

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2017-0007

Status: APPROVED
Date Approved: 05/31/2017
Last Modified: 11/02/2024

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	General Records Schedule 2.2: Employee Management 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 Federal agencies create while carrying out the work of employee management: supervising employees, processing personnel actions, managing employee performance, and creating and maintaining personnel and volunteer service records.</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: 18

Number of Temporary disposition items: 18

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-2017-0007

Item #	Title	Disposition
0001	Employee management administrative records.	Temporary
0002	Workforce and succession planning records.	Temporary
0003	Employee incentive award records.	Temporary
0004	Official Personnel Folder (OPF) : electronic OPF (eOPF). : Long-term records.	Temporary
0005	Official Personnel Folder (OPF) : electronic OPF (eOPF). : Short-term records.	Temporary
0006	Notifications of personnel actions.	Temporary
0007	Employment eligibility verification records.	Temporary
0008	Employee performance file system records. : Acceptable performance appraisals of non-senior executive service employees.	Temporary
0009	Employee performance file system records. : Unacceptable performance appraisals of non-senior executive service employees.	Temporary
0010	Employee performance file system records. : Records of senior executive service employees.	Temporary
0011	Employee performance file system records. : Performance records superseded through an administrative, judicial, or quasi-judicial procedure.	Temporary
0012	Supervisors' personnel files.	Temporary
0013	Records related to official passports. : Application records.	Temporary
0014	Records related to official passports. : Official passport registers.	Temporary
0015	Volunteer service program administrative records.	Temporary
0016	Volunteer service case files. : Case files on volunteers.	Temporary
0017	Volunteer service case files. : Case files on individuals whose applications were rejected or withdrawn.	Temporary
0018	Skill set records.	Temporary

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Records Schedule Items

DAA-GRS-2017-0007-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Employee management administrative records.	
Item Description	<p>Records on routine office program support, administration, and human resources operations. Includes:</p> <ul style="list-style-type: none"> • reports, including annual reports to the Department of State concerning the number of official passports issued and related matters • reports from subordinate units regarding statistics and other reporting measures • general correspondence with internal agency offices and with OPM • general correspondence with travelers regarding official passport application procedures and documentation requirements • statistics, including lists of official passport holders <p>Exclusion: Agency reports received by the Department of State document the Department's mission and must be scheduled by the Department.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 2.2, item 010	
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-81-010 / 1	No	
N1-GRS-91-001 / 5/B	No	
N1-GRS-98-002 / 9	No	
NC1-064-77-010 / 16	No	
NC1-064-77-010 / 17/C	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	

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Retention Period	Other: Destroy when 3 years old, 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

DAA-GRS-2017-0007-0002	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Workforce and succession planning records.
Item Description	<p>Records about workforce planning and analysis, including succession planning, developed in support of executive-level and other agency planning initiatives. Includes:</p> <ul style="list-style-type: none"> • planning and analysis models • planning data • briefing materials • studies and surveys • lists of functions and staff at key locations <p>Exclusion: Records maintained by executives responsible for policy formulation or other high-level actions. Schedule these on agency-specific schedules.</p>
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 2.2, item 020
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy 3 years after issuing each new plan, but longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	

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GAO Approval Required	No
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DAA-GRS-2017-0007-0003		STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION		
Item Title	Employee incentive award records.	
Item Description	Agency awards files, including recommendations, approved nominations, correspondence, and reports about agency-sponsored cash and noncash awards (such as lump-sum cash awards, honorary awards, informal recognition awards, cost savings awards, and time off awards). Also, includes correspondence about awards from other Federal agencies or non-Federal organizations and to former employees.	
	Exclusion: Records of Department-level awards require agency-specific schedules.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 2.2, item 030	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
NC1-064-77-010 / 12/A/1	No	
NC1-064-77-010 / 12/A/2	No	
NC1-064-77-010 / 12/B	No	
NC1-064-77-010 / 12/C	No	
NC1-064-77-010 / 12/D	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2023-0002-0001 on 03/05/2024.		
Final Disposition	Temporary	
Retention Period	Other: Destroy when 2 years old or 2 years after award is approved or disapproved, whichever is later, but longer retention is authorized if required for business use.	

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

Group Title	Official Personnel Folder (OPF) : electronic OPF (eOPF).
Group Description	<p>The Official Personnel Folder (Standard Form 66) or its approved electronic equivalent documents an individual's employment history.</p> <p>Exclusion: Agencies not subject to OPM recordkeeping requirements under title 5, U.S. Code, should apply their own agency-specific schedule.</p> <p>Note 1: For transferred employees, see Chapter 7 of The Guide to Personnel Recordkeeping for instructions.</p> <p>Note 2: Hardcopy original personnel folders scanned into the Enterprise Human Resource Integration (EHRI) e-OPF Database are covered by GRS 5.2, Transitory and Intermediary Records, item 020.</p>

DAA-GRS-2017-0007-0004	STATUS: Active
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ITEM GENERAL INFORMATION	
Item Title	Long-term records.
Item Description	Records of separated employees saved to the "permanent" folder in the eOPF or filed on the right side of the hardcopy OPF.
	Exclusion: OPFs for employees separated prior to December 31, 1973. It is the responsibility of OPM to schedule these records.
Is this item media neutral?	Yes
Is this item a Big Bucket?	

MANUAL CITATION	
Agency Code	GRS 2.2, item 040

SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation

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N1-GRS-87-012 / 1/B/2	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy when survivor or retirement claims are adjudicated or when records are 129 years old, whichever is sooner, 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
DAA-GRS-2017-0007-0005	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Short-term records.
Item Description	Records of separated employees saved to the “temporary” folder in the eOPF or filed on the left side of the hardcopy OPF. Exclusion: USCIS Form I-9 and performance-related records. See item 060 of this schedule for I-9 Forms and items 070, 071, 072, and 073 for disposition of temporary performance-related records
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 2.2, item 041
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded Explanation in Part?
N1-GRS-97-004 / 10/A	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary

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Retention Period	Other: Destroy when superseded or obsolete, or upon separation or transfer of employee, whichever is earlier.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-GRS-2017-0007-0006	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Notifications of personnel actions.
Item Description	Copies of Standard Form 50, documenting all individual personnel actions such as hiring, promotions, transfers, and separation. Includes chronological files, fact sheets, general correspondence, and forms about pending personnel actions maintained by agency Human Resources offices.
	Exclusion: SF-50s filed in the OPF. Items 040 and 041 of this schedule cover these records.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 2.2, item 050
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded in Part? Explanation
NC1-064-77-010 / 14/A	No
NC1-064-77-010 / 14/B	No
NC1-064-77-010 / 17/A	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy when business use ceases.
ADDITIONAL INFORMATION	

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

DAA-GRS-2017-0007-0007	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Employment eligibility verification records.
Item Description	Employment Eligibility Verification form I-9 and any supporting documentation.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 2.2, item 060
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded Explanation in Part?
N1-GRS-97-004 / 10/B	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy 3 years after employee separates from service or transfers to another agency.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Employee performance file system records.
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Group Description	Employee performance records are ratings of record, the performance plans on which ratings are based, supporting documentation for those ratings, and any other performance-related material required by an agency's performance appraisal system.	
	Exclusion: Performance records of Presidential appointees are not covered by the GRS. Such records must be scheduled by submitting an agency-specific schedule to NARA.	
DAA-GRS-2017-0007-0008	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Acceptable performance appraisals of non-senior executive service employees.	
Item Description	Performance records for employees as defined in 5 U.S.C. 4301(2)).	
	Exclusion: Performance records superseded through an administrative, judicial, or quasi-judicial procedure are covered by item 073 of this schedule.	
	Legal citation: 5 CFR Part 293.404	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 2.2, item 070	
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-95-003 / 23/A/3/A	No	
N1-GRS-95-003 / 23/A/4	No	
N1-GRS-98-002 / 2	No	
N1-GRS-98-002 / 3	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy no sooner than 4 years after date of appraisal, but longer retention is authorized if required for business use.	

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ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	
DAA-GRS-2017-0007-0009		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Unacceptable performance appraisals of non-senior executive service employees.	
Item Description	Appraisals of unacceptable performance for non-senior executive service employees (as defined in 5 U.S.C. 4301(2)), where a notice of proposed demotion or removal is issued but not effected, and all related documents.	
	Legal citations: 5 U.S.C. section 4303(d) and 5 CFR Part 293.404	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 2.2, item 071	
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-93-003 / 23/A/1	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy after employee completes 1 year of acceptable performance from the date of written advance notice of proposed removal or reduction-in-grade notice. This disposition instruction is mandatory; deviations are not allowed.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	
DAA-GRS-2017-0007-0010		STATUS: Active

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ITEM GENERAL INFORMATION		
Item Title	Records of senior executive service employees.	
Item Description	Performance records for employees as defined in 5 U.S.C. 3132a(2). Includes records of performance ratings boards.	
	Exclusion: Performance records superseded through an administrative, judicial, or quasi-judicial procedure are covered by item 073 of this schedule.	
	Legal citation: 5 CFR Part 293.404	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 2.2, item 072	
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-82-002 / 23/B/3	No	
N1-GRS-88-003 / 23/B/2/A	No	
N1-GRS-98-002 / 4	No	
N1-GRS-98-002 / 5	No	
NC1-064-77-001 / 9	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy no sooner than 5 years after date of appraisal, 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	
DAA-GRS-2017-0007-0011		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Performance records superseded through an administrative, judicial, or quasi-judicial procedure.	

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Item Description	Superseded performance records of both non-senior executive service employees and senior executive service employees.	
	Legal citation: 5 CFR Part 293.404	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 2.2, item 073	
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-82-002 / 23/B/1	No	
N1-GRS-93-003 / 23/A/2	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy when superseded. This disposition instruction is mandatory; deviations are not allowed.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-GRS-2017-0007-0012	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Supervisors' personnel files.

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Item Description	<p>Records on positions, authorizations, pending actions, position descriptions, training records, individual development plans, telework agreements, award recommendations, and records on individual employees not duplicated in or not appropriate for the OPF. These records are sometimes called supervisors' working files, unofficial personnel files (UPFs), and employee work folders or "drop" files.</p> <p>Exclusion 1: Records that become part of a grievance file, an appeal or discrimination complaint file, a performance-based reduction-in-grade or removal action, or an adverse action. These records are covered under GRS 2.3, Employee Relations Records.</p> <p>Exclusion 2: Employee medical documents, unless part of employee's initial request for reasonable accommodation. Following approval, the agency's reasonable accommodation decision replaces medical documentation and becomes the record. Reasonable accommodation employee case files are covered under GRS 2.3, Employee Relations Records.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 2.2, item 080	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
NC1-064-77-010 / 18/A	No	
NC1-064-77-010 / 18/B	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Review annually and destroy superseded documents. Destroy remaining documents 1 year after employee separation or transfer.	
ADDITIONAL INFORMATION		

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

Group Title	Records related to official passports.
Group Description	<p>The Department of State issues official passports to people traveling abroad to carry out official duties on behalf of the U.S. Government.</p> <p>Exclusion: Agency and dependent requests for passports maintained by the Department of State are covered under an agency-specific schedule.</p>

DAA-GRS-2017-0007-0013	STATUS: INACTIVE - NOT FOR USE
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ITEM GENERAL INFORMATION

Item Title	Application records.
Item Description	<p>Records related to administering the application or renewal of official passports and visas, including:</p> <ul style="list-style-type: none"> • copies of passport and visa applications • passport and visa requests • special invitation letters • visa authorization numbers • courier receipts • copies of travel authorizations
Is this item media neutral?	Yes
Is this item a Big Bucket?	

MANUAL CITATION

Agency Code	GRS 2.2, item 090
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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-91-001 / 5/A	No	
N1-GRS-98-002 / 33	Yes	See dossier
Is this item a deviation from the GRS?	No	

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DISPOSITION INSTRUCTION		
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2023-0002-0002 on 03/05/2024.		
Final Disposition	Temporary	
Retention Period	Other: Destroy when 3 years old or upon employee separation or transfer, whichever is sooner; 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	
DAA-GRS-2017-0007-0014		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Official passport registers.	
Item Description	Registers and lists of agency personnel who have official passports.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 2.2, item 091	
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-98-002 / 9	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy when superseded or obsolete.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-GRS-2017-0007-0015	STATUS: Active
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ITEM GENERAL INFORMATION	
Item Title	Volunteer service program administrative records.
Item Description	Records documenting routine administration, internal procedures, and general activities, including: <ul style="list-style-type: none"> • general correspondence • annual reports on volunteer activities
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 2.2, item 100
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy when 3 years old, 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

Group Title	Volunteer service case files.
Group Description	Records documenting service performed without compensation by people not under a Federal appointment. Includes both students as defined in 5 U.S.C. 3111 and non-students. Records include: <ul style="list-style-type: none"> • volunteer agreements documenting position title, office title, duty location, days/hours on duty • parental approval forms • performance evaluations • training information • certificates of appreciation • correspondence documenting inclusive dates of service and total hours or days worked
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ITEM GENERAL INFORMATION	
Item Title	Case files on volunteers.
Item Description	Exclusion: Records documenting service for volunteers (students) who receive Federal appointments or for whom service is creditable for leave or any other employee benefits. Items 040 and 041 of this schedule cover these records.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 2.2, item 110
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy 4 years after volunteer departs service, 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
DAA-GRS-2017-0007-0017	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Case files on individuals whose applications were rejected or withdrawn.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 2.2, item 111
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy when 1 year old.

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REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2017-0007

Status: APPROVED
Date Approved: 05/31/2017
Last Modified: 11/02/2024

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

DAA-GRS-2017-0007-0018	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Skill set records.
Item Description	Records detailing name, contact, and other information for people with specific skill sets, such as foreign languages, notaries, and sign language; used to assign work-related duties to employees and volunteers. Exclusion: Associated testing records. Those related to non-mission functions are covered by GRS 2.6, Employee Training Records. Those related to agency mission functions must be scheduled by the agency.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 2.2, item 120
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy when business use ceases.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

National Archives and Records Administration
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Signatory Information

Action	User	Date
Approve	David Ferriero	05/31/2017