

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2018-0008

Status: APPROVED  
Date Approved: 06/03/2019  
Last Modified: 11/09/2024

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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	Additions to GENERAL RECORDS SCHEDULE 2.1: Employee Acquisition Records
Additional Schedule Information	This schedule adds three items to GRS 2.1 to cover adverse impact and recruitment records.
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: 3

Number of Temporary disposition items: 3

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-2018-0008

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Adverse impact files. : Records revealing no adverse impact.	Temporary
0002	Adverse impact files. : Records revealing an adverse impact.	Temporary
0003	Recruitment records.	Temporary

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Records Schedule Items

<b>Group Title</b>	Adverse impact files.
<b>Group Description</b>	Records documenting the impact of tests and other selection procedures on peoples' employment opportunities, recorded by sex, race, and ethnic group in order to determine compliance with the Uniform Guidelines on Employee Selection Procedures. Includes records documenting: <ul style="list-style-type: none"> <li>• number of applicants by sex, race, and national origin</li> <li>• number of people hired, promoted, and terminated, by sex, race, and national origin</li> <li>• selection procedures and their validity</li> </ul>
DAA-GRS-2018-0008-0001	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Records revealing no adverse impact.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	GRS 2.1, item 170
<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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS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 3 years old, 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
DAA-GRS-2018-0008-0002	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Records revealing an adverse impact.
Item Description	Legal citation: 29 CFR 1607.15A(2)(b)
Is this item media neutral?	Yes
Is this item a Big Bucket?	

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<b>MANUAL CITATION</b>	
Agency Code	GRS 2.1, item 171
<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 2 years after eliminating the adverse impact, 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-2018-0008-0003</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Recruitment records.
Item Description	<p>Records documenting agency in-person and on-line recruitment efforts at career fairs, job fairs, visits to colleges, and similar venues. Includes:</p> <ul style="list-style-type: none"> <li>• records documenting planning and logistics of individual recruitment events</li> <li>• record copy of advertisement and materials for distribution (see Exclusion 2)</li> <li>• contact information and interest areas collected from potential job candidates</li> <li>• recruitment event reports</li> <li>• correspondence with prospective candidates</li> </ul> <p>Exclusion 1: Military recruitment advertising records (military establishments must schedule these).</p> <p>Exclusion 2: Recruitment posters must be scheduled by agencies.</p>
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	GRS 2.1, item 180

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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, 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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Signatory Information

Action	User	Date
Approve	David Ferriero	06/03/2019