

Request for Records Disposition Authority (See Instructions on reverse)	
To: National Archives and Records Administration (NIR) Washington, DC 20408	
1. From: (Agency or establishment) U.S. Department of State	
2. Major Subdivision Overseas Buildings Operations	
3. Minor Subdivision Human Resources (OBO/HR)	
4. Name of Person with whom to confer Shelia A. Prince	5. Telephone (include area code) (202) 261-8428

Leave Blank (NARA Use Only)	
Job Number <i>NI-059-08-14</i>	
Date Received <i>6/4/08</i>	
Notification to Agency In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
Date <i>4/26/02</i>	Archivist of the United States <i>[Signature]</i>

6. 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 on the attached 4 page(s) are not now 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 Manual for Guidance of Federal Agencies:

is not required is attached has been requested

Signature of Agency Representative <i>[Signature]</i> Tasha M. Thian	Title Agency Records Officer	Date (mm/dd/yyyy) <i>6/27/08</i>
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7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	See Attached Schedule		

Bureau of Overseas Buildings Operations
Office of Human Resources (OBO/HR)
Records Disposition Schedule

1a1. PASS – Personnel Administration Security System

Description: PASS is an on-line database system that augments the GEMS (Global Employment Management System) used to maintain, manage and provide comprehensive employment data and position information for all direct-hire and personal services contract employees within the OBO community. Data include: name, social security number, sex, citizenship, marital status, date of birth, employee number, training information; work schedule, job history, such as current position, title, grade, location and inclusive dates, previous assignments, information on incoming employees whose assignments are pending; organizational hierarchies, accounting information, contract number, awards, disciplinary actions, etc.

~~a. INPUT: Information is obtained from a completed form HRPSC021 Request for Contract Action (Personal Services Contract), such as new hires, renewals, extensions, terminations (including resignations), transfers, within-grade increases, promotions, separate maintenance allowance, change in service computation dates, and other changes in employment. For direct-hire employees' information, PASS is manually updated from the Global Employment Management System (GEMS). This includes personal identifiers (social security numbers, dates of birth, employee numbers, etc.)~~

~~1. Paper copy/Input document~~

Disposition: ~~Temporary. Retained in the individual personnel file for Personal Services Contractors (PSCs). Destroy 2 years after Contract termination.~~

DispAuthNo: Pending

GRS 20.2.a(4)

1a2. PASS – Personnel Administration Security System

Description: 2. Electronic Transferred Data

Disposition: Temporary. Delete when no longer needed for verification of information.

DispAuthNo: Pending

GRS 20.2.b

1b. PASS – Personnel Administration Security System

Description: b. Master Data File – The data contain personal information on new hires, renewals, extensions, terminations (including resignations), transfers, within-grade increases, promotions, separate maintenance allowance, change in service computation dates, and other changes in employment. For direct-hire employees' information, PASS is manually updated from the Global Employment Management System (GEMS). This includes personal identifiers (social security numbers, dates of birth, employee numbers, etc.) It may also include OBO job vacancies for PSCs.

Disposition: Temporary. Delete/destroy 2 years after employee's separation from service.

DispAuthNo: Pending

~~**1c. PASS – Personnel Administration Security System**~~

~~**Description:** c. OUTPUT: Statistical personnel reports, such as staffing patterns, organization, function, etc.~~

~~**Disposition:** Temporary. Delete/destroy after 1 year, or when superseded and no longer needed.~~

~~**DispAuthNo:** GRS1, item 16~~

GRS 1.16

~~**1d. PASS – Personnel Administration Security System**~~

~~**Description:** d. OUTPUT: Generate job vacancy and status reports, OBO phone directories, etc.~~

~~**Disposition:** Temporary. Delete/destroy when obsolete, or no longer needed.~~

~~**DispAuthNo:** Pending~~

GRS 20.5

~~**1e. PASS – Personnel Administration Security System**~~

~~**Description:** e. System documentation is kept electronically for easy access in OBO Data Stor~~

~~**Disposition:** Temporary. Delete/destroy when system is obsolete, or no longer needed.~~

~~**DispAuthNo:** Pending~~

GRS 20.11.a (1)

1f. PASS – Personnel Administration Security System

Description: f. System backups and tape library records - Full

(1) Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data.

Disposition: Temporary. Delete/destroy full backup tapes when subsequent backup is verified as successful and no longer needed for system restoration.

DispAuthNo: GRS 24, item 4a(2)

GRS 20.8.b

2. Contractor Files

Description: Arranged by name of Personal Services Contractor (PSC); files include original personnel files for PSCs, such as form HRPSC021 Request for Contract Action (Personal Services Contract), JF-62, PSC salary worksheet computation, statement of work, security clearance, certificate of eligibles, superior qualifications approval memo, medical clearance (for PSCs overseas), final letter of offer, performance evaluations (for PSC renewals), correspondence, copies of contracts, and various personnel forms and financial forms relating to activities of contractors.

Disposition: Temporary. Transfer to records storage center. Destroy 6 years 3 months after termination of PSC Contract.

DispAuthNo: Pending

3a. OBO/Administrative Personnel Working Files

Description: Arranged by individual employee name. Files contain copies of employee's personnel actions, such as reinstatement, employment status, promotions, termination/transfer-in or resignation letter, etc.; SF-75 Request for Preliminary Employment Data; copies of performance evaluations; position descriptions; correspondence, including, but not limited to, letters, E-mails, tentative and final letters of offer, reports and other records relating to the general administration and operation of personnel functions.

a. Transferred or Separated Employees

Disposition: Temporary. Destroy 2 years after employee transfers in, or separates.

DispAuthNo: Pending.

3b. OBO/Administrative Personnel Working Files

Description: Arranged by individual employee name. Files contain copies of employee's personnel actions, such as reinstatement, employment status, promotions, termination/transfer-in or

resignation letter, etc.; SF-75 Request for Preliminary Employment Data; copies of performance evaluations; position descriptions; correspondence, including, but not limited to, letters, E-mails, tentative and final letters of offer, reports and other records relating to the general administration and operation of personnel functions.

b. Temporary Individual Employee Records

All copies of correspondence and forms maintained in the file in accordance with Chapter 3 of *The Guide to Personnel Recordkeeping*.

Disposition: Temporary. Destroy when superseded or obsolete, or upon separation or transfer of employee, unless specifically required to be transferred with the OPF.

DispAuthNo: GRS 1, item 10a

GRS 1.10.a