

INACTIVE - ALL ITEMS SUPERSEDED

Request for Records Disposition Authority

Records Schedule Number DAA-0468-2011-0003
Schedule Status Modified Approved Version

Agency or Establishment Department of Health and Human Services
Record Group / Scheduling Group General Records of the Department of Health and Human Services
Records Schedule applies to Agency-wide
Schedule Subject Non-selected applicants records
Internal agency concurrences will be provided Yes

Background Information A gap has been identified in the General Records Schedules and the purpose of this records schedule is to fill the gap.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

INACTIVE - ALL ITEMS SUPERSEDED

Outline of Records Schedule Items for DAA-0468-2011-0003

Sequence Number

1

HHS Records of Non-Selected Employment Applicants
Disposition Authority Number: DAA-0468-2011-0003-0001

INACTIVE - ALL ITEMS SUPERSEDED

INACTIVE - ALL ITEMS SUPERSEDED

Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 1122 411">HHS Records of Non-Selected Employment Applicants</p> <p data-bbox="345 432 1151 464">Disposition Authority Number DAA-0468-2011-0003-0001</p> <p data-bbox="345 489 1520 789">HHS records of non-selected employment applicants are records that are created and received in the course of HHS employment announcements and interviews. Records include but are not limited to resumes, interview questions, interview notes (written on copies of resumes, on note paper, on questionnaires, or on or by any means during an interview), copy of job announcement, and qualification-related materials submitted by the applicant during the interview. Note: In the event of legal proceedings, records of a non-selectee may not be destroyed until all legal action has been completed.</p> <p data-bbox="345 810 919 842">Final Disposition Temporary</p> <p data-bbox="345 863 873 894">Item Status Inactive</p> <p data-bbox="345 915 818 947">Is this item media neutral? Yes</p> <p data-bbox="345 968 818 1094">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="345 1115 818 1209">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="345 1230 1479 1335">Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2014-0002-0008</p> <p data-bbox="345 1377 659 1409">Disposition Instruction</p> <p data-bbox="345 1430 1490 1503">Cutoff Instruction Cut off at the end of the fiscal year in which position has been filled or canceled.</p> <p data-bbox="345 1524 1081 1556">Retention Period Destroy 1 year(s) after</p> <p data-bbox="345 1598 656 1629">Additional Information</p> <p data-bbox="345 1650 951 1682">GAO Approval Not Required</p>

INACTIVE - ALL ITEMS SUPERSEDED

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
04/14/2011	Certify	Yvonne Wilson	Department Records Officer	Department - Headquarters
06/14/2011	Submit for Concurrency	Andrea Loiselle	Appraiser	National Records Management Program - Records Management Services
06/16/2011	Concur	Laurence Brewer	for	National Records Management Program - Records Management Services
06/17/2011	Concur	Julie Reaves	for	National Archives and Records Administration - National Records Management Program
06/22/2011	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist