

## Request for Records Disposition Authority

Records Schedule Number      DAA-0082-2019-0001

Schedule Status                      Approved

Agency or Establishment          Federal Reserve System

Record Group / Scheduling Group   Records of the Federal Reserve System

Records Schedule applies to      Agency-wide

Schedule Subject                      Human Resources Records

Internal agency concurrences will be provided      No

Background Information              The Board is submitting an agency-specific schedule for several series of human resources records covered by General Records Schedules 2.1 and 2.2. The Board's Legal Division advises that the Board needs to submit an agency-specific schedule as some of the underlying legal citations for these General Records Schedules do not apply to the Board.

### Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 3                                 | 0                                     | 3                                     | 0                                     |

### GAO Approval

## Outline of Records Schedule Items for DAA-0082-2019-0001

| Sequence Number |   |
|-----------------|---|
| 1               | Position Requisition Records<br>Disposition Authority Number: DAA-0082-2019-0001-0001 |
| 2               | Interview Notes<br>Disposition Authority Number: DAA-0082-2019-0001-0002              |
| 3               | Official Personnel Folder<br>Disposition Authority Number: DAA-0082-2019-0001-0003    |

## Records Schedule Items

| Sequence Number |  |
|-----------------|--|
| 1               | <p data-bbox="367 421 756 453"><b>Position Requisition Records</b></p> <p data-bbox="367 474 1130 506">Disposition Authority Number      <b>DAA-0082-2019-0001-0001</b></p> <p data-bbox="367 527 1474 885">Position requisition records are created for each Board position, including but not limited to full-time employee positions and internships. These files include, but are not limited to: the position posting/announcement; all applications (including resume, supplemental forms, and any other related documents, such as transcripts and references); candidate lists; candidate evaluations; position qualifications; offers, including records of offers being accepted or declined; financial disclosure and conflict of interest forms; salary information; notes; and correspondence with applicants and prospective applicants. For some economist and research assistant positions, the position requisition file may also include copies of applicants' research papers, publications, and presentations.</p> <p data-bbox="367 906 906 938">Final Disposition                      <b>Temporary</b></p> <p data-bbox="367 959 846 991">Item Status                                <b>Active</b></p> <p data-bbox="367 1012 816 1044">Is this item media neutral?            <b>Yes</b></p> <p data-bbox="367 1066 816 1176">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?          <b>Yes</b></p> <p data-bbox="367 1198 816 1283">Do any of the records covered by this item exist as structured electronic data?                            <b>Yes</b></p> <p data-bbox="367 1325 667 1357"><b>Disposition Instruction</b></p> <p data-bbox="367 1378 1425 1485">Cutoff Instruction                        <b>Cut off at the end of the year in which the position is filled or the vacancy announcement is closed; whichever is later.</b></p> <p data-bbox="367 1506 1430 1570">Retention Period                         <b>Destroy 3 years after cutoff, but longer retention is authorized if required for business use.</b></p> <p data-bbox="367 1613 662 1644"><b>Additional Information</b></p> <p data-bbox="367 1666 938 1698">GAO Approval                              <b>Not Required</b></p> |
| 2               | <p data-bbox="367 1719 578 1751"><b>Interview Notes</b></p> <p data-bbox="367 1772 1130 1804">Disposition Authority Number      <b>DAA-0082-2019-0001-0002</b></p> <p data-bbox="367 1825 1430 1891">Notes of interviews, copies of resumes, and other application material related to selected and non-selected candidates held by the hiring official or interviewers.</p>   |

|  |   |  |
|--|---|--|
| 3  | <b>Final Disposition</b>  | <b>Temporary</b>   |
|  | <b>Item Status</b>  | <b>Active</b>  |
|  | <b>Is this item media neutral?</b>  | <b>Yes</b>   |
|  | <b>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</b>  | <b>No</b>  |
|  | <b>Disposition Instruction</b>  |  |
|  | <b>Cutoff Instruction</b>   | <b>Cut off at the end of the year in which the position is filled or the vacancy announcement is closed.</b> |
|  | <b>Retention Period</b>   | <b>Destroy 3 years after cutoff, but longer retention is authorized if required for business use.</b>        |
|  | <b>Additional Information</b>   |  |
|  | <b>GAO Approval</b>   | <b>Not Required</b>  |
|  | <b>Official Personnel Folder</b>  |  |
|  | <b>Disposition Authority Number</b>   | <b>DAA-0082-2019-0001-0003</b>   |
|  | <b>The Official Personnel Folder (OPF) documents an individual's employment history at the Board. It contains records regarding an individual's career with the Board including, but not limited to, the employment application, personnel actions, benefits, insurance, thrift, retirement, salary, and certificates and licensures.</b> |  |
|  | <b>Final Disposition</b>  | <b>Temporary</b>   |
|  | <b>Item Status</b>  | <b>Active</b>  |
|  | <b>Is this item media neutral?</b>  | <b>Yes</b>   |
| <b>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</b> | <b>No</b>   |  |
| <b>Disposition Instruction</b>   |   |  |
| <b>Retention Period</b>  | <b>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.</b>  |  |
| <b>Additional Information</b>  |   |  |
| <b>GAO Approval</b>  | <b>Not Required</b>   |  |

## 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  |
|------------|------------------------|------------------|---|---|
| 03/04/2019 | Certify                | Stephen Cooper   | Records Program Manager                 | NA - NA   |
| 08/14/2019 | Submit for Concurrence | Andreea Vlaicu   | Archives Specialist                     | National Archives and Records Administration - Records Management Operations Appraisal Team 1 |
| 08/20/2019 | Concur                 | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services                        |
| 08/21/2019 | Concur                 | Laurence Brewer  | Chief Records Officer                   | National Records and Archives Administration - National Records and Archives Administration   |
| 08/22/2019 | Approve                | David Ferriero   | Archivist of the United States          | Office of the Archivist - Office of the Archivist   |