Schedule Number: N1-GRS-86-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

In Fiscal Year 2013, the GRS Team began a five year project to update and revise the General Records Schedules (GRS) under OMB/NARA M 12 18, Managing Government Records Directive. The old GRS was completely superseded.

See https://www.archives.gov/records_mgmt/grs for the revised GRS, crosswalks, FAQs, tools, and other resources.

Date Reported: 4/2/2019
REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO
GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

FROM (Agency or establishment)
U.S. Office of Personnel Management
Office of Information Management
Information Systems Plans & Policies Division

NAME OF PERSON WITH WHOM TO CONFER
Charles R. Chesek

DATE RECEIVED
5-19-86

DATE
5-19-86

TELEPHONE EXT.
632-7720

THE CERTIFICATE OF AGENCY REPRESENTATIVE
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of ___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence □ is attached, or □ is unnecessary.

B. DATE: __________________________ SIGNATURE OF AGENCY REPRESENTATIVE: __________________________

7 ITEM NO
8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM</th>
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<tbody>
<tr>
<td>1</td>
<td>Amend General Records Schedule 1 (Civilian Personnel Records), item 34 (Delegated Agreements) as per attached.</td>
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9 GRS OR SUPERSEDED JOB CITATION

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<th>10 ACTION TAKEN (NARS USE ONLY)</th>
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<td>NCI-GRS-85-2</td>
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OPM Staffing Group Concurrence
Name/Title/Date

Richard R. Wood, Chief
Recruiting and Staffing Services Division

GAS OR SUPERSEDED JOB CITATION

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Delegated Agreements under the authority of 5 U.S.C. 1104.

The following records may be created under delegated agreements between the OPM and agencies allowing for the examination and certification of applicants for employment:

- Correspondence concerning applications, eligibles, certification, and all other examining and recruiting operations including but not limited to correspondence from the Congress, White House, and general public; and correspondence regarding accommodations for holding examinations and shipment of test materials. 

  Break annually. Destroy 1 year after break.

- Stock control records of examination test material including running inventory of test material in stock.

  Destroy when test is superseded or obsolete.

- Application Record Card; (OPM Form 5000A, or equivalent).

  Break after examination. Destroy no later than 90 days after break.

- Examination Announcement Case Files; consisting of correspondence regarding the examination requirements, original drafts of examination, and announcement issued (exclusive of correspondence, and other records concerning qualification standards, job specifications and their development).

  Destroy 5 years after termination of related register.

- Register of eligibles; (OPM Form 5001-C, or equivalent document that records eligibility for an individual for Federal jobs).

  Break records on individuals with terminated eligibility annually. Transfer to PARC 1 year after break. Destroy 5 years after break.

  When entire register is terminated, transfer to PARC 1 year after termination date. Destroy 5 years after termination date. (Registers established under case examining: Destroy after audit by local OPM area office or 90 days after final action is taken on the certificate, whichever is sooner.)