

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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 Disposition Authority Number: DAA-0082-2019-0001-0001
2	Interview Notes Disposition Authority Number: DAA-0082-2019-0001-0002
3	Official Personnel Folder Disposition Authority Number: DAA-0082-2019-0001-0003

Records Schedule Items

Sequence Number	
1	<p>Position Requisition Records</p> <p>Disposition Authority Number DAA-0082-2019-0001-0001</p> <p>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>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> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the year in which the position is filled or the vacancy announcement is closed; whichever is later.</p> <p>Retention Period Destroy 3 years after cutoff, but longer retention is authorized if required for business use.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Interview Notes</p> <p>Disposition Authority Number DAA-0082-2019-0001-0002</p> <p>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	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?	No
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the year in which the position is filled or the vacancy announcement is closed.
	Retention Period	Destroy 3 years after cutoff, but longer retention is authorized if required for business use.
	Additional Information	
	GAO Approval	Not Required
	Official Personnel Folder	
	Disposition Authority Number	DAA-0082-2019-0001-0003
	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.	
	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?	No	
Disposition Instruction		
Retention Period	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.	
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
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