

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO NCL-217-85-1	DATE RECEIVED 11-01-84
1 FROM (Agency or establishment) U.S. General Accounting Office		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Publishing Services		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Records Management Branch			
4 NAME OF PERSON WITH WHOM TO CONFER Dean Mosher	5 TELEPHONE EXT 275-6404	DATE 8-27-86	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence  is attached, or  is unnecessary

B DATE 8/22/86	C SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	D TITLE Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	053-12- <u>Merit Selection Files</u>  Records relating to competitive promotions to evaluator and evaluator-related positions at grades GS-13, 14, and 15 from within the agency. This files includes panel decisions, selection decisions, and related documents as discussed in GAO order 2335.8. These files are maintained in each GAO unit with the exception of GAO Form 85C, which is maintained in the Personnel Office  <u>Temporary</u> Cut off at end of fiscal year; destroy when 10 years old.	GRS 1 Item 33	
2.	053-14 <u>Noncompetitive Promotions Files</u>  Documents relating to noncompetitive promotions such as reinstatements and transfers, or promotions granted as exceptions to the merit selection process.  <u>Temporary</u> Cut off at end of fiscal year; destroy when 10 years old.		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
3.	054-16 <u>Equal Employment Opportunity Files (Official Discrimination Case File)</u> Complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings and other records necessary in resolving cases handled by Civil Rights Office or GAO Personnel Appeals Board.  <u>Temporary</u> Cut off at end of fiscal year; destroy when 10 years old.	GRS 1/26a	
4.	054-18 <u>Complaint Case Files</u> Duplicate case files or documents retained in item 054-16, Official Discrimination Case File. These files are held in offices other than the Civil Rights Office.  <u>Temporary</u> Cut off when case is resolved; destroy 10 years later.	GRS 1/26b	
5.	054-20 <u>Background Files</u> Background records not filed in the Official Discrimination Complaint Case Files.  <u>Temporary</u> Cut off when case is resolved; destroy 10 years later.	GRS 1/26c	
6.	054-22 <u>Compliance Files</u> EEO Compliance reports, reviews, background papers and correspondence relating to EEO employment practices.  <u>Temporary</u> Cut off at end of FY; destroy when 10 years old.	GRS 1/26d(1)	
7.	054-26 <u>Employment Statistics Files</u> Employment statistics relating to race and sex.  <u>Temporary</u> Cut off at end of FY; destroy when 10 years old.	GRS 1/26f	
8.	054-30 <u>EEO Affirmative Action Plans (AAP) Files</u>  a. Agency copy of consolidated AAP(s).  <u>Temporary</u> Cut off at end of FY; Destroy 10 years from date of plan.	GRS 1/26h(1)	

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>b. Agency Feeder plan to consolidated AAP(s).</p> <p><u>Temporary</u> Cut off at end of FY; destroy 10 years from date of feeder plan or when administrative purposes have been served, whichever is sooner.</p>	GRS 1/26h	(2)
9.	<p>054-38 <u>Grievance and Appeals Case Files</u> Records originating in the review of grievance and appeals raised by agency employees, except EEO complaints. These case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits.</p> <p><u>Temporary</u> Cut off when case is closed; destroy 10 years later.</p>	GRS 1/31a	
10.	<p>054-40 <u>Adverse Action Review Case Files</u> Case files and related records created in reviewing an adverse action (Disciplinary or nondisciplinary removal, suspension, within-grade denial) against an employee. The file includes a copy of the proposed adverse action with supporting papers, statements of witnesses, employee's reply hearing notices, reports and decisions, reversal of action, and appeal records, EXCLUDING letters of reprimand.</p> <p><u>Temporary</u> Cut off when case is closed; destroy 10 years later..</p>	GRS 1/31b	
<del>New File Series</del>	<p>11. 054-44 <u>Oversight Review Files</u> Records relating to discrimination complaints in the Offices, Divisions throughout GAO.</p> <p><u>Temporary</u> Cut off at end of fiscal year; destroy after 10 years.</p>		
<del>New File Series</del>	<p>12. 054-46 <u>Prohibited Personnel Practices Files</u> Records relating to prohibited personnel practices.</p> <p><u>Temporary</u> Cut off at end of fiscal year; destroy after 10 years.</p>	GRS 1/28	