

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2014-0002

Status: APPROVED  
Date Approved: 01/19/2017  
Last Modified: 11/02/2024

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## General Information

Agency or Establishment	General Records Schedules (National Archives and Records Administration)
Record/Scheduling Group	GRS - General Records Schedules
Records Schedule Applies To	Government-wide All agencies except:
Schedule Subject	GRS 2.1 - Employee Acquisition Records
Additional Schedule Information	<p>Note: This schedule was modified after approval in ERA Base. If information regarding the modifications was created in ERA Base it will be found in the Revision Notes in NARA only attachments.</p> <p>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.</p> <p>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.</p> <p>Agencies must offer any records created prior to January 1, 1921, to the National Archives and Records Administration (NARA) before applying disposition instructions in this schedule.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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## Item Count

Total number of disposition items: 21

Number of Temporary disposition items: 21

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 2

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

Item #	Title	Disposition
0001	Classification standards.	Temporary
0002	Position descriptions. : Official record copy of position description.	Temporary
0003	Position descriptions. : All other related records.	Temporary
0004	Position reviews and classification appeals.	Temporary
0005	Certificates of classification.	Temporary
0006	Job vacancy case files. : Records of one-time competitive and Senior Executive Service announcements/ selections.	Temporary
0007	Job vacancy case files. : Records of standing register competitive files for multiple positions filled over a period of time.	Temporary
0008	Interview records.	Temporary
0011	Job application packages.	Temporary
0014	Political appointment (Schedule C) records. : Records (except ethics pledges and waivers) related to appointees.	Temporary
0015	Political appointment (Schedule C) records. : Records related to non-appointees.	Temporary
0012	Case files on lost or exposed job test materials.	Temporary
0013	Requests for non-competitive personnel action.	Temporary
0018	Excepted service appointment records. : Case files that document appointing individuals with intellectual disabilities, severe physical disabilities, or psychiatric disabilities as defined in 5 CFR 213.3102(u).	Temporary
0019	Excepted service appointment records. : Case files related to all other appointees.	Temporary
0016	Special hiring authority program records.	Temporary
0017	Records related to individual employees hired under special temporary authority.	Temporary
0009	Pre-appointment files. : Records appropriate for inclusion in OPF, concerning prospective employees who do not enter on duty.	Temporary
0010	Pre-appointment files. : Copies of records included in Job vacancy case file (items 0006 or 0007).	Temporary
0021	Records of delegation of authority for examination and certification.	Temporary
0022	Delegated authority audits.	Temporary

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**Records Schedule Items**

<b>DAA-GRS-2014-0002-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Classification standards.	
Item Description	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.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>MANUAL CITATION</b>		
Agency Code	GRS 2.1, item 010	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
NC1-64-77-10, item 7a2a	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
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.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

<b>Group Title</b>	<b>Position descriptions.</b>
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Group Description	Records relating to developing, editing, classifying, and evaluating position descriptions, including information on title, series, grade, duties, and responsibilities.	
DAA-GRS-2014-0002-0002	STATUS: Active	
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Official record copy of position description.	
Item Description	Copy held at Human Resources office.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>MANUAL CITATION</b>		
Agency Code	GRS 2.1, item 020	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-GRS-88-4, item 1	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Retention Period	Destroy 2 year(s) after position is abolished or description is superseded, but longer retention is authorized if required for business use.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	
DAA-GRS-2014-0002-0003	STATUS: Active	
<b>ITEM GENERAL INFORMATION</b>		
Item Title	All other related records.	
Item Description	Includes: <ul style="list-style-type: none"> <li>• case file at position’s program office</li> <li>• background material in Human Resources case file.</li> <li>• other copies of records in item 0002</li> </ul>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>MANUAL CITATION</b>		

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Agency Code	GRS 2.1, item 022
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy when position description is final, but longer retention is authorized if required for business use.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>DAA-GRS-2014-0002-0004</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Position reviews and classification appeals.
Item Description	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.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	GRS 2.1, item 030
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes
Superseded Item	Superseded Items Item Superseded in Part? Explanation
N1-GRS-90-1, item 7d1	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	

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Final Disposition	Temporary
Retention Period	Destroy 3 year(s) after position is abolished but longer retention is authorized if required for business use.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>DAA-GRS-2014-0002-0005</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Certificates of classification.
Item Description	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.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	GRS 2.1, item 040
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded    Explanation in Part?
N1-GRS-90-1, item 7d2	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Destroy 2 year(s) after position is abolished or description is superseded, but longer retention is authorized if required for business use.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No



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<b>Group Title</b>	Job vacancy case files.	
<b>Group Description</b>	<p>Case files an agency creates when posting and filling competitive job vacancies. Also known as case examining, competitive examination, or merit case files. Includes:</p> <ul style="list-style-type: none"> <li>• request for lists of eligible candidates</li> <li>• job announcement</li> <li>• examination announcement</li> <li>• job analysis, assessment criteria, and crediting plan</li> <li>• basis for certification</li> <li>• applications, resumes, supplemental forms, other attachments</li> <li>• list of eligible candidates or applicants screened, ranking or ratings assigned, and basis for certification</li> <li>• certificates, registers or lists of eligible candidates issued to selecting officials</li> <li>• job-related test records</li> <li>• annotated certificates of eligible candidates returned by selecting officials</li> <li>• job offers</li> <li>• records of job offer being accepted or declined</li> <li>• correspondence/documentation of announcement or recruiting operation</li> </ul> <p>Legal citation: 5 CFR 335.103</p>	
DAA-GRS-2014-0002-0006	<b>STATUS: INACTIVE - NOT FOR USE</b>	
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Records of one-time competitive and Senior Executive Service announcements/ selections.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>MANUAL CITATION</b>		
Agency Code	GRS 2.1, item 050	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-GRS-02-1, item 33c (in part)	Yes	N1-GRS-02-1, item 33c (in part)
N1-GRS-02-1, item 33f (in part)	Yes	N1-GRS-02-1, item 33f (in part)

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N1-GRS-02-1 item 33g (in part)	Yes	N1-GRS-02-1 item 33g (in part)
N1-GRS-02-1, item 33p (in part)	Yes	N1-GRS-02-1, item 33p (in part)
N1-GRS-02-1, item 33q (in part)	Yes	N1-GRS-02-1, item 33q (in part)
N1-GRS-79-2, item 1	No	
N1-GRS-85-2 item 34h (in part)	Yes	N1-GRS-85-2 item 34h (in part)
NC1-64-77-10, item 4a (in part)	Yes	NC1-64-77-10, item 4a (in part)
NC1-64-77-10, item 5 (in part)	Yes	NC1-64-77-10, item 5 (in part)
NC1-GRS-85-2, item 34a (in part)	Yes	NC1-GRS-85-2, item 34a (in part)
NC1-GRS-85-2, item 34c (in part)	Yes	NC1-GRS-85-2, item 34c (in part)
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
<b>DO NOT USE. Superseded By: DAA-GRS-2017-0011-0001 on 05/30/2023.</b>		
Final Disposition	Temporary	
Retention Period	Destroy 2 year(s) after selection certificate is closed or final settlement of any associated litigation; whichever is later.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	
<b>DAA-GRS-2014-0002-0007</b>		<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Records of standing register competitive files for multiple positions filled over a period of time.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>MANUAL CITATION</b>		
Agency Code	GRS 2.1, item 051	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-GRS-02-1, item 33c (in part)	Yes	N1-GRS-02-1, item 33c (in part)
N1-GRS-02-1, item 33f (in part)	Yes	N1-GRS-02-1, item 33f (in part)
N1-GRS-02-1 item 33g (in part)	Yes	N1-GRS-02-1 item 33g (in part)
N1-GRS-02-1, item 33p (in part)	Yes	N1-GRS-02-1, item 33p (in part)

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N1-GRS-02-1, item 33q (in part)	Yes	N1-GRS-02-1, item 33q (in part)
N1-GRS-85-2 item 34h (in part)	Yes	N1-GRS-85-2 item 34h (in part)
NC1-64-77-10, item 4a (in part)	Yes	NC1-64-77-10, item 4a (in part)
NC1-64-77-10, item 5 (in part)	Yes	NC1-64-77-10, item 5 (in part)
NC1-GRS-85-2, item 34a (in part)	Yes	NC1-GRS-85-2, item 34a (in part)
NC1-GRS-85-2, item 34c (in part)	Yes	NC1-GRS-85-2, item 34c (in part)
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
<b>DO NOT USE. Superseded By: DAA-GRS-2017-0011-0002 on 05/30/2023.</b>		
Final Disposition	Temporary	
Retention Period	Destroy 2 year(s) after termination of register.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

<b>DAA-GRS-2014-0002-0008</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Interview records.	
Item Description	Case files related to filling job vacancies, held by hiring official and interview panel members. Includes: <ul style="list-style-type: none"> <li>• copies of records in the job vacancy case file (items 050 and 051)</li> <li>• notes of interviews with selected and non-selected candidates</li> <li>• reference check documentation</li> </ul> <p>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.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>MANUAL CITATION</b>		
Agency Code	GRS 2.1, item 090	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
Superseded Items		

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Superseded Item	Item Superseded in Part?	Explanation
NC1-64-77-10, item 8	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
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.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

<b>DAA-GRS-2014-0002-0011</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Job application packages.	
Item Description	<p>Application packages for competitive positions, in USAJobs or its successors, and other systems, whether electronic or analog.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• application</li> <li>• resume</li> <li>• supplemental forms</li> <li>• other attachments</li> </ul> <p>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).</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>MANUAL CITATION</b>		
Agency Code	GRS 2.1, item 060	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation

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N1-GRS-02-1, item 33k	No
N1-GRS-02-1, item 33l1 [el-one]	No
N1-GRS-02-1, item 33l2 [el-two]	No
N1-GRS-02-1, item 33m	No
N1-GRS-02-1, item 33n	No
NC1-64-77-10, item 4b1	No
NC1-64-77-10, item 4b2	No
NC1-64-77-10, item 4b3	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Destroy 1 year(s) after date of submission.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>Group Title</b>	Political appointment (Schedule C) records.
<b>Group Description</b>	<p>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).</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• applications for employment</li> <li>• resumes</li> <li>• individuals' background information</li> <li>• ethics pledges and waivers</li> <li>• security clearances</li> <li>• correspondence</li> <li>• other documentation relating to the selection, clearance, and appointment of political appointees</li> </ul> <p>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.</p> <p>Legal authorities: 5 CFR 213.3101, 3102, 3201, 3202, 3301, 3302, 3401, 3402.</p>

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<b>DAA-GRS-2014-0002-0014</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Records (except ethics pledges and waivers) related to appointees.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>MANUAL CITATION</b>		
Agency Code	GRS 2.1, item 100	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Retention Period	Other: Destroy after separation. Retention up to end of administration under which individual was hired is authorized if required for business use.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	
<b>DAA-GRS-2014-0002-0015</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Records related to non-appointees.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>MANUAL CITATION</b>		
Agency Code	GRS 2.1, item 102	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Retention Period	Other: 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.	

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<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>DAA-GRS-2014-0002-0012</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Case files on lost or exposed job test materials.	
Item Description	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.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>MANUAL CITATION</b>		
Agency Code	GRS 2.1, item 070	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
NC1-GRS-85-2, item 34i	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Retention Period	Destroy 5 year(s) after date of final report.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

<b>DAA-GRS-2014-0002-0013</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Requests for non-competitive personnel action.	

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Item Description	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.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>MANUAL CITATION</b>		
Agency Code	GRS 2.1, item 080	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
NC1-GRS-85-2, item 34k	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Retention Period	Destroy 1 year(s) after approval is granted or denied.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

<b>Group Title</b>	Excepted service appointment records.
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<b>Group Description</b>	<p>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):</p> <ul style="list-style-type: none"> <li>• application, attachments, and supplemental forms</li> <li>• documentation of eligibility for excepted service appointment</li> <li>• proof of special qualifications</li> <li>• resume or other proof of employment, education, or relevant experience</li> <li>• proof of disability issued by a licensed medical professional</li> <li>• certification of job readiness</li> <li>• notice of appointment, terms, and acceptance</li> </ul> <p>Note: Any of the above records appropriate to include in the OPF may be moved to the OPF when the agency creates it.</p> <p>Legal authorities: 5 CFR 213.3101, 3102, 3201, 3202, 3301, 3302, 3401, 3402.</p>	
<b>DAA-GRS-2014-0002-0018</b>		
		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Case files that document appointing individuals with intellectual disabilities, severe physical disabilities, or psychiatric disabilities as defined in 5 CFR 213.3102(u).	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>MANUAL CITATION</b>		
Agency Code	GRS 2.1, item 110	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-GRS-93-2, item 1	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Retention Period	Destroy 5 year(s) after enter-on-duty date or termination of consideration or declining of offer.	
<b>ADDITIONAL INFORMATION</b>		

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Records Schedule Number: DAA-GRS-2014-0002

Status: APPROVED  
Date Approved: 01/19/2017  
Last Modified: 11/02/2024

Are any of the records covered by this item national security classified?	
GAO Approval Required	No
<b>DAA-GRS-2014-0002-0019</b> <span style="float: right;"><b>STATUS: Active</b></span>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Case files related to all other appointees.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	GRS 2.1, item 111
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Destroy 2 year(s) after candidate enters on duty, is no longer under consideration, or declines offer.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>DAA-GRS-2014-0002-0016</b> <span style="float: right;"><b>STATUS: Active</b></span>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Special hiring authority program records.
Item Description	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.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	GRS 2.1, item 120
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No

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Status: APPROVED  
Date Approved: 01/19/2017  
Last Modified: 11/02/2024

Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Destroy 2 year(s) after hiring authority closes but longer retention is authorized if required for business use.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>DAA-GRS-2014-0002-0017</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Records related to individual employees hired under special temporary authority.
Item Description	Includes participant agreement, records of mentoring, documentation that employee fulfilled educational and other requirements, and conversion to a permanent position.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	GRS 2.1, item 130
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
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.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2014-0002

Status: APPROVED  
Date Approved: 01/19/2017  
Last Modified: 11/02/2024

<b>Group Title</b>	Pre-appointment files.
<b>Group Description</b>	Records created when vetting a prospective employee between the time a job offer is accepted and the time employee enters on duty.
<b>DAA-GRS-2014-0002-0009</b> <span style="float: right;"><b>STATUS: Active</b></span>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Records appropriate for inclusion in OPF, concerning prospective employees who do not enter on duty.
Item Description	Such as designation of beneficiary, life insurance election, and health benefits registration.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	GRS 2.1, item 142
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Destroy 1 year(s) after prospective employee is no longer a candidate.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
<b>DAA-GRS-2014-0002-0010</b> <span style="float: right;"><b>STATUS: Active</b></span>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Copies of records included in Job vacancy case file (items 0006 or 0007).
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	GRS 2.1, item 143
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No

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Status: APPROVED  
Date Approved: 01/19/2017  
Last Modified: 11/02/2024

Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Destroy immediately after prospective employee enters on duty, declines appointment, or is no longer a candidate.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>DAA-GRS-2014-0002-0021</b>	<b>STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Records of delegation of authority for examination and certification.	
Item Description	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.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>MANUAL CITATION</b>		
Agency Code	GRS 2.1, item 150	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-GRS-86-1 item 34	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Retention Period	Destroy 3 year(s) after after agreement terminates but longer retention is authorized if required for business use.	
<b>ADDITIONAL INFORMATION</b>		

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REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2014-0002

Status: APPROVED  
Date Approved: 01/19/2017  
Last Modified: 11/02/2024

Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>DAA-GRS-2014-0002-0022</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Delegated authority audits.
Item Description	Reports of delegated examining operations audit delivered to the audited agency.
	Exclusion: OPM's records are not covered by this item.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	GRS 2.1, item 160
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded    Explanation in Part?
NC1-GRS-85-2 item 34p	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy when 3 years old but longer retention is authorized if required for business use.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2014-0002

Status: APPROVED  
Date Approved: 01/19/2017  
Last Modified: 11/02/2024

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Signatory Information

Action	User	Date
Approve	David Ferriero	01/19/2017