

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2011-0004
Schedule Status Approved

Agency or Establishment Department of State
Record Group / Scheduling Group General Records of the Department of State
Records Schedule applies to Major Subdivision
Major Subdivision Bureau of Diplomatic Security
Minor Subdivision Office of Human Resource Management
Schedule Subject DS Human Resources Management Records
Internal agency concurrences will be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
9	0	9	2

GAO Approval

Outline of Records Schedule Items for DAA-0059-2011-0004

Sequence Number	
1	Administrative Personnel Working Files Disposition Authority Number DAA-0059-2011-0004-0001
2	Employees Performance Working Files Disposition Authority Number DAA-0059-2011-0004-0002
3	Interagency Agreements Disposition Authority Number DAA-0059-2011-0004-0003
4	Personal Services Contract Files Disposition Authority Number DAA-0059-2011-0004-0004
5	Personal Services Contract (PSC) Employee Files Disposition Authority Number DAA-0059-2011-0004-0005
6	Personal Services Contract Tracking Log Disposition Authority Number DAA-0059-2011-0004-0006
7	Law Enforcement Retirement Verification Case Files Disposition Authority Number DAA-0059-2011-0004-0007
8	RECRUIT - Master File Disposition Authority Number DAA-0059-2011-0004-0008
9	RECRUIT - Input/Source Records Disposition Authority Number DAA-0059-2011-0004-0009
10	RECRUIT - Outputs Disposition Authority Number DAA-0059-2011-0004-0010
11	Law Enforcement Availability Pay Records Disposition Authority Number DAA-0059-2011-0004-0011

Records Schedule Items

Sequence Number	
1	<p>Administrative Personnel Working Files</p> <p>Disposition Authority Number DAA-0059-2011-0004-0001</p> <p>Arranged by employee name Files contain copies of correspondence and forms maintained in Official Personnel File including but not limited to Enter On Duty (EOD) checklist, personnel actions, tax withholding forms, benefit election forms, travel orders, emergency contact information and other documentation related personnel functions</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>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>Do any of the records covered by this item exist as structured electronic data? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff upon separation or transfer of an employee</p> <p>Retention Period Destroy 2 year(s) after <i>Cutoff</i>.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Employees Performance Working Files</p> <p>Disposition Authority Number DAA-0059-2011-0004-0002</p> <p>Arranged by employee name Files contain convenience copies of performance related personnel records held in the Human Resource office covering such items as performance appraisals, awards nominations and notifications</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in</p>

3

electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? No

Disposition Instruction

Cutoff Instruction Cutoff upon separation or transfer of an employee
Retention Period Destroy 2 year(s) after *Cutoff.*

Additional Information

GAO Approval Not Required

Interagency Agreements

Disposition Authority Number DAA-0059-2011-0004-0003

File contains copies of Memorandums of Understanding (MOU) and Memorandums of Agreement (MOA) with other U S Government agencies Includes but limited to detailed personnel, background information, and support documentation of interagency agreements

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Disposition Instruction

Retention Period Destroy upon termination or expiration of interagency agreement or when no longer needed, whichever is later

Additional Information

GAO Approval Not Required

4

Personal Services Contract Files

Disposition Authority Number DAA-0059-2011-0004-0004

Copies of personal service contracts, renewal forms, exercise of option year forms, modifications and other related documentation regarding employment position

**Personal Services Contracts maintained by DS generated contract number
Record copy of individual personal service contracts maintained in DS/CAP**

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Disposition Instruction

Cutoff Instruction Cutoff when contract expires

Retention Period Destroy 2 year(s) after *Cutoff*.

Additional Information

GAO Approval Not Required

Personal Services Contract (PSC) Employee Files

Disposition Authority Number DAA-0059-2011-0004-0005

Copies of employees HRPSC021 Request for Contract Action (Personal Services Contract), JF-62, PSC salary worksheet computation, statement of work, security clearance, résumé, certificate of eligibles, superior qualifications approval memo, medical clearance (for PSCs overseas), final letter of offer, performance evaluations (for PSC renewals), correspondence, PSC contract checklist, copies of contracts, and various personnel forms and financial forms relating to activities of contractors. Files maintained alphabetically by employee names. Record copy of individual personal service contract employee files maintained in DS/CAP

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Disposition Instruction

5

6	Cutoff Instruction	Cutoff when employee has separated or terminated
	Retention Period	Destroy 2 year(s) after <i>Cutoff</i> .
	Additional Information	
	GAO Approval	Not Required
	Personal Services Contract Tracking Log	
	Disposition Authority Number	DAA-0059-2011-0004-0006
	PSC tracking log contain information regarding the PSC employment positions in Diplomatic Security. Information extracted includes but not limited to the DSPSC number, position title/series/grade, bureau, new/renewal indicator, position announcement number, classification, program office, selection and other logistical information regarding the positions.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
7	Disposition Instruction	
	Retention Period	Destroy when no longer needed.
	Additional Information	
	GAO Approval	Not Required
	Law Enforcement Retirement Verification Case Files	
	Disposition Authority Number	DAA-0059-2011-0004-0007
	Files contain information pertaining to law enforcement employees that have separated and/or converted to civil service that includes but not limited to historical research, retirement verification request form, personnel action (SF50), subject expert reviews, performance evaluation, correspondence and other related documentation. Files arranged by name.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes

8

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cutoff when employee transfers, separates or converts to civil service**

Retention Period **Destroy 10 year(s) after retirement of employee.**

Additional Information

GAO Approval **Not Required**

RECRUIT - Master File

Disposition Authority Number **DAA-0059-2011-0004-0008**

RECRUIT is an application that provides DS with a single location to enter and track applicants for DS-unique security specialty positions. DS requires staff with specialized skills not utilized within the remainder of the Department. The RECRUIT application was developed in concert with the HR Bureau to integrate within the Department's hiring process. During the recruitment of staff with specialized skills, RECRUIT enables DS to collect specialty information and qualifications on job candidates and to refine candidate pools in a progressive manner to a hiring decision.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Disposition Instruction

Retention Period **Destroy/delete master file data 5 years after a position is closed.**

Additional Information

GAO Approval **Not Required**

9

RECRUIT - Input/Source Records

Disposition Authority Number DAA-0059-2011-0004-0009

Hard copy (non-electronic) documents used to create, update, or modify electronic records when the electronic records are retained to meet recordkeeping requirements and are covered by a NARA-approved schedule. Included are such records as hard copy forms used for data input as well as hard copy documents that are scanned into an electronic recordkeeping system.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Retention Period Destroy two (2) years after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes, or to support the reconstruction of, or serve as the backup to, the electronic records.

Additional Information

GAO Approval Not Required

*GRS 20
item 2a4*

10

RECRUIT - Outputs

Disposition Authority Number DAA-0059-2011-0004-0010

Includes reports, statistics and metadata.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Retention Period Destroy when no longer needed

*GRS 20,
Item 4 & 5*

11

Additional Information

GAO Approval Not Required

Law Enforcement Availability Pay Records

Disposition Authority Number DAA-0059-2011-0004-0011

Quarterly and annual hours worked reports; initial and annual employee certifications; employee re-certifications after voluntary and/or involuntary decertification; LEAP Panel records (correspondence and determinations); LEAP memos to employees – recommendation to decertify, decision memo to Director of DSS, decertification notification Records may be in either electronic or paper form.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Disposition Instruction

Cutoff Instruction Cutoff annually.

Retention Period Destroy 7 year(s) after *cutoff.*

Additional Information

GAO Approval Not Required