

Request for Records Disposition Authority

Records Schedule Number **DAA-GRS-2016-0007**
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 **Additions to General Records Schedule 2.5: Employee Separation Records**

Internal agency concurrences will be provided **No**

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-GRS-2016-0007

Sequence Number	
1	Phased retirement administrative records. Disposition Authority Number: DAA-GRS-2016-0007-0001
2	Phased retirement individual case files. Disposition Authority Number: DAA-GRS-2016-0007-0002

Records Schedule Items

Sequence Number					
1	<p>Phased retirement administrative records.</p> <p>Disposition Authority Number DAA-GRS-2016-0007-0001</p> <p>Records related to managing the program, including: • procedural guidance on program administration • informational/marketing/publicizing materials • general correspondence • reports to OPM • memoranda of understanding (MOU) and significant documentation of bargaining unit negotiations • documentation of program structure and details as uniquely instituted by agency Exclusion: This item does not cover records held at the OPM office overseeing the phased retirement program for the entire Government.</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? No</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 2.5, item 050</td> <td></td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Retention Period Destroy when 3 years old or 3 years after revision or replacement, 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 2.5, item 050	
Manual Citation	Manual Title				
GRS 2.5, item 050					
2	<p>Phased retirement individual case files.</p> <p>Disposition Authority Number DAA-GRS-2016-0007-0002</p> <p>Case files of individual employee participation in phased retirement, such as: • application for immediate retirement • evidence of eligibility • reviews/recommendations by supervisor and others • notice of approval or disapproval • retirement benefit estimates • annuity calculations • phased retirement agreement • records documenting knowledge transfer activities • confidentiality agreement with mentees • action/project plans and logs • correspondence Note: Agencies may choose to file these records with the employee's retirement file, in which case the</p>				

agency should retain them according to the retention period for the retirement file, per GRS 2.5, item 020. Exclusion: This item does not cover records held at OPM concerning staff at other agencies.

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 2.5, item 051	

Disposition Instruction

Retention Period Destroy 1 year(s) after employee participation concludes, 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
06/09/2016	Certify	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/20/2016	Submit for Concurrence	Galen Wilson	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
09/27/2016	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/27/2016	Submit for Concurrence	Galen Wilson	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/14/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/14/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/17/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

[Date]

[Additions to] GENERAL RECORDS SCHEDULE 2.5: Employee Separation Records

Item	Records Description	Disposition Instruction	Disposition Authority
050	<p>Phased retirement administrative records. Records related to managing the program, including:</p> <ul style="list-style-type: none"> • procedural guidance on program administration • informational/marketing/publicizing materials • general correspondence • reports to OPM • memoranda of understanding (MOU) and significant documentation of bargaining unit negotiations • documentation of program structure and details as uniquely instituted by agency <p>Exclusion: This item does not cover records held at the OPM office overseeing the phased retirement program for the entire Government.</p>	<p>Temporary. Destroy when 3 years old or 3 years after revision or replacement, as appropriate, but longer retention is authorized if required for business use.</p>	DAA-GRS-2016-0007-0001
051	<p>Phased retirement individual case files. Case files of individual employee participation in phased retirement, such as:</p> <ul style="list-style-type: none"> • application for immediate retirement • evidence of eligibility • reviews/recommendations by supervisor and others • notice of approval or disapproval • retirement benefit estimates • annuity calculations • phased retirement agreement • records documenting knowledge transfer activities • confidentiality agreement with mentees • action/project plans and logs • correspondence <p>Note: Agencies may choose to file these records with the employee's retirement file, in which case the agency should retain them according to the retention period for the retirement file, per GRS 2.5, item 020.</p> <p>Exclusion: This item does not cover records held at OPM concerning staff at other agencies.</p>	<p>Temporary. Destroy 1 year after employee participation concludes or the employee retires, but longer retention is authorized if required for business use.</p>	DAA-GRS-2016-0007-0002