

Request for Records Disposition Authority

Records Schedule Number **DAA-GRS-2014-0002**

Schedule Status **Modified Approved Version**

Agency or Establishment **General Records Schedules (National Archives and Records Administration)**

Record Group / Scheduling Group **General Records Schedules**

Records Schedule applies to **Government-wide**

Schedule Subject **GRS 2.1 - Employee Acquisition Records**

Internal agency concurrences will be provided **No**

Background Information

This schedule covers records agencies create in the process of hiring employees for Federal civilian service, whether career service, senior executive service, political appointment, excepted service appointment, or temporary/special appointment. It also covers records documenting job or position descriptions and classification. The Office of Personnel Management (OPM) exercises oversight of many—but not all—Federal agencies’ employee selection processes. Its procedural rules and best practices are spelled out in its “Delegated Examining Operations Handbook.” This schedule reflects OPM’s determinations on appropriate records retention periods.

This schedule applies only to civilian employee hiring records, although in both civilian and military agencies. Military staff selection follows very different processes and creates records that are unique to only a few agencies. Therefore these records are not covered in the GRS.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
21	0	21	0

GAO Approval

Outline of Records Schedule Items for DAA-GRS-2014-0002

Sequence Number	
1	Classification standards. Disposition Authority Number: DAA-GRS-2014-0002-0001
2	Position descriptions.
2.1	Official record copy of position description. Disposition Authority Number: DAA-GRS-2014-0002-0002
2.2	All other related records. Disposition Authority Number: DAA-GRS-2014-0002-0003
3	Position reviews and classification appeals. Disposition Authority Number: DAA-GRS-2014-0002-0004
4	Certificates of classification. Disposition Authority Number: DAA-GRS-2014-0002-0005
5	Job vacancy case files.
5.1	Records of one-time competitive and Senior Executive Service announcements/ selections. Disposition Authority Number: DAA-GRS-2014-0002-0006
5.2	Records of standing register competitive files for multiple positions filled over a p eriod of time. Disposition Authority Number: DAA-GRS-2014-0002-0007
6	Job application packages. Disposition Authority Number: DAA-GRS-2014-0002-0011
7	Case files on lost or exposed job test materials. Disposition Authority Number: DAA-GRS-2014-0002-0012
8	Requests for non-competitive personnel action. Disposition Authority Number: DAA-GRS-2014-0002-0013
9	Interview records. Disposition Authority Number: DAA-GRS-2014-0002-0008
10	Political appointment (Schedule C) records.
10.1	Records (except ethics pledges and waivers) related to appointees. Disposition Authority Number: DAA-GRS-2014-0002-0014
10.2	Records related to non-appointees. Disposition Authority Number: DAA-GRS-2014-0002-0015
11	Excepted service appointment records.
11.1	Case files that document appointing individuals with intellectual disabilities, sever e physical disabilities, or psychiatric disabilities as defined in 5 CFR 213.3102(u). Disposition Authority Number: DAA-GRS-2014-0002-0018

11.2	Case files related to all other appointees. Disposition Authority Number: DAA-GRS-2014-0002-0019
12	Special hiring authority program records. Disposition Authority Number: DAA-GRS-2014-0002-0016
13	Records related to individual employees hired under special temporary authority. Disposition Authority Number: DAA-GRS-2014-0002-0017
14	Pre-appointment files.
14.1	Records appropriate for inclusion in OPF, concerning prospective employees who do not enter on duty. Disposition Authority Number: DAA-GRS-2014-0002-0009
14.2	Copies of records included in Job vacancy case file (items 0006 or 0007). Disposition Authority Number: DAA-GRS-2014-0002-0010
15	Records of delegation of authority for examination and certification. Disposition Authority Number: DAA-GRS-2014-0002-0021
16	Delegated authority audits. Disposition Authority Number: DAA-GRS-2014-0002-0022

Records Schedule Items

Sequence Number					
1	<p>Classification standards.</p> <p>Disposition Authority Number DAA-GRS-2014-0002-0001</p> <p>Correspondence and other records relating to developing classification standards specific to a single agency or all agencies, including notice of Office of Personnel Management (OPM) approval or disapproval. Exclusion: OPM's case files on classification standards are not covered by this item.</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? Yes</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>GRS 2.1, item 010</td> <td></td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation NC1-64-77-10, item 7a2a</p> <p>Disposition Instruction</p> <p>Retention Period Destroy 2 year(s) after standard is superseded, canceled, or disapproved by OPM (as appropriate) but longer retention is authorized if required for business use.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	GRS 2.1, item 010	
Manual Citation	Manual Title				
GRS 2.1, item 010					
2	<p>Position descriptions.</p> <p>Records relating to developing, editing, classifying, and evaluating position descriptions, including information on title, series, grade, duties, and responsibilities.</p>				
2.1	<p>Official record copy of position description.</p> <p>Disposition Authority Number DAA-GRS-2014-0002-0002</p>				

Copy held at Human Resources office.

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

Manual Citation	Manual Title
GRS 2.1, item 020	

GRS or Superseded Authority Citation N1-GRS-88-4, item 1

Disposition Instruction

Retention Period Destroy 2 year(s) after position is abolished or description is superseded, but longer retention is authorized if required for business use.

Additional Information

GAO Approval Not Required

2.2

All other related records.

Disposition Authority Number DAA-GRS-2014-0002-0003

Includes: • case file at position's program office • background material in Human Resources case file. • other copies of records in item 0002

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

Manual Citation	Manual Title

GRS 2.1, item 022	
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Disposition Instruction

Retention Period **Destroy when position description is final, but longer retention is authorized if required for business use.**

Additional Information

GAO Approval **Not Required**

Position reviews and classification appeals.

Disposition Authority Number **DAA-GRS-2014-0002-0004**

Records an agency creates and receives when reviewing a position's classification in response to a classification appeal to the agency Human Resources function or directly to OPM, including records of desk audits. Exclusion: OPM's corresponding case file is not covered by this item.

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**

Manual Citation	Manual Title
GRS 2.1, item 030	

GRS or Superseded Authority Citation **N1-GRS-90-1, item 7d1**

Disposition Instruction

Retention Period **Destroy 3 year(s) after position is abolished but longer retention is authorized if required for business use.**

Additional Information

GAO Approval **Not Required**

Certificates of classification.

Disposition Authority Number **DAA-GRS-2014-0002-0005**

3

4

Certificates a Federal agency receives from OPM, stating final decision on a position classification appeal. Exclusion: OPM's file is not covered by this item.

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? No

Manual Citation	Manual Title
GRS 2.1, item 040	

GRS or Superseded Authority Citation N1-GRS-90-1, item 7d2

Disposition Instruction

Retention Period Destroy 2 year(s) after position is abolished or description is superseded, but longer retention is authorized if required for business use.

Additional Information

GAO Approval Not Required

Job vacancy case files.

Case files an agency creates when posting and filling competitive job vacancies. Also known as case examining, competitive examination, or merit case files. Includes: • request for lists of eligible candidates • job announcement • examination announcement • job analysis, assessment criteria, and crediting plan • basis for certification • applications, resumes, supplemental forms, other attachments • list of eligible candidates or applicants screened, ranking or ratings assigned, and basis for certification • certificates, registers or lists of eligible candidates issued to selecting officials • job-related test records • annotated certificates of eligible candidates returned by selecting officials • job offers • records of job offer being accepted or declined • correspondence/documentation of announcement or recruiting operation Legal citation: 5 CFR 335.103

Records of one-time competitive and Senior Executive Service announcements/ selections.

Disposition Authority Number DAA-GRS-2014-0002-0006

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

5

5.1

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**

Manual Citation	Manual Title
GRS 2.1, item 050	

GRS or Superseded Authority Citation
 NC1-64-77-10, item 4a (in part)
 NC1-64-77-10, item 5 (in part)
 NC1-GRS-85-2, item 34a (in part)
 N1-GRS-02-1, item 33c (in part)
 NC1-GRS-85-2, item 34c (in part)
 N1-GRS-02-1, item 33f (in part)
 N1-GRS-02-1 item 33g (in part)
 N1-GRS-85-2 item 34h (in part)
 N1-GRS-02-1, item 33p (in part)
 N1-GRS-02-1, item 33q (in part)
 N1-GRS-79-2, item 1

Disposition Instruction

Retention Period **Destroy 2 year(s) after selection certificate is closed or final settlement of any associated litigation; whichever is later.**

Additional Information

GAO Approval **Not Required**

5.2

Records of standing register competitive files for multiple positions filled over a period of time.

Disposition Authority Number **DAA-GRS-2014-0002-0007**

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**

Manual Citation	Manual Title
GRS 2.1, item 051	

GRS or Superseded Authority Citation
 NC1-64-77-10, item 4a (in part)
 NC1-64-77-10, item 5 (in part)
 NC1-GRS-85-2, item 34a (in part)
 N1-GRS-02-1, item 33c (in part)
 NC1-GRS-85-2, item 34c (in part)
 N1-GRS-02-1, item 33f (in part)
 N1-GRS-02-1 item 33g (in part)
 N1-GRS-85-2 item 34h (in part)
 N1-GRS-02-1, item 33p (in part)
 N1-GRS-02-1, item 33q (in part)

Disposition Instruction

Retention Period Destroy 2 year(s) after termination of register.

Additional Information

GAO Approval Not Required

Job application packages.

Disposition Authority Number DAA-GRS-2014-0002-0011

Application packages for competitive positions, in USAJobs or its successors, and other systems, whether electronic or analog. Includes: • application • resume • supplemental forms • other attachments Note: This item is only for copies of materials submitted to and maintained in systems that receive job applications. Copies of these records used to fill job vacancies are covered under job vacancy case files (Items 0006 and 0007).

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

Manual Citation	Manual Title
GRS 2.1, item 060	

6

GRS or Superseded Authority Citation NC1-64-77-10, item 4b1
 NC1-64-77-10, item 4b2
 NC1-64-77-10, item 4b3
 N1-GRS-02-1, item 33k
 N1-GRS-02-1, item 33l1 [el-one]
 N1-GRS-02-1, item 33l2 [el-two]
 N1-GRS-02-1, item 33m
 N1-GRS-02-1, item 33n

Disposition Instruction

Retention Period Destroy 1 year(s) after date of submission.

Additional Information

GAO Approval Not Required

Case files on lost or exposed job test materials.

Disposition Authority Number DAA-GRS-2014-0002-0012

Files showing the circumstances of loss, nature of the recovery action, and corrective actions when Civil Service or job-specific test questions are erroneously made potentially available to candidates.

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

Manual Citation	Manual Title
GRS 2.1, item 070	

GRS or Superseded Authority Citation NC1-GRS-85-2, item 34i

Disposition Instruction

Retention Period Destroy 5 year(s) after date of final report.

Additional Information

GAO Approval Not Required

7

8

Requests for non-competitive personnel action.

Disposition Authority Number **DAA-GRS-2014-0002-0013**

Agency copy of requests submitted to OPM for approval of non-competitive personnel action on such matters as promotion, transfer, reinstatement, or change in status.

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**

Manual Citation	Manual Title
GRS 2.1, item 080	

GRS or Superseded Authority Citation **NC1-GRS-85-2, item 34k**

Disposition Instruction

Retention Period **Destroy 1 year(s) after approval is granted or denied.**

Additional Information

GAO Approval **Not Required**

9

Interview records.

Disposition Authority Number **DAA-GRS-2014-0002-0008**

Case files related to filling job vacancies, held by hiring official and interview panel members. Includes: • copies of records in the job vacancy case file (items 050 and 051) • notes of interviews with selected and non-selected candidates • reference check documentation Legal citations: 5 CFR 335.103, 5 CFR 300.104. According to 5 CFR 300.104, the time frame in which an appeal must be filed may be established by each agency at its own discretion.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in **Yes**

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**

Manual Citation	Manual Title
GRS 2.1, item 090	

GRS or Superseded Authority Citation **NC1-64-77-10, item 8**

Disposition Instruction

Retention Period **Destroy 2 year(s) after case is closed by hire or non-selection, expiration of right to appeal a non-selection, or final settlement of any associated litigation, whichever is later.**

Additional Information

GAO Approval **Not Required**

10

Political appointment (Schedule C) records.
Records regarding evaluation of individuals' suitability for non-career positions by non-competitive appointment under Schedule C (as defined in 5 CFR 213.3101, 3201, 3301 and 3401). Includes: • applications for employment • resumes • individuals' background information • ethics pledges and waivers • security clearances • correspondence • other documentation relating to the selection, clearance, and appointment of political appointees Exclusion: Records of Schedule C Presidential Appointments (PA) and Presidential Appointments with Senate Confirmation (PAS) are not covered by this item and must be scheduled by the agency. Legal authorities: 5 CFR 213.3101, 3102, 3201, 3202, 3301, 3302, 3401, 3402.

10.1

Records (except ethics pledges and waivers) related to appointees.

Disposition Authority Number **DAA-GRS-2014-0002-0014**

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**

10.2

Manual Citation	Manual Title
GRS 2.1, item 100	

Disposition Instruction

Retention Period Destroy after separation. Retention up to end of administration under which individual was hired is authorized if required for business use.

Additional Information

GAO Approval Not Required

Records related to non-appointees.

Disposition Authority Number DAA-GRS-2014-0002-0015

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

Manual Citation	Manual Title
GRS 2.1, item 102	

Disposition Instruction

Retention Period Destroy 1 year after consideration of the candidate ends. Retention up to end of administration under which individual was considered is authorized if required for business use.

Additional Information

GAO Approval Not Required

Excepted service appointment records.
Records created in filling permanent or temporary job vacancies by non-competitive appointment of persons under Schedules A, B, or D (as defined in 5 CFR 213.3101, 3201, 3301 and 3401). Includes (as appropriate): • application, attachments, and supplemental forms • documentation of eligibility for excepted

11

11.1

service appointment • proof of special qualifications • resume or other proof of employment, education, or relevant experience • proof of disability issued by a licensed medical professional • certification of job readiness • notice of appointment, terms, and acceptance Note: Any of the above records appropriate to include in the OPF may be moved to the OPF when the agency creates it. Legal authorities: 5 CFR 213.3101, 3102, 3201, 3202, 3301, 3302, 3401, 3402.

Case files that document appointing individuals with intellectual disabilities, severe physical disabilities, or psychiatric disabilities as defined in 5 CFR 213.3102(u).

Disposition Authority Number DAA-GRS-2014-0002-0018

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

Manual Citation	Manual Title
GRS 2.1, item 110	

GRS or Superseded Authority Citation N1-GRS-93-2, item 1

Disposition Instruction

Retention Period Destroy 5 year(s) after enter-on-duty date or termination of consideration or declining of offer.

Additional Information

GAO Approval Not Required

11.2

Case files related to all other appointees.

Disposition Authority Number DAA-GRS-2014-0002-0019

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in Yes

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

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

Manual Citation	Manual Title
GRS 2.1, item 111	

Disposition Instruction

Retention Period **Destroy 2 year(s) after candidate enters on duty, is no longer under consideration, or declines offer.**

Additional Information

GAO Approval **Not Required**

Special hiring authority program records.

Disposition Authority Number **DAA-GRS-2014-0002-0016**

Records an agency creates and receives that document its administration of special hiring authority programs such as summer, student, intern, and other temporary hiring authorized by OPM.

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**

Manual Citation	Manual Title
GRS 2.1, item 120	

Disposition Instruction

Retention Period **Destroy 2 year(s) after hiring authority closes but longer retention is authorized if required for business use.**

Additional Information

12

13

GAO Approval Not Required

Records related to individual employees hired under special temporary authority.

Disposition Authority Number DAA-GRS-2014-0002-0017

Includes participant agreement, records of mentoring, documentation that employee fulfilled educational and other requirements, and conversion to a permanent position.

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

Manual Citation	Manual Title
GRS 2.1, item 130	

Disposition Instruction

Retention Period Destroy 2 year(s) after employee is converted to a permanent position or leaves a program but longer retention is authorized if required for business use.

Additional Information

GAO Approval Not Required

14

Pre-appointment files.
Records created when vetting a prospective employee between the time a job offer is accepted and the time employee enters on duty.

14.1

Records appropriate for inclusion in OPF, concerning prospective employees who do not enter on duty.

Disposition Authority Number DAA-GRS-2014-0002-0009

Such as designation of beneficiary, life insurance election, and health benefits registration.

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**

Manual Citation	Manual Title
GRS 2.1, item 142	

Disposition Instruction

Retention Period **Destroy 1 year(s) after prospective employee is no longer a candidate.**

Additional Information

GAO Approval **Not Required**

Copies of records included in **Job vacancy case file (items 0006 or 0007).**

Disposition Authority Number **DAA-GRS-2014-0002-0010**

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**

Manual Citation	Manual Title
GRS 2.1, item 143	

Disposition Instruction

Retention Period **Destroy immediately after prospective employee enters on duty, declines appointment, or is no longer a candidate.**

Additional Information

GAO Approval **Not Required**

14.2

15

Records of delegation of authority for examination and certification.

Disposition Authority Number **DAA-GRS-2014-0002-0021**

Agreements and related records created under the authority of 5 U.S.C. 1104 by which OPM delegates to an agency the authority to examine and certify applicants for employment. Exclusion: OPM's records are not covered by this item.

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? **No**

Manual Citation	Manual Title
GRS 2.1, item 150	

GRS or Superseded Authority Citation **N1-GRS-86-1 item 34**

Disposition Instruction

Retention Period **Destroy 3 year(s) after after agreement terminates but longer retention is authorized if required for business use.**

Additional Information

GAO Approval **Not Required**

16

Delegated authority audits.

Disposition Authority Number **DAA-GRS-2014-0002-0022**

Reports of delegated examining operations audit delivered to the audited agency. Exclusion: OPM's records are not covered by this item.

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? **No**

Manual Citation	Manual Title

GRS 2.1, item 160	
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GRS or Superseded Authority
Citation:

NC1-GRS-85-2 item 34p

Disposition Instruction

Retention Period

Destroy when 3 years old but longer retention is
authorized if required for business use.

Additional Information

GAO Approval

Not Required

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
10/31/2014	Certify	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
01/17/2017	Submit for Concurrence	Galen Wilson	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
01/17/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/19/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

New GRS 2.1				Old GRS			
GRS No.	Item No.	Retention	ERA Number/ Disposition Authority	GRS No.	Item No.	Retention	Disposition Authority
2.1	010	2 years	DAA-GRS-2014-0002-0001	1	7a2a	5 years	NC1-64-77-10, item 7a2a
2.1	020	2 years	DAA-GRS-2014-0002-0002	1	7b	2 years	N1-GRS-88-4, item 1
2.1	021	Per instructions for associated file	None. User is referred to another authority.	New item			
2.1	022	When position description is final	DAA-GRS-2014-0002-0003	New item			
2.1	030	3 years	DAA-GRS-2014-0002-0004	1	7d1	3 years	N1-GRS-90-1, item 7d1
2.1	040	2 years	DAA-GRS-2014-0002-0005	1	7d2	Immediately after position abolished or superseded	N1-GRS-90-1, item 7d2
2.1	050	2 years	DAA-GRS-2014-0002-0006	1	4a (in part)	When appt. effective	NC1-64-77-10, item 4a (in part)
				1	5 (in part)	2 years	NC1-64-77-10, item 5 (in part)
				1	32	2 years	N1-GRS-79-2, item 1
				1	33b (in part)	1 year	NC1-GRS-85-2, item 34a (in part)
				1	33c (in part)	90 days	N1-GRS-02-1, item 33c (in part)
				1	33e (in part)	90 days	NC1-GRS-85-2, item 34c (in part)
				1	33f (in part)	2 years	N1-GRS-02-1, item 33f (in part)
				1	33g (in part)	2 years	N1-GRS-02-1, item 33g (in part)
				1	33i (in part)	6 months	NC1-GRS-85-2, item 34h (in part)
				1	33p (in part)	2 years	N1-GRS-02-1, item 33p (in part)
				1	33q (in part)	2 years	N1-GRS-02-1, item 33q (in part)
2.1	051	2 years	DAA-GRS-2014-0002-0007	1	4a (in part)	When appt. effective	NC1-64-77-10, item 4a (in part)
				1	5 (in part)	2 years	NC1-64-77-10, item 5 (in part)
				1	33b (in part)	1 year	NC1-GRS-85-2, item 34a (in part)
				1	33c (in part)	90 days	N1-GRS-02-1, item 33c (in part)
				1	33e (in part)	90 days	NC1-GRS-85-2, item 34c (in part)
				1	33f (in part)	2 years	N1-GRS-02-1, item 33f (in part)

New GRS 2.1				Old GRS			
GRS No.	Item No.	Retention	ERA Number/ Disposition Authority	GRS No.	Item No.	Retention	Disposition Authority
2.1	051	2 years	DAA-GRS-2014-0002-0007	1	33g (in part)	2 years	N1-GRS-02-1, item 33g (in part)
				1	33i (in part)	6 months	NC1-GRS-85-2, item 34h (in part)
				1	33p (in part)	2 years	N1-GRS-02-1, item 33p (in part)
				1	33q (in part)	2 years	N1-GRS-02-1, item 33q (in part)
2.1	060	1 year	DAA-GRS-2014-0002-0011	1	4b1	Return to OPM	NC1-64-77-10, item 4b1
				1	4b2	File with application	NC1-64-77-10, item 4b2
				1	4b3	Destroy immediately	NC1-64-77-10, item 4b3
				1	33k	1 year	N1-GRS-02-1, item 33k
				1	33l-1	90 days	N1-GRS-02-1, item 33l1 [el-one]
				1	33l-2	1 year	N1-GRS-02-1, item 33l2 [el-two]
				1	33m	2 years	N1-GRS-02-1, item 33m
				1	33n	2 years	N1-GRS-02-1, item 33n
2.1	070	5 years	DAA-GRS-2014-0002-0012	1	33j	5 years	NC1-GRS-85-2, item 34i
2.1	080	1 year	DAA-GRS-2014-0002-0013	1	33o	1 year	NC1-GRS-85-2, item 34k
2.1	090	2 years	DAA-GRS-2014-0002-0008	1	8	6 months	NC1-64-77-10, item 8
2.1	100	After separation	DAA-GRS-2014-0002-0014	New item			
2.1	102	1 year	DAA-GRS-2014-0002-0015	New item			
2.1	110	5 years	DAA-GRS-2014-0002-0018	1	40	5 years	N1-GRS-93-2, item 1
2.1	111	2 years	DAA-GRS-2014-0002-0019	New item			
2.1	120	2 years	DAA-GRS-2014-0002-0016	New item			
2.1	130	2 years	DAA-GRS-2014-0002-0017	New item			
2.1	140	Forward to appropriate office	None. This is just a filing instruction.	New item			
2.1	141	Forward to appropriate office	None. This is just a filing instruction.	New item			
2.1	142	1 year	DAA-GRS-2014-0002-0009	New item			

New GRS 2.1				Old GRS			
GRS No.	Item No.	Retention	ERA Number/ Disposition Authority	GRS No.	Item No.	Retention	Disposition Authority
2.1	143	After employee enters on duty or is no longer a candidate	DAA-GRS-2014-0002-0010	New item			
2.1	150	3 years	DAA-GRS-2014-0002-0021	1	33a	3 years	N1-GRS-86-1, item 34
2.1	160	3 years	DAA-GRS-2014-0002-0022	1	33t	3 years	NC1-GRS-85-2, item 34p