GRS Cutoff Retention Instruction	NARA/DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
160	130.01a	T	390.10.B	GRS 01-Item 10	Destroy upon separation or transfer of employee or when 1 year old, whichever is sooner.		Relates to the maintenance of Official Personnel folders, and related personnel actions.	Temporary Individual Employee Pay Records	Includes all copies of correspondence and forms maintained in accordance with Chapter 3 of The Guide to Personnel Recordkeeping, excluding performance related records.
161	130.01a	T	390.30.A	GRS 01-Item 14a	Destroy when 2 years old.		Standard Form (SF) 50, Notification of Personnel Action, documenting all individual personnel actions such as employment, promotions, transfers, separation, exclusive of the copy in the OPF.	Notification of Personnel Actions-Chronological file copies	Including fact sheets, maintained in personnel offices.
162	130.01a	T	390.30.B	GRS 01-Item 14b	Destroy when 1 year old.		Standard Form (SF) 50, Notification of Personnel Action, documenting all individual personnel actions such as employment, promotions, transfers, separation, exclusive of the copy in the OPF.	Technical Services - Notifications of Personnel Actions - All other copies maintained in personnel offices	Technical Services - Notifications of Personnel Actions - All other copies maintained in personnel offices
163	130.01a	T	390.50.	GRS 01-Item 11	Destroy when superseded or obsolete.			Technical Services - Position Identification Strips	Strips such as SF 7D, Position Identification Strips, used to provide summary data on each position occupied. NOTE: The SF 7D became obsolete effective December 31, 1994.
164	130.01a	T	390.70.	N/A-N/A	Destroy when superseded or obsolete.	N1-361-91-17		Realignments and Reorganizations	Documents pertaining to realignments and reorganizations and related backup materials used to activate approved realignments and reorganizations.
165	130.01a	T	434.01.	N/A-N/A	Destroy after 5 years.	NN-168-94	Relates to payment systems and accounts maintained by disbursing officers for paying military personnel and civilian employees.	Payroll	Documents relating to the administration of payroll matters.
166	130.01a	T	434.10.	N/A-N/A	Transfer with individual or retire on separation in accordance with regulations of the appropriate Military Department.	NN-168-94	Relates to payment systems and accounts maintained by disbursing officers for paying military personnel and civilian employees.	Military Payroll	Military payroll documents, such as individual pay records and substantiating documents which due to their specialized nature are not appropriate for including under file number 431.10 or which are required to be separately maintained.
167	130.01a	T	434.58.	N/A-N/A	Destroy when superseded or when obsolete for any reason.	NN-168-94		Authorized Timekeeper Lists	Documents indicating individuals responsible for timekeeping. Included are lists, memoranda, and communications.
168	130.01a	I	434.60.A	N/A-N/A	Informational		Payroll Administration	Payroll system reports	
169	130.01A	T	434.60.A(1)	GRS 02-Item 22a	Destroy when related actions are completed or when no longer needed, not to exceed 2 years.		Payroll Administration	Payroll system reports - Error reports, ticklers, system operation reports.	Error reports, ticklers, system operation reports.
170	130.01A	T	434.60.A(2)	GRS 02-Item 22b	Destroy when 2 years old.		Payroll Administration	Payroll system reports - Reports and data used for agency workload and/or personnel management purposes.	Reports and data used for agency workload and/or personnel management purposes.
171	130.01A	T	434.60.A(3)	GRS 02-Item 22c	Destroy after GAO audit or when 3 years old, whichever is sooner. At activities having records holding areas, these files may be, but are not required to be transferred thereto. At activities located in the same metropolitan area as a Federal Records C		Payroll Administration	Payroll system reports - Reports providing fiscal information on agency payroll	Reports providing fiscal information on agency payroll.
172	130.01a	I	434.60.B	GRS 02-Item 23	Informational		Records used to direct a change or correction of an individual pay transaction whether created and maintained by paying agency or payroll processor.	Payroll change files	
173	130.01a	T	434.60.B(1)	GRS 02-Item 23a	Destroy after GAO audit or when 3 years old, whichever is sooner. At activities having records holding areas, these files may be, but are not required to be transferred thereto. At activities located in the same metropolitan area as a Federal Records Centers, these files may be transferred thereto after 1 year.		Records used to direct a change or correction of an individual pay transaction whether created and maintained by paying agency or payroll processor.	Payroll change files - Copies subject to GAO audit	Copies subject to GAO audit

	C	D	H	K	N	O	P	Q	R
1	Bucket Sectionp Combined	Record Type (Temp, Perm, Temp system)	Current DLA-DCMA Records Series-Combined	GRS - combined	Current DLA-DCMA or GRS Cutoff Retention Instruction	NARA/DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
174	130.01a	T	434.61.A(1)	GRS 02- Item 14a	Destroy when superseded or after separation of employee. At activities having records holding areas, these files may be, but are not required to be transferred thereto. At activities located in the same metropolitan area as a Federal Records Centers, these files may be transferred thereto after 1 year.		Individual Withholding and Deduction Authorizations (Excludes tax, levy and garnishment files.) Note: When employee transfers, items listed below should be transferred to gaining payroll office when required by ARs in the 35 and 37 series.	Individual Withholding and Deduction Authorizations - Savings Bond Purchase Files - Authorizations	Authorization for Purchase and Request for Change United States Series EE Savings Bonds, SBD 2104, or equivalent.
175	130.01a	T	434.61.A(2)	GRS 02- Item 14b	Destroy 4 months after date of issuance of bond. At activities having records holding areas, these files may be, but are not required to be transferred thereto. At activities located in the same metropolitan area as a Federal Records Centers, these files may be transferred thereto after 1 year		Individual Withholding and Deduction Authorizations (Excludes tax, levy and garnishment files.) Note: When employee transfers, items listed below should be transferred to gaining payroll office when required by ARs in the 35 and 37 series.	Individual Withholding and Deduction Authorizations - Savings Bond Purchase Files - Bond registration files	Bond registration files: Issuing agent's copies of bond registration stubs.
176	130.01a	T	434.61.A(3)	GRS 02- Item 14c	Destroy 4 months after date of issuance of bond. At activities having records holding areas, these files may be, but are not required to be transferred thereto. At activities located in the same metropolitan area as a Federal Records Centers, these files may be transferred thereto after 1 year		Individual Withholding and Deduction Authorizations (Excludes tax, levy and garnishment files.) Note: When employee transfers, items listed below should be transferred to gaining payroll office when required by ARs in the 35 and 37 series.	Individual Withholding and Deduction Authorizations - Savings Bond Purchase Files - Bond receipt and transmittal files	Bond receipt and transmittal files: receipts for and transmittals of U.S. Savings Bonds.
177	130.01a	T	434.61.B	GRS 02- Item 15a	Destroy after GAO audit or when 3 years old, whichever is sooner. At activities having records holding areas, these files may be, but are not required to be transferred thereto. At activities located in the same metropolitan area as a Federal Records Centers, these files may be transferred thereto after 1 year.		Individual Withholding and Deduction Authorizations (Excludes tax, levy and garnishment files.) Note: When employee transfers, items listed below should be transferred to gaining payroll office when required by ARs in the 35 and 37 series.	Individual Withholding and Deduction Authorizations - Combined Federal Campaign	Authorization for individual allotment to the Combined Federal Campaign.
178	130.01a	T	434.61.C	GRS 02- Item 16	Destroy when superseded or after separation of employee. At activities having records holding areas, these files may be, but are not required to be transferred thereto. At activities located in the same metropolitan area as a Federal Records Centers, these files may be transferred thereto after 1 year.		Individual Withholding and Deduction Authorizations (Excludes tax, levy and garnishment files.) Note: When employee transfers, items listed below should be transferred to gaining payroll office when required by ARs in the 35 and 37 series.	Individual Withholding and Deduction Authorizations - Thrift Savings Plan Election Form	Form TSP-1 authorizing deduction of employee contribution to the Thrift Savings Plan.
179	130.01a	T	434.61.E	GRS 02- Item 15b	Destroy after GAO audit or when 3 years old, whichever is sooner. At activities having records holding areas, these files may be, but are not required to be transferred thereto. At activities located in the same metropolitan area as a Federal Records Centers, these files may be transferred thereto after 1 year.		Individual Withholding and Deduction Authorizations (Excludes tax, levy and garnishment files.) Note: When employee transfers, items listed below should be transferred to gaining payroll office when required by ARs in the 35 and 37 series.	Individual Withholding and Deduction Authorizations - Other allotment authorizations	Other allotment authorizations, such as union dues and savings.
180	130.01a	T	434.63.	GRS 02- Item 13a	Destroy 4 years after superseded or obsolete or upon separation of employee.			Withholding Tax Exemption Certificates	Copies of Internal Revenue Service (IRS) W-4 forms executed by civilian employees.
181	130.01a	T	434.64.	N/A-N/A	Destroy after 10 years.	NN-168-94		Decedent Claims	Documents consisting of retained copies of vouchers with supporting documents, including SF 1152, Designation of Beneficiary - Unpaid Compensation or Deceased Civilian Employee; SF 1153, Claim for Unpaid Compensation of Deceased Civilian Employee; SF 1012

	C	D	H	K	N	O	P	Q	R
1	Bucket Sectionp Combined	Record Type (Temp, Perm, Temp system)	CurrentDLA-DCMA Records Seriesp Combined	GRS- combined	Current DLA-DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
182	130.01a	T	434.71.	N/A-N/A	Retain in current files area and destroy after 3 years.	NN-168-94		Individual Pay Record Transmittal Documents	Copies of documents transmitting the individual pay records to the National Personnel Records Center, St. Louis, MO.
183	130.01a	T	434.72.	GRS 02- Item 24	Destroy when 2 years old. At activities having records holding areas, these files may be, but are not required to be transferred thereto. At activities located in the same metropolitan area as a Federal Records Centers, these files may be transferred thereto after 1 year.			Payroll Work Files	Correspondence and work papers relating to payroll matters, such as payroll discrepancies, report of balances, recapitulations of payroll data, work or proof sheets, pay or leave information requests, and similar documents.
184	130.01A	T	434.74.	GRS 02- Item 13c	Destroy when 4 years old. At activities having records holding areas, these files may be, but are not required to be transferred thereto. At activities located in the same metropolitan area as a Federal Records Centers, these files may be transferred thereto after 1 year.			Withholding Taxes	Copies of certifying officer reports to employees of total earnings and taxes withheld and to the Internal Revenue Service of the total income tax deductions withheld. These files also include tax reconciliations, receipts, and related documents.
185	130.01A	T	434.75.	GRS 02- Item 14c	Destroy 4 months after date of issuance of bonds. At activities having records holding areas, these files may be, but are not required to be transferred thereto. At activities located in the same metropolitan area as a Federal Records Centers, these files may be transferred thereto after 1 year.			Savings Bonds Reports	Documents relating to the reporting system for bond sales and purchases, including monthly report of bond deductions, report of bond purchases, bond participation report, and related documents. [Bond receipt and transmittal files: receipts for and transmittal files: receipts for and transmittals of US Savings Bonds
186	130.01a	T	434.77.	N/A-N/A	Destroy after 3 years. At activities having records holding areas, these files may be, but are not required to be transferred thereto. At activities located in the same metropolitan area as a Federal Records Centers, these files may be transferred thereto after 1 year.	NN-168-94		Health Benefits	Reports, correspondence, transmittal letters, and other documents used in connection with the general administration of controlling and reporting deductions related to the Federal Employees Health Benefits Program.
187	130.01a	T	434.80.	N/A-N/A	Retain in current files area and destroy after 2 years.	NN-168-94		Unemployment Compensation Data Requests	Documents relating to requests for wage and separation data to be used in connection with unemployment compensation claims. Included are requests for information and replies thereto, notices of determination, notices of refusal of work offer, and related
188	130.01a	T	434.85.	N/A-N/A	Retain in current files area and destroy 2 years after settlement.	NN-168-94		Statement of Charges	Civilian payroll officers' copies of forms used to list charges against civilian personnel in connection with the loss, damage, or destruction of Government property. These include DD Form 362, Statement of Charges/Cash Collection Voucher, and comparable
189	130.01A	T	434.87.	GRS 02- Item 21	Destroy 3 years after final action is terminated.			Exception, Claims and Indebtedness	Standard Form 2805, Request for Recovery of Debt Due the United States, Form RET 41-17, Certificate of Settlement of Claims; and similar documents.
190	130.01a	T	434.89.	N/A-N/A	Destroy on discontinuance of office or activity. Do not retire.	NN-168-94		Pay Tables	Record sets of pay tables supplementing the official Government salary tables.
191	130.01a	T	491.31.A	N/A-N/A	Destroy 10 years after separation of individual.	NN-168-94	Individual leave cards, time and attendance reports, applications for leave, and similar documents pertaining to non-appropriated fund employees.	NAF Employee Leave Files - Final leave records	Final leave records
192	130.01a	T	491.31.B	N/A-N/A	Destroy after 2 years.	NN-168-94	Individual leave cards, time and attendance reports, applications for leave, and similar documents pertaining to non-appropriated fund employees.	NAF Employee Leave Files - Other records	Other records

	C	D	H	K	N	O	P	Q	R
1	Bucket Section-Combined	Record Type (Temp, Perm, Temp system)	Current DLA-DCMA Records Series-Combined	GRS - combined	Current DLA-DCMA or GRS Cutoff Retention Instruction	NARA/DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
193	130.01a	T	491.32.	N/A-N/A	Destroy after 3 years, provided audit has been made and exceptions or irregularities have not been reported.	NN-168-94		NAF Payroll Control	Documents used in controlling pay to employees. Included are time cards, time sheets, time and attendance reports with attached evidence of court or military service, overtime authorizations, copies of notifications of personnel actions, copies of applications for NAF retirement plan and/or group insurance plan, payroll change slips, and other documents used to assure proper payment.
194	130.01a	T	491.33.	N/A-N/A	Destroy 4 years after supersession of form or termination of employee.	NN-168-94		Withholding Tax Exemption Certificates	Copies of Treasury Department (TD Form W-4, Employees Withholding Exemption Certificate) forms executed by civilian employees paid from non-appropriated funds.
195	130.01a	T	491.34.	N/A-N/A	Destroy 2 years after separation of employee or cancellation of authorization.	NN-168-94		NAF Payroll Deductions	Documents authorizing payroll deductions. Included are bond deduction authorizations, health insurance payment deduction authorizations, and similar continuing deduction authorization documents.
196	130.01a	T	491.35.	N/A-N/A	Destroy after 4 years.	NN-168-94		Withholding Taxes	Documents reflecting wages withheld from employees earning. Included are reports to employees of total earnings and taxes withheld (TD Form W-2) reports to the Internal Revenue Service of total taxes withheld, and similar documents.
197	130.01a	T	491.36.	N/A-N/A	Destroy when superseded or obsolete for any reason.	NN-168-94		NAF Authorized Timekeepers	Documents indicating or appointing individuals responsible for timekeeping. Included are lists, memorandums, and communications.
198	130.01a	T	491.37.	N/A-N/A	Destroy after termination of involvement by the NAF activity.	NN-168-94		NAF Employee Insurance	Documents relating to the administration of group life, health, and accident insurance programs, and retirement plans for NAF employees. Included are requests for group insurance, agreements, waivers, requests for discontinuance, applications for insurance, beneficiary designations, notices of employment
199	130.01a	T	491.40.	N/A-N/A	Destroy when superseded, obsolete, or on discontinuance.	NN-168-94		Position Schedule Bonds	Documents related to fidelity insurance coverages for custodians and employees of non-appropriated funds. Included are official agreements and other bond documents, list of positions covered, list of individuals filling positions, and similar documents.
200	130.01a	T	493.05.	N/A-N/A	Destroy after 5 years.	NN-168-94		NAF Personnel Reporting	Documents accumulated by non-appropriated fund activities used to furnish Government agencies with information on labor statistics, employment compensation, and similar information. Included are letters, forms, and similar or related documents.
201	130.01a	T	493.10.A	N/A-N/A	Destroy 2 years after termination of employment.	NN-168-94	Documents which reflect qualifications, efficiency, promotion, awards and similar information on an employee paid from non-appropriated funds. Included are official personnel folders.	NAF Official Folders - Off-duty military personnel	
202	130.01a	T	493.10.B	N/A-N/A	Destroy 3 years after separation.	NN-168-94	Documents which reflect qualifications, efficiency, promotion, awards and similar information on an employee paid from non-appropriated funds. Included are official personnel folders.	NAF Official Folders - Non-U.S. citizens residing outside of CONUS, Alaska, Hawaii, but working within CONUS, Alaska, and Hawaii.	
203	130.01a	T	493.11.	N/A-N/A	Destroy 15 years after transfer or separation of employee. Cut off inactive files every 5 years.	NN-168-94		NAF Employment Records	Documents reflecting basic data on individual employees such as veteran preference, service computation date, performance ratings, positions held, and similar information. Included are DA Forms 3438. Note: DA Forms 3438 are maintained by the office responsible for administration of NAF personnel programs
204	130.01a	T	493.12.	N/A-N/A	Destroy 5 years after final action.	NN-168-94		NAF Awards and Commendations	Documents related to submitting, evaluating, and approving or disapproving suggestions, service awards, and commendations of non-appropriated fund employees. Included are approved and rejected suggestions, committee meetings, minutes, lists of employees

	C	D	H	K	N	O	P	Q	R
1	Bucket Section-Combined	Record Type (Temp, Perm, Temp system)	Current DLA-DCMA Records Series-Combined	GRS - combined	Current DLA=DCMA or GRS cutoff Retention Instruction	NARA/ DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/information
205	130.01a	T	493.14.	N/A-N/A	Destroy 6 months after transfer or separation of employee.	NN-168-94		NAF Employee Interviews	Documents used to record counseling interviews and separation interviews. Included are plain cards, ruled cards, punched cards, card forms, and similar or related documents.
206	130.01a	T	493.15.	N/A-N/A	Destroy after 1 year.	NN-168-94		NAF Employment Applications	Documents pertaining to individual seeking employment in the activities financed by non-appropriated funds. Included are applications and related documents.
207	130.01a	T	493.18.	N/A-N/A	Destroy after 5 years.	NN-168-94		NAFTraining	Documents reflecting group training of non-appropriated fund employees. Included are training schedules, attendance records, employee evaluation of specific courses, monthly summaries of training activities, and similar or related documents.
208	130.01a	T	493.20.	N/A-N/A	Destroy 5 years after final decision or 5 years after any action on case after final decision, whichever is later.	NN-168-94		NAF Grievances	Documents related to settling non-appropriated fund employee grievances. Included are committee reports, proceedings, decisions, and similar or related documents.
209	130.01a	T	493.25.	N/A-N/A	Destroy on discontinuance of position.	NN-168-94		NAF Position Record Cards	Documents used by non-appropriated fund activities for controlling all occupied and vacant positions. Included are plain cards, ruled cards, punched cards, or card forms; and similar or related documents.
210	130.01a	T	493.26.	N/A-N/A	Destroy when superseded or obsolete.	NN-168-94		NAF Organizational Chart Files	Documents indicating positions, grades, and personnel of each organizational segment. Included are charts, tables, and similar or related documents.
211	130.01a	T	493.27.	N/A-N/A	Destroy when cancelled or superseded.	NN-168-94		NAF Ladder Diagram Files	Documents reflecting salary grades and corresponding job titles based on average monthly sales volume. Included are ladder diagrams and similar or related documents.
212	130.01a	T	493.28.	N/A-N/A	Destroy when cancelled or superseded.	NN-168-94		NAF Job Descriptions	Documents used for analysis, evaluation, or development of specific jobs, or to indicate jobs utilized. Included are master job descriptions, extra copies of job descriptions, job standards, and similar or related documents.
213	130.01a	T	493.29.	N/A-N/A	Destroy when superseded or obsolete.	NN-168-94		NAF Personnel Authorizations	Documents authorizing commission rates of pay, per annum rates of pay, overtime, and deviations from established personnel policy and procedure. Included are letters, electrically transmitted messages, and similar or related documents.
214	130.01a	T	493.30.	N/A-N/A	Destroy when cancelled or superseded.	NN-168-94		NAF Wage and Salary Schedules	Documents reflectingwages or salary for a specified grade. Included are schedules or tables, and similar or related documents.
215	130.01a	T	510.56.	GRS23- Item7	Destroy when 3 months old (Transitory Record Category)			U.S. Savings Bond and Fund Raising Campaigns	Documents, forms, correspondence, campaign, and participation reports relating to the sale of U.S. Savings Bonds and other fund raising campaigns.
216	130.01a	T	510.66.	N/A-N/A	Destroy after 3 years or when obsolete, superseded, or no longer needed, whichever is sooner.	N1-361-93-9		Morale, Welfare and Recreation	Documents relating to morale, welfare, and recreation matters and activities sponsored, monitored, or publicized in the interests of employees. Excluded are the actual records of clubs or functions operated with non-appropriated funds; see 490.00 series.

	C	D	H	K	N	O	P	Q	R
1	Bucket Section - Combined	Record Type (Temp, Perm, Temp system)	Current DLA-DCMA Records Series - Combined	GRS - combined	Current DLA-DCMA or GRS Cutoff Retention Instruction	NARA/DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
217	130.01a	T	..	GRS 01- Item 19	6 years after date of last entry			Individual Non-Occupational Health Record Files	
218	130.01a	T	..	GRS01-Item 20	2 years after last entry (latest)			Health Unit Control Files	
219	130.01a	T	..	GRS 01 - Item 24 sub Items a - d	3 years after event is longest retention sub-items a-d			Reasonable Accommodation Request Records	
220	130.01a	T	..	GRS 01- Item 25a through 25h	Destroy when 7 years old is longest retention sub item 25d			EEO Records	
221	130.01a	T	..	GRS 01- Item 2b	3 years after separation or transfer of employee			Service Reports Cards	Cards for employees separated or transferred on or after January 1.1948
222	130.01a	T	..	GRS01- Item8	Destroy when 3 years old.			Personnel Correspondence file	
223	130.01a	T	..	GRS 01- Item 33c	Destroy 90 days after updating the appropriate record in the registry or inventory			Correspondence or notices received from eligibles indicating a change in name, address or availability	Correspondence or notices received from eligibles indicating a change in name, address or availability
224	130.01a	T	..	GRS 01- Item 39	Destroy when 1 year old			Retirement Assistance Files	Correspondence, memoranda, annuity estimates, and other records used to assist retiring employees or survivors claim insurance or retirement benefits.
225	130.01a	T	..	GRS 01- Item 42a	Destroy 1 year after end of employee's participation in the program			Alternate Worksite Records	Approved requests or applications to participate in an alternate worksite program; agreements between the agency and the employee: and records relating to the safety of the worksite, the installation and use of equipment, hardware, and software, and the use of secure, classified information or data subject to the Privacy Act.
226	130.01a	T	..	GRS 01- Item 42b	Destroy 1 year after request is rejected			Alternate Worksite Records	Rejected requests or applications to participate in an alternate worksite program; agreements between the agency and the employee: and records relating to the safety of the worksite, the installation and use of equipment, hardware, and software, and the use of secure, classified information or data subject to the Privacy Act.
227	130.01a	T	..	GRS 01- Item 42c	Destroy when 1 year old, or when no longer needed, whichever is later			Alternate Worksite Records	Forms and other records generated by the agency or the participating employee evaluating the alternate worksite program.
228	130.01a	T	..	GRS01- Item6	Destroy on separation or transfer of employee			Employee Record Cards	Employee record cards used for informational purposes outside personnel offices
229	130.01a	T	..	GRS01-Item9	Destroy 1 year after case is closed			Performance Rating Board Case Files	Copies of case files forwarded to OPM relating to performance rating board reviews.
230	130.01a	T	..	GRS 01-Item 22	2 years after date of summary or report			Statistical Summaries	copies of statistical summaries and reports with related papers pertaining to employee health, retained by the reporting unit.
231	130.01a	T		GRS01 - Item 3m	Destroy 2 years after the date on which the register of inventory is terminated.			Eligible Applications for Positions Filled	Eligible Applications for Positions filled by case examining that either are not referred to the hiring official or are returned to the examining office by the hiring official. Such documents include OF 612, resumes, supplemental forms, and attachments, whether in hard copy or electronic format
232	130.01a	T	..	GRS 02- Item 13b	Destroy when 4 years old			Tax Files	Agency copy of employee wages and task statements, such as IRS Form W-2 and state equivalents, maintained by agency or payroll processor.

	C	D	H	K	N	O	P	Q	R
1	Bucket Section - Combined	Record Type (Temp, Perm, Temp system)	Current DLA-DCMA Records Series - Combined	GRS - combined	Current DLA=DCMA or GRS Cutoff Retention Instruction	NARA/DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
233	130.01a	T	..	GRS02- Item 18	Destroy 3 years after garnishment is terminated			Levy and Garnished Files	Official notice of levy or garnishment (IRS Form 668A or equivalent), change slip, work papers, correspondence, release and other forms, and other forms relating to charge against retirement funds or attachment of salary for payment of back income taxes or other debts of federal employees.
234	130.01a	T	..	GRS02- Item8	Destroy after GAO audit or when 6 years old, whichever is sooner			Time and Attendance Input Records	Records in either paper or machine readable form used to input time and attendance data into a payroll system, maintained either by agency or payroll processor
235	130.01a	I	..	N/A-N/A	Informational		Informational	Civilian Personnel Online (Portal)	Portal provides employees and supervisors access to HR automation tools and information products (http://cpol.army.mil/library/)
236	130.01a	TS	..	N/A-N/A				Civilian Training Management System	CTMS enables employees to enroll in DCMA funded and/or scheduled training more efficiently and effectively. CTMS enables sharing of training information with Acquisition Training Application system (ACQTAS) and leverage modules already developed for ACQTAS, such as, the electronic Individual Development Plan (eIDP), continuous learning points tracking, and acquisition workforce data display. CTMS Spiral I Capabilities are: Automated training application and reservation functions, Ability to apply for DCMA training opportunities from one web portal; DCMA funded courses, DAU courses, SkillPort courses and GoTrain Academy Safety courses; Users will be able to update their profile, apply for training, review and edit applications, request cancellations, and contact the CTMS Helpdesk by email, Applications will be routed to the applicants supervisor for approval, system generated e-mail notifications will inform the applicant, supervisor each time an action has been taken on an applicants request..
237	130.01a	TS	..	N/A-N/A				Electronic Office Personnel File	a web based tool that enables employees to access their Official Personnel Folder (OPF) documents on-line. Supervisors will also have access to information on employees within their purview. The maintenance of personnel records and file systems for DCMA personnel is managed by the Defense Logistics Agency Human Resources Center, Customer Support Office-Columbus (CSO-C). The DLA CSO-C is authorized to develop procedures and systems which will best meet needs provided they remain within the framework and requirements outlined in the OPM Guide to Personnel Record Keeping. The CSO-C has the responsibility for ensuring that all required documents are posted timely and accurately to official personnel records and file systems. The maintenance, filing and retention of the hard copy OPF is the responsibility of the DLA CSO-C.
238	130.01a	TS	..	N/A-N/A				Accountable Records Management (ARM)	ARM - allows the Financial liaison to store and track the payroll documentation of DCMA Civilian employees - System eliminates the need to store hard copy payroll documents

	C	D	H	K	N	D	P	Q	R
1	Bucket Sections Combined	Record Type (Temp, Perm, Temp system)	Current DLA-DCMA Records Series-Combined	GRS - combined	Current DLA-DCMA or GRS Cutoff Retention Instruction	NARA/DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
239	130.01a1	I	434.61.A	GRS 02- Item 14	Informational		Individual Withholding and Deduction Authorizations (Excludes tax, levy and garnishment files.) Note: When employee transfers, items listed below should be transferred to gaining payroll office when required by ARs in the 35 and 37 series.	Individual Withholding and Deduction Authorizations - Savings Bond Purchase Files	
240	130.01b	T	140.02.B	N/A-N/A	Destroy after 1 year.	N1-361-90-04	Documents providing general direction, staff guidance and reporting in the management and administration of EEO including interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting, and similar documents not covered elsewhere.	Equal Employment Opportunity Correspondence Files -	Other Activities:
241	130.01b	T	140.40.B	N/A-N/A	Destroy when superseded, obsolete, or no longer needed.	N1-361-90-04	Documents, correspondence and similar materials pertaining to employee management and community related services and programs used to record actions taken in the Federal Woman's Program, Handicapped Individuals Program, Hispanic Employment Program and other programs of a like nature.	Community Relations-	Other activities
242	130.01b	T	212.80.A(2)	N/A-N/A	Destroy when superseded, obsolete, or no longer needed for reference.	N1-361-92-03	Employee Suggestion Program. Suggestion forms, related awards, correspondence and backup materials used in the management of the Employee Suggestion Program and in the review of proposals and development of recommendations for approval/disapproval.	Employee Suggestion Program - Documents pertaining to overall policy, procedures and administration of the Employee Suggestion Program -Other activities	Other activities - Documents pertaining to overall policy, procedures and administration of the Employee Suggestion Program-
243	130.01b	T	212.80.B(2)	N/A-N/A	Destroy when superseded, obsolete, or no longer needed for reference.	N1-361-92-03	Employee Suggestion Program. Suggestion forms, related awards, correspondence and backup materials used in the management of the Employee Suggestion Program and in the review of proposals and development of recommendations for approval/disapproval.-	Employee Suggestion Program - Proposals, case files, reports and supporting documents - DCMAHQ and PLFA Suggestion Managers	Other activities - Proposals, case files, reports and supporting documents - DCMAHQ and PLFA Suggestion Managers
244	130.01b	T	310.60.B	N/A-N/A	Destroy after 1 year	N1-361-91-17	Relates to military personnel matters, including military personnel assignments and actions. .	Rosters and Strength Returns - Others	Rosters, returns, reports, and related papers regarding military personnel assigned to DCMA.
245	130.01B	T	434.60.B(2)	GRS 02- Item 23b	Destroy 1 month after end of related pay period.		Records used to direct a change or correction of an individual pay transaction whether created and maintained by paying agency or payroll processor.	Payroll change files - All other copies	
246	130.01b	TS	284 (DLA).40.L(4b)(3)	N/A-N/A	(DCMA does not own system) -Summary reports (electronic or paper). (Delete/destroy when no longer needed for operational purposes.			Defense Manpower Data Center Data Base	284.40L(4) Defense Manpower Data Center Data Base. All personnel/employment/pay records of DoD military and civilian employees, all Federal Civil Service employees, and some civilian agencies. It is used to provide a centralized system within the Department of Defense to assess manpower trends, support personnel functions, perform longitudinal statistical analyses, conduct scientific studies or medical follow-up programs and other related studies/analyses. N1-361-98-1
247	130.01b	TS	284 (DLA).40.L(7)	N/A-N/A	(Delete when superseded or when no longer needed for operational purposes, whichever is later.			Reenlistment Eligible File (RECRUIT)	284.40L(7) Reenlistment Eligible File (RECRUIT). Records of former enlisted personnel of the military services who separated from active duty since 1971. It is used to assist recruiters in re-enlisting prior service personnel.
248	130.02a1	I	375.25.C	GRS 01- Item 23a(3)	Informational		Employee Performance Files Non-Senior Executive Service (SES)	Employee Performance Files Non-Senior Executive Service (SES) - Performance related records pertaining to a former employee	

	C	D	H	K	N	O	P	Q	R
1	Bucket Section - Combined	Record Type (Temp, Perm, Temp system)	Current DLA-DCMA Records Series - Combined	GRS - combined	Current DLA-DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
249	130.02a1	T	375.25.C(1)	GRS 01- Item 23a(3)a	Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee separates (see GRS 1,Item 1b). If retrieving from an OPF coming from NPRC, dispose of in accordance with Item GRS 1, Item 23a(3)(b).		Employee Performance Files Non-Senior Executive Service (SES)	Employee Performance Files Non-Senior Executive Service (SES) - Performance related records pertaining to a former employee - Latest rating of record 3 years old or less and performance plans upon which it is based and any summary ratings.	Latest rating of record 3 years old or less and performance plans upon which it is based and any summary ratings.
250	130.02a1	T	375.28.8(1)	GRS01-Item 23b(2)(a)	Place records on left side of the OPF and forward to gaining Federal Agency upon transfer or to NPRC if employee leaves Federal service (See GRS 1, Item 1b). If retrieving from an OPF coming from NPRC, dispose of in accordance with GRS 1, Item 23b(2)(b).		Employee Performance Files (SES) - Performance related records pertainingto a former SES appointee	Employee Performance Files (SES)- Performance related records pertaining to a former SES appointee- Latest rating	Latest rating of record that is less than 5 years old, performance plan upon which it is based, and any summary rating.
251	130.02a1	I	390.10.A	GRS01- Item 1	Informational		Relates to the maintenance of Official Personnel folders, and related personnel actions.	TechnicalServices - Official Personnel Folders - Records filed on the right side of the Official Personnel Folder	
252	130.02a1	T	390.10.A(1)	GRS01- Item 1a	See Chapter 7 of The Guide to Personnel Recordkeeping for instructions relating to folders of employees transferred to another agency.		Relates to the maintenance of Official Personnel folders, and related personnel actions.	Technical Services -Official Personnel Folders -Transferred Employees	Records filed on the right side of the Official Personnel Folder - Transferred employees
253	130.02a1	T	390.10.A(2)	GRS01-Item1b	Transfer folder to National Personnel Records Center, St. Louis, MO 63118, 30 days after separation.		Relates to the maintenance of Official Personnel folders, and related personnel actions.	Technical Services - Official Personnel Folders - Separated employees	Technical Services - Official Personnel Folders - Records filed on the right side of the Official Personnel Folder - Separated employees
254	130.02a1	T	434.51.	N/A-N/A	When the individual is separated or transferred to an agency outside of the Defense Logistics Agency, forward SF 2806, Individual Retirement Record (Civil Service Retirement System), to the Office of Personnel Management, Washington, DC 20415, except in instances where the agencies (including the Office of Personnel Management) agree that SF 2806 be annotated as to date of transfer and maintained by the gaining agency.	NN-168-94		Individual Retirement Records	Individual retirement records reflect the amounts that have been deducted from the pay of each individual civilian employee subject to the Retirement Act (46 Stat. 468; 5 U.S.C. 691-738), as amended, for deposit to the Civil Service Retirement and Disability Fund

	C	D	H	K	N	O	P	Q	R
1	Bucket Section-Combined	Record Type (Temp, Perm, Temp system)	Current DLA-DCMA Records Series - Combined	GRSp combined	Current DLA=DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
255	130.02a1	T	434.55.A	GRS 02- Item 9a	File on right side of OPF. See GRS 1, Item 1. Destroy with OPF.		Leave Records	Leave Records - Records of employee leave	Records of employee leave, such as SF 1150, Record of Leave Data, prepared upon transfer or separation.
256	130.02a1	T	..	GRS 01- Item 2a	Transfer to NPRC (CPR, St Louis MO. Destroy 60 years after earliest personnel action			Service Reports Cards	Cards for employees separated or transferred on or before Dec 31, 1947
257	130.02a2	T	110.80.	GRS 01- Item 18	Review annually, destroy superseded or obsolete documents. On separation from organization, transfer to gaining supervisor or servicing personnel office, as appropriate.	N1-361-91-2		Supervisor's Civilian Personnel Files (Maintained in locked file cabinet in Team Chief's/ Directors office)	Records maintained by a supervisor or manager concerning civilian employees under his/her administrative control Folders may contain: a record of the employees work history (supervisor's copy of position description, performance plan, performance ratings, other evaluations or notes for use in evaluating performance for counseling employees, and for basing disciplinary action); records of training planned, requested, scheduled or taken; printouts from automated personnel systems providing supervisors with day-to-day operating level information concerning their employees; letters, documents, notations or other information maintained only temporarily by the supervisor regarding the conduct or performance of an individual employee.
258	130.02a2	T	110.84.	N/A-N/A	Review annually, destroy superseded or obsolete documents. On transfer or separation of individual, place in inactive file. Cut off inactive file at end of calendar year, hold 1 year, then destroy.	N1-361-91-2		Supervisor's Military Personnel Files	Informational documents accumulated on individual military personnel by offices not having custody of the individual personnel records. Includes copies of military position descriptions.
259	130.02A2	T	434.52.	GRS 02- Item 28	For CSRS/FERS related records, destroy upon receipt of official OPM acceptance of annual summary.			Retirement Files	Reports registers or other control documents, and other records relating to retirement, such as SF 2807, Register of Separations and Transfers-Civil Service Retirement System, or equivalent.
260	130.02A2	T	434.55.B	GRS 02-Item9b	Destroy when 3 years old.		Leave Records	Leave Records - Creating agency copy, when maintained	Records of employee leave, such as SF 1150, Record of Leave Data, prepared upon transfer or separation.

	C	D	H	K	N	O	P	Q	R
1	Bucket Sectionp Combined	Record Type (Temp, Perm, Temp system)	Current DLA-DCMA Records Seriesp Combined	GRS - combined	Current DLA=DCMA or GRS Cutoff Retention Instruction	NARA/DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
261	130.02b1	T	160.45 (DLA)		Destroy after 40 years	NC1-361-80-1	Employee Medical Folder	Industrial Hygiene Survey Reports	Reports of the data and results of surveys conducted to evaluate employee exposures to workplace health hazards such as noise, toxic chemicals, or radiation
262	130.02b1	T	..	GRS 01-Item 21 a (1)	Transfer to NPRCp St Louis MO, 30 days after separation, NPRC will destroy 75 years after birth date of employee; 60 years after date of the earliest document in the folder, if the date of birth cannot be ascertained; or 30 years after latest separation, whichever is later.		Employee Medical Folder	Separated Employees	Long Term medical Records as defined in 5 CFE Part 293, Subpart E
263	130.02b1	T	..	GRS 01-Item 21a (2))	See CFR Part 293, Subpart for instructions		Employee Medical Folder	Transferred Employees	Long Term medical Records as defined in 5 CFE Part 293, Subpart E
264	130.02b1	T	..	GRS 01-Item 21b	Destroy 1 year after separation or transfer of employee		Employee Medical Folder	Temporary or short term records as defined in Federal Personnel Manual	
265	130.02b1	T	..	GRS 01-Item 21c	Destroy 60 years after retirement to the NARA records storage facility		Employee Medical Folder	Individual employee health case files created prior to establishment of the EMF system that have been retired to a NARA records storage facility	
266	130.03a1	T	434.50.A	GRS 02-Item 1a	Update elements and/or entire record as required.			Civilian Individual Pay Records	Pay record for each employee as maintained in an electronic database. This database may be a stand-alone payroll system or part of a combined personnel/ payroll system.
267	130.03a2	T	434.50.B	GR5 02- Item 1b	Transfer to National Personnel Records Center after 3 years. [111 Winnebago Street, St. Louis, MO 63118, after 3 years. Earlier retirement is not authorized.) Destroy when 56 years old. Note: These files are cutoff at the end of each calendar yea			Civilian Individual Pay Records - Individual Pay Record	Contains pay data on each employee within an agency. This record may be in paper or microform but not in machine readable form.
268	130.03a2	T	491.30.	N/A-N/A	Forward to the National Personnel Records Center, 111 Winnebago Street, St. Louis, MO 63118, 18 months after the close of the calendar year or within 90 days after receipt of report of audit, whichever is later. Destroy 56 years after date of last entry or other pay document	NN-168-94		NAF Individual Employee Pay Record Files	Documents reflecting all earnings, deductions, adjustments, bond issuances, and similar matters, concerning each individual employee paid from non-appropriated funds. Prior to shipment, documents will be arranged in a single alphabetical order.
269	130.03a3	T	..	GRS 02- Item 2	Destroy 15 years after close of pay year in which generated			Noncurrent payroll files	Copy of noncurrent payroll data as maintained by payroll service bureaus in either micro-form or machine-readable form.