

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2017-0011

Status: APPROVED
Date Approved: 09/22/2017
Last Modified: 11/05/2024

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	Revision to General Records Schedule 2.1: Employee Acquisition Records
Additional Schedule Information	This schedule updates GRS 2.1, items 050 and 051 to incorporate mandatory drug test records into other records created in the course of vetting candidates for Federal employment.
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: 2

Number of Temporary disposition items: 2

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-2017-0011

Item #	Title	Disposition
0001	Job vacancy case files. : Records of one-time competitive and Senior Executive Service announcements/ selections.	Temporary
0002	Job vacancy case files. : Records of standing register competitive files for multiple positions filled over a period of time.	Temporary

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Records Schedule Items

Group Title	Job vacancy case files.
Group Description	<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"> • 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 • mandatory applicant drug 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 <p>Legal citation: 5 CFR 335.103</p>
DAA-GRS-2017-0011-0001	STATUS: Active
ITEM GENERAL INFORMATION	
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?	
MANUAL CITATION	
Agency Code	GRS 2.1, item 050
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items

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Superseded Item	Item Superseded in Part?	Explanation
DAA-GRS-2014-0002-0006	No	
N1-GRS-98-1 / 36/E/1 (in part)	Yes	N1-GRS-98-1 / 36/E/1 (in part)
N1-GRS-98-1 / 36/E/2/B (in part)	Yes	N1-GRS-98-1 / 36/E/2/B (in part)
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy 2 years after selection certificate is closed or final settlement of any associated litigation; whichever is later.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	
DAA-GRS-2017-0011-0002		STATUS: Active
ITEM GENERAL INFORMATION		
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?		
MANUAL CITATION		
Agency Code	GRS 2.1, item 051	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
DAA-GRS-2014-0002-0007	No	
N1-GRS-98-1 / 36/E/1 (in part)	Yes	N1-GRS-98-1 / 36/E/1 (in part)
N1-GRS-98-1 / 36/E/2/B (in part)	Yes	N1-GRS-98-1 / 36/E/2/B (in part)
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy 2 years after termination of register.	
ADDITIONAL INFORMATION		

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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	09/22/2017