

Request for Records Disposition Authority

Records Schedule Number: DAA-GRS-2017-0011
Schedule Status: Approved
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: Revision to General Records Schedule 2.1: Employee Acquisition Records
Internal agency concurrences will be provided: No
Background 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.

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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-2017-0011

| Sequence Number | |
|-----------------|---|
| 1 | Job vacancy case files. |
| 1.1 | Records of one-time competitive and Senior Executive Service announcements/ selections. Disposition Authority Number: DAA-GRS-2017-0011-0001 |
| 1.2 | Records of standing register competitive files for multiple positions filled over a p eriod of time. Disposition Authority Number: DAA-GRS-2017-0011-0002 |

Records Schedule Items

| Sequence Number | | | | | |
|--------------------------|--|-----------------|--------------|--------------------------|--|
| 1 | <p>Job vacancy case files. Case files an agency creates when posting and filling competitive job vacancies. Also known as case examining, competitive examination, or merit case files. Includes: • 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 Legal citation: 5 CFR 335.103</p> | | | | |
| 1.1 | <p>Records of one-time competitive and Senior Executive Service announcements/ selections.</p> <p>Disposition Authority Number DAA-GRS-2017-0011-0001</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</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 2.1, item 050</td> <td></td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation N1-GRS-98-1 / 36/E/2/B (in part) N1-GRS-98-1 / 36/E/1 (in part) DAA-GRS-2014-0002-0006</p> <p>Disposition Instruction</p> <p>Retention Period Destroy 2 years after selection certificate is closed or final settlement of any associated litigation; whichever is later.</p> | Manual Citation | Manual Title | GRS 2.1, item 050 | |
| Manual Citation | Manual Title | | | | |
| GRS 2.1, item 050 | | | | | |

1.2

Additional Information

GAO Approval **Not Required**

Records of standing register competitive files for multiple positions filled over a period of time.

Disposition Authority Number **DAA-GRS-2017-0011-0002**

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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

| Manual Citation | Manual Title |
|-------------------|--------------|
| GRS 2.1, item 051 | |

GRS or Superseded Authority Citation **N1-GRS-98-1 / 36/E/2/B (in part)
N1-GRS-98-1 / 36/E/1 (in part)
DAA-GRS-2014-0002-0007**

Disposition Instruction

Retention Period **Destroy 2 years after termination of register.**

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 |
|------------|------------------------|------------------|---|--|
| 07/24/2017 | Certify | Laurence Brewer | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 09/13/2017 | Submit for Concurrence | Galen Wilson | Senior Appraisal Archivist | National Archives and Records Administration - Records Management Services |
| 09/20/2017 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 09/20/2017 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 09/22/2017 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |