

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2014-0004

Status: APPROVED  
Date Approved: 01/16/2015  
Last Modified: 11/04/2024

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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	Employee Separation 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 created in the course of employees leaving Federal service, whether that service status is career, temporary, or political appointment. These records divide into two categories: records of managing an employee separation program in general, and case files specific to individual separations. Bullet lists describe records that may be contained in these files. They do not mean to convey that all of these records must be contained in every file. In particular, records pertinent to individual separating employees will vary depending on the type of service (career, temporary, or political appointment) and an employee's responsibilities.</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: 4  
Number of Temporary disposition items: 4  
Number of Permanent disposition items: 0  
Number of Items with Disposition Not Approved: 0  
Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-GRS-2014-0004

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Separation program management records. : Records not specific to an agency separation initiative.	Temporary
0002	Separation program management records. : Records specific to an agency separation initiative such as reduction-in-force, voluntary early retirement, voluntary separation, and similar programs.	Temporary
0003	Individual employee separation case files.	Temporary
0004	Records documenting capture of institutional and specialized knowledge.	Temporary

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Records Schedule Items

<b>Group Title</b>	Separation program management records.	
<b>Group Description</b>	Records documenting the general processes to release career, temporary, and political-appointment employees from employment status. Includes: <ul style="list-style-type: none"> <li>• registers of separation or transfers such as SF-2807, SF-3103, or similar records</li> <li>• retention registers and related records</li> <li>• reports, correspondence, and control documents</li> <li>• exit interview compilations identifying and tracking trends</li> </ul>	
<b>DAA-GRS-2014-0004-0001</b>	<b>STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Records not specific to an agency separation initiative.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>MANUAL CITATION</b>		
Agency Code	GRS 2.5, item 010	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
<b>Superseded Item</b>	<b>Item Superseded in Part?</b>	<b>Explanation</b>
N1-GRS-92-4 item 28 (in part)	Yes	N1-GRS-92-4 item 28 (in part)
NC1-64-77-10, item 17b2	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Retention Period	Other: Destroy when no longer 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-2014-0004-0002</b>	<b>STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>		

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Item Title	Records specific to an agency separation initiative such as reduction-in-force, voluntary early retirement, voluntary separation, and similar programs.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>MANUAL CITATION</b>		
Agency Code	GRS 2.5, item 011	
<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-92-4 item 28 (in part)	Yes	N1-GRS-92-4 item 28 (in part)
NC1-64-77-10 item 17b1	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Retention Period	Other: Destroy 2 years after date of program closure, 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-2014-0004-0003</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Individual employee separation case files.
Item Description	Records not included in separating employee's Official Personnel Folder (OPF), documenting individual employees' transfer to another Federal agency or office or voluntary, involuntary, disability, early retirement, retirement, or death separation from career, temporary, and political appointment service; and legal and financial obligations of government to employee and employee to government. Includes: <ul style="list-style-type: none"> <li>• records of counseling activities and outplacement services</li> <li>• exit interview records</li> <li>• exit clearances</li> <li>• checklists of returned property</li> </ul>

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- certifications of removal/non-removal of government records
- records documenting notification of appropriate third parties (e.g., benefits providers, payroll, facility services, security, information technology) of impending separation
- records documenting terms and entitlements of separation (e.g., leave balance pay out or transfer of account, severance, pension, temporary continuation of coverage, annuity estimates, assistance)
- records documenting employee financial obligations to government (e.g., salary offset notices in effect at time of separation; student loan repayment; recruitment, retention, and relocation incentives; determinations of settlement)
- copy of leave record (see "Record of employee leave," item 040 of this schedule, for record copy) retained for agency use

Exclusion: Records required to be filed in employee's OPF are excluded from this item.

Is this item media neutral? Yes

Is this item a Big Bucket?

**MANUAL CITATION**

Agency Code GRS 2.5, item 020

**SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS**

Does this item supersede existing disposition authorities? Yes

Superseded Items

Superseded Item	Item Superseded in Part?	Explanation
N1-GRS-92-4 item 9b	No	
NC1-64-77-7 item 21b	No	

N1-GRS-92-4 item 9b

No

NC1-64-77-7 item 21b

No

Is this item a deviation from the GRS? No

**DISPOSITION INSTRUCTION**

Final Disposition Temporary

Retention Period Other: Destroy 1 year after date of separation or transfer, but longer retention is authorized if required for business use.

**ADDITIONAL INFORMATION**

Are any of the records covered by this item national security classified?

GAO Approval Required No

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<b>ITEM GENERAL INFORMATION</b>		
Item Title	Records documenting capture of institutional and specialized knowledge.	
Item Description	Includes status updates on current and pending assignments, contact information for sources, and other job-related information an office may choose to obtain from a departing employee.  Exclusion: Formal oral histories recorded with an employee before his/her departure are not covered by this item. These must be scheduled separately by the agency.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>MANUAL CITATION</b>		
Agency Code	GRS 2.5, item 030	
<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 no longer 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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Signatory Information

Action	User	Date
Approve	David Ferriero	01/16/2015