

**REQUEST FOR RECORD DISPOSITION AUTHORITY**  
 (See Instructions on reverse)

|   |   |
|---|---|
| LEAVE BLANK   |   |
| JOB NO<br>NC1-235-83-1  |   |
| DATE RECEIVED<br>12-29-82   |   |
| NOTIFICATION TO AGENCY  |   |
| In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 |   |
| 1-5-83<br>Date  | <i>Robert K. Wanner</i><br>Archivist of the United States |

TO **GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)  
 Department of Health and Human Services

2 MAJOR SUBDIVISION  
 Office of the Secretary

3 MINOR SUBDIVISION  
 Assistant Secretary for Personnel

4 NAME OF PERSON WITH WHOM TO CONFER  
 James Wormley (or Abel Carder 245-9080)

5 TEL EXT  
 245-1984

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention

|   |   |   |
|---|---|---|
| C. DATE<br>12/9/82<br><del>11/12/82</del> | D. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Abel Carder</i><br>Dr. George E. Deal | E. TITLE<br>Department Records Management Officer<br><del>Chief, Documentation Branch</del> |
|---|---|---|

| 7<br>ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN |
|--------------|--|---------------------------|---------------------|
|              | <p style="text-align: center;">Explanation</p> <p>The information enclosed in brackets [ ] is new information which we request approval to include in the HHS Supplement to General Records Schedule 1, that was approved by the National Archives and Records Service on November 9, 1977 (see Tab A).</p> <p>Item 1, "Official reprimands." A new phrase has been added to the disposition schedule.</p> <p>Item 2, "Merit promotion files." A new phrase has been added to the disposition schedule.</p> <p>Items 3 and 4 are completely new. We have inserted the references which require these additions in the body of each item. The 5-year retention period for item 3 conforms to that covering the destruction of Affirmative Action records.</p> <p style="text-align: center;">(See SF 115-A)</p> |                           | <i>4 items</i>      |

115-107  
*Class 1*  
*2 Feb 83*  
*no Mass Data Change Needed*  
*Copy to agency, 1-18-83; b7c*

## Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF  
2

| 7<br>ITEM NO  | 8 DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9<br>SAMPLE OR<br>JOB NO | 10<br>ACTION TAKEN |
|---------------|--|--------------------------|--------------------|
| 1.            | <p><u>Official reprimands.</u> The least severe disciplinary action which is a matter of record in an employee's Official Personnel Folder.</p> <p>Disposition:</p> <p>Dispose of when employee separates; after date specified in the reprimand; [after the time period specified in an applicable labor-management agreement (5 U. S. Code Chapter 71)]; or after 2 years; whichever comes first.</p>  |                          |                    |
| <del>2.</del> | <p><u>Merit promotion files.</u> Includes records described in item 33 of General Records Schedule 1; interview records which are part of a merit promotion plan; as well as the following which pertain to Senior Executive Service (SES) employees: copies of vacancy announcements; lists of organizations and addresses to which the vacancy announcements are distributed and the distribution rationale; selection procedures applied; written recommendations concerning each candidate made by the Executive Resources Board (ERB) to the appointing authority, including a copy of the Standard Form (SF) 171, upon which the recommendation is based; and any complaints or appeals to the ERB and any ERB findings.</p> <p>Disposition:</p> <p>Maintain sufficient merit promotion case files to allow reconstruction of each action for 2 years after a competitive vacancy is filled; [or in accordance with subsequent Office of Personnel Management regulations pertaining to SES employees (see Tab B, FPM Bulletin 920-25)].</p> |                          | WITHDRAWN          |
|               |  |                          |                    |

## Request for Records Disposition Authority – Continuation

JOB NO

PAGE OF

3

| 7<br>ITEM NO | 8 DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9<br>SAMPLE OR<br>JOB NO | 10<br>ACTION TAKEN |
|--------------|---|--------------------------|--------------------|
| [3]          | <p><u>Adverse impact files.</u> Records of other information which will disclose the impact of tests and other selection procedures on the employment opportunities of persons identifiable by race, sex, ethnic group or handicap, in order to determine compliance with the Uniform Guidelines on Employee Selection Procedures (29 C.F.R Part 1607.4).</p> <p>Disposition:</p> <p>Destroy 5 years from the date of the record.</p>   |                          |                    |
| [4]          | <p><u>Equal Pay Act records.</u> Records required by the applicable section of 29 C.F.R. Part 516 (in addition to records which the managers, supervisors or personnel offices may maintain in the regular course of work operations) which relate to the payment of wages; explanations for the basis for payment to women and men of any wage differentials for the performance of substantially equal work; and records involving claims of gender-based pay differentials for performance of substantially equal work (29 C.F.R 1620.21 and FPM Letter 551-18, see Tab C for FPM letter).</p> <p>Disposition:</p> <p>Destroy 6 years from the date of the record.</p> |                          |                    |