

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

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

Records Schedule Items

Sequence Number	
1	<p data-bbox="371 409 1123 441">HHS Records of Non-Selected Employment Applicants</p> <p data-bbox="371 451 1156 493">Disposition Authority Number DAA-0468-2011-0003-0001</p> <p data-bbox="371 514 1519 798">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="371 819 925 850">Final Disposition Temporary</p> <p data-bbox="371 871 859 903">Item Status Active</p> <p data-bbox="371 924 826 955">Is this item media neutral? Yes</p> <p data-bbox="371 976 826 1008">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="371 1029 826 1060">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="371 1239 677 1270">Disposition Instruction</p> <p data-bbox="371 1291 1486 1365">Cutoff Instruction Cut off at the end of the fiscal year in which position has been filled or canceled</p> <p data-bbox="371 1386 1239 1417">Retention Period Destroy 1 year(s) after <i>cut off</i>.</p> <p data-bbox="371 1459 677 1491">Additional Information</p> <p data-bbox="371 1512 958 1543">GAO Approval Not Required</p>