

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: NC1-146-77-01**

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 10/16/2023

### **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items except those listed below are active.

### **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

ADM1 superseded by DAA-0478-2017-0002-0001.

ADM2a superseded by DAA-0478-2017-0002-0001.

ADM3 superseded by DAA-0478-2017-0002-0001.

ADM4a superseded by DAA-0478-2017-0002-0003.

ADM6 superseded by DAA-0478-2017-0002-0001.

ADM7 superseded by DAA-0478-2017-0002-0001.

ADM8a superseded by DAA-0478-2017-0002-0001.

ADM9a superseded by DAA-0478-2017-0002-0001.

ADM11a superseded by DAA-0478-2017-0002-0001.

ADM 20a superseded by N1-146-87-001 / 1.

ADM 20b is presumed obsolete as the N1-146-87-1 stated that OPM will no longer maintain an Addressee-Index.

EVL 1-7 superseded or made obsolete by NC1-146-82-003.

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EXR11 superseded by NC1-146-83-002 / 11.

EXR14 superseded by NC1-146-83-002 / 14.

EXR15 superseded by NC1-146-85-004 / 1.

INV 1-19 superseded or made obsolete by NC1-147-81-001.

LEG 4c superseded by DAA-0478-2017-0008-0002.

LEG 4d superseded by DAA-0478-2017-0008-0003.

MED 3 superseded by NC1-146-83-05 / MED 3.

RET 1-6, 12, 14a, 16, 17-19 superseded or made obsolete by N1-146-84-3.

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

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

**1. FROM (AGENCY OR ESTABLISHMENT)**  
U.S. Civil Service Commission

**2. MAJOR SUBDIVISION**  
Bureau of Management Services

**3. MINOR SUBDIVISION**  
Office Services Division

**4. NAME OF PERSON WITH WHOM TO CONFER**  
Charles R. Chesek

**5. TEL. EXT.**  
632-4510

**6. CERTIFICATE OF AGENCY REPRESENTATIVE:**

LEAVE BLANK	
DATE RECEIVED <b>1 APR 1977</b>	JOB NO. <b>NC1-146-77-1</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
<b>8-1-77</b> (Date)	<i>James B. Rhoads</i> Archivist of the United States

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 X page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

*3/21/77*  
Date

*Donald J. Biglieri*  
Donald J. Biglieri  
(Signature of Agency Representative)

Director, Bureau of MGT. Services  
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>Revised Part III of CSC Administrative Manual Supplement (AMS) 178-D, Disposition of Records that includes the following sections:</p> <ul style="list-style-type: none"> <li>Administrative Management (ADM)</li> <li>Administrative Services (ADS)</li> <li>Committee Management (COM)</li> <li>Information Services (INF)</li> <li>Personnel (CSC), (PER)</li> <li>Appeals (APP)</li> <li><del>Classification and Compensation (CLC)</del></li> <li>Employee Development and Utilization (EDU)</li> <li>Employee Relations and Services (ERS)</li> <li>Employment (EMP) (Except item 19(c))</li> <li>Examining and Recruitment (EXR) (Except item 5)</li> <li>Evaluations (EVL) (formerly INP)</li> <li>Insurance (INS)</li> <li>Investigations (INV)</li> <li>Medical (MED)</li> <li>Legal (LEG)</li> <li>Retirement (RET)</li> <li>Special Categories (SPC)</li> <li>Intergovernmental Personnel Programs (IPP) (New collection, not in the old AMS 178-D)</li> </ul> <p>The microfilming of nonpermanent records will be done in accordance with FPMR 101-11.507.</p>	Attached	

*422 items*

*Copy to CSC with letter, 4 Aug 77, by all FRC'S-NCW sent to aaron. NNF-NNE-8/5/77*

*431 items*

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
<p>ADMINISTRATIVE MANAGEMENT</p>		
<p>This grouping of records consists of documents relating to internal housekeeping operations covering overall policy, mission, organization and direction of the Commission including management improvement programs and documents relating to all formal rules, regulations and guides, as distinguished from records concerning specific Government-wide programs of an individual activity.</p>		
1.	Organizational and Functional Files; consisting of charts, delegations of authority and special reports and studies that document the origin, administrative development and past and present organizational structure of the Commission.	PERMANENT. Break annually. Transfer to FARC periodically Offer to NARS when 20 years old.
2.	<p>General Correspondence Files (and related documentation).</p> <p>a. Central Office Policy and Procedure File; consisting of correspondence relating to the establishment of substantive Commission policies and procedures classified under a subject-numeric system and maintained in the Records Service Unit in the central office.</p> <p>b. Other Policy and Procedure Files; consisting of policy and procedure correspondence at bureau and staff office level maintained outside the Records Service Unit.</p>	<p>PERMANENT. Break periodically. Offer to NARS when 20 years old.</p> <p>PERMANENT. Break annually. Transfer to FARC periodically. Offer to NARS when 20 years old.</p>
	c. Routine correspondence containing clarification or interpretation of general policies, procedures, rules, regulations and instructions.	Break annually. Destroy 3 years after break.
3.	Regional Office Subject Reference File, maintained in the Records Service Unit, consisting of the record set and index to all instructions from central to regional offices.	PERMANENT. Break periodically. Offer to NARS when 20 years old.
4.	<p>Agendas, minutes, summaries and reports of the Regional Directors Conference and similar meetings or conference.</p> <p>a. Files maintained by office of primary responsibility for organization and arrangement of meeting or conference.</p> <p>b. Files maintained by individual members or by other offices.</p>	<p>PERMANENT. Break annually. Transfer to FARC periodically. Offer to NARS when 20 years old.</p> <p>Destroy when superseded or obsolete.</p>
5.	Invitations, attendance reports, agendas, minutes and reports of routine or ad hoc meetings of conference, such as panels, workshops and non-project working group concerning chiefly administrative matters.	Break annually. Destroy 3 years after break.
6.	Issuance File, maintained in the Records Service Unit, consisting of a single record copy of documents issued under the CSC issuance system.	PERMANENT. Offer to NARS periodically.
7.	Record copy of each internal directive issued by or for the Commissioners or the head of any bureau or staff office.	PERMANENT. Offer to the NARS periodically.

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
8.	<p>Management Audit Case Files.</p> <p>a. Final report.</p> <p>b. Papers relating to compilation and resolution of final report.</p>	<p>PERMANENT. Offer to NARS periodically.</p> <p>Destroy when 6 years old or upon issuance of succeeding report, whichever is earlier.</p>
9.	<p>Management projects.</p> <p>a. Record copy of each report, pamphlet, leaflet, graphic presentation or other published or processed document, and of the last manuscript report (if not processed or published) on substantive administrative and program management projects.</p> <p>b. Other administrative management reports covering routine evaluations and reports of general administrative operations along with selected background papers. Excluded from this group are documents under ADM 1 or ADM 8a.</p> <p>(1) Original reports in office receiving report.</p> <p>(2) Submitting office copies.</p> <p>c. Project working papers including source material, studies, analyses, notes, draft interim reports and related papers pertaining to project completion.</p>	<p>PERMANENT. Break annually. Offer to NARS when 20 years old.</p> <p>Break annually. Destroy 4 years after break.</p> <p>Break annually. Destroy 2 years after break or sooner if no longer needed for reference purposes.</p> <p>Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.</p>
10.	<p>Project control documents showing assignment, progress and completion of projects.</p>	<p>Destroy 1 year after project completion.</p>
11.	<p>Annual Report.</p> <p>a. Record copy of each CSC Annual Report:</p> <p>b. Originals of bureau, regional and staff office submissions of Annual Report material.</p> <p>c. Copies of Annual Report submissions in originating offices.</p> <p>d. All other copies.</p>	<p>PERMANENT. Offer to NARS periodically.</p> <p>Destroy 5 years after release of annual report.</p> <p>Destroy 3 years after release of Annual Report.</p> <p>Destroy when no longer needed.</p>
12.	<p>Copies of management improvement reports to the Office of Management and Budget and selected background material.</p> <p>a. Bureau of Management Services copies.</p> <p>b. All other copies.</p>	<p>Break annually. Destroy 3 years after break or sooner if no longer needed for reference.</p> <p>Break annually. Destroy 1 year after break.</p>

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
13.	Records Disposition Files, including descriptive inventories, disposal authorizations, schedules for retirement of records and correspondence relating to revisions.	Destroy when superseded or obsolete.
14.	Statistical reports of records holdings. a. Bureau of Management Services copies. b. All other copies.	Destroy when 2 years old. Destroy when 1 year old.
15.	Reports Control Files; consisting of case files maintained for each report created, cancelled or superseded.	Destroy 2 years after report is discontinued.
16.	Forms control records. a. Forms file. (1) Record copy of each form developed by the Commission.  (2) Forms files other than those maintained in 16a. (1). b. CSC Form 80, or equivalent, Forms Control Record. (1) Forms kept by central office forms management staff. (2) Forms maintained by other CSC activities. c. CSC Form 78, or equivalent, Functional Classification Card. d. OSD Form 33, or equivalent, Forms Record Card, consisting of cards of the central office Publications Section for all standard, optional, bureau, division and regional forms.	PERMANENT. Transfer to inactive file when superseded or obsolete. Start new file every 5 years. Transfer to FARC 5 years after file becomes inactive. Offer to NARS 15 years after file becomes inactive. Destroy when related forms are discontinued, superseded or cancelled. Transfer to inactive file when superseded or obsolete. Destroy 2 years after transfer. Transfer to inactive file when superseded or obsolete. Destroy 2 years after transfer. Transfer to inactive file when form is superseded or obsolete. Destroy 2 years after transfer. Transfer to inactive file when superseded or obsolete. Destroy 5 years after transfer.
17.	Reference collections; consisting of copies of manuals, books, pamphlets, booklets, reprints, correspondence, etc. used for reference purposes.	Maintain only references that are necessary to meet the operating needs of the activity and that are referred to frequently. Maximum use should be made of formally established reference collections such as the CSC library. Keep collections updated by frequently destroying material that is superseded, obsolete or otherwise no longer of value.

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
18.	Stocks of supplies such as blank forms, reprints, booklets, pamphlets and other printed or processed documents.	Limit acquisition to reasonable and usable quantities. Maintain minimum supply necessary for operating requirement. Purge frequently all superseded, obsolete or otherwise unnecessary supplies.
19.	Working papers; consisting of papers on matters in progress e. g., studies, rough drafts, revisions, schedules, notes.	Unless otherwise indicated in this schedule, working papers should normally be destroyed once final action on the matter in progress is taken.
20.	<p>Addressee-Index File.</p> <p>a. Central office Master Addressee-Index copies of central office correspondence, maintained in the Records Service Unit for cross-reference purposes.</p> <p>(1) Copies filed by agency, region, bureau or staff office.</p> <p>(2) Copies filed by name of school, state government, labor union or veterans organization.</p> <p>(3) All other copies filed.</p> <p>(4) Routine replies to requests for information or publications, acknowledgements, transmittals, referrals and similar correspondence.</p> <p>b. All other addressee-index, chronological or reading files.</p>	<p>Break annually. Destroy 10 after break.</p> <p>Break every 2 years. Destroy 4 years after break.</p> <p>Break every 2 years. Destroy 2 years after break.</p> <p>Destroy without filing.</p> <p>Break annually. Destroy 1 year after break.</p>
21.	Acknowledgements of inquiries and requests that have been referred outside the Commission for reply and letter of referral.	Break quarterly. Destroy 3 months from break or when no longer needed.
22.	Inventory of unanswered correspondence.	Break annually. Destroy 1 year from break.
23.	Indexes not covered elsewhere in this schedule.	Same as for the indexed material.

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
	<p>ADMINISTRATIVE SERVICES</p> <p>This grouping of records consists of documents relating to administrative services, such as procurement, space management and building maintenance, property management, communications and transportation, mail and distribution, printing, etc.</p>	
1.	<p>Contract, requisition, purchase order, lease, bond and surety records, including correspondence and related papers pertaining to award, organization copy, administration, receipt, inspection, and payment.</p> <p>a. Transactions, after July 25, 1974, of more than \$10,000.</p> <p>b. Transactions, after July 25, 1974, of \$10,000 or less.</p> <p>c. Obligation copy (See BUDGET AND FISCAL).</p> <p>d. All other copies.</p> <p>(1) Duplicates.</p> <p>(2) Non-duplicates.</p>	<p>Break closed cases annually. Transfer to FARC 2 years after break. Destroy 6 years after break.</p> <p>Break closed cases annually. Destroy 3 years after break: (BUDGET AND FISCAL).</p> <p>Break annually. Destroy 1 year after break.</p> <p>Destroy in accordance with 1a, b, c.</p>
2.	Report by Civilian Executive Agencies on Procurement.	Destroy 2 years after date of report.
3.	Bid Files.	Destroy in accordance with the provisions of ADS item 1.
4.	Prospective bidder card record.	Destroy when evidence shows bidder is no longer interested in bidding.
5.	Vendor catalogues and Federal Supply Schedules.	Destroy as superseded.
6.	Register of purchase orders.	Break annually. Destroy 5 years after break.
7.	Requisitions for non-personal services, such as duplicating, laundry, binding and other services (excluding records associated with accountable officers' accounts).	Break annually. Destroy 1 year after break.
8.	<p>Requisitions for supplies and equipment from current inventory.</p> <p>a. Stockroom copy.</p>	Break annually. Destroy 2 years after break.



ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
9.	<p>b. All other copies.</p> <p>Inventory Files.</p> <p>a. Inventory lists.</p> <p>b. Inventory cards.</p>	<p>Break semi-annually. Destroy 6 months after break.</p> <p>Destroy 2 years from date on list.</p> <p>Destroy 2 years after discontinuance of item or 2 years after stock balance is transferred to new card or recorded under a new classification, or 2 years after equipment is removed from agency control, whichever occurs first.</p>
10.	<p>Reports of supply requirements and procurement matters submitted for supply management purposes (other than those incorporated in case files or other files of a general nature).</p> <p>a. Copies received from other units for internal purposes or for transmission to staff agencies.</p> <p>b. Copies in other reporting units, and related work papers.</p>	<p>Break annually. Destroy 2 years after break.</p> <p>Break annually. Destroy 1 year after break.</p>
11.	<p>Reports of excess personal property.</p>	<p>Destroy 3 years after date of report.</p>
12.	<p>Annual report of non-expendable property.</p>	<p>Destroy 1 year after reconciliation with card record of inventory.</p>
13.	<p>Equipment maintenance record.</p>	<p>Destroy after annual summary of reports.</p>
14.	<p>Identification credentials and related papers.</p> <p>a. Identification credentials including cards, badges, parking permits, photographs, agency permits to operate motor vehicles, and property and visitor' passes, etc.</p> <p>b. Receipts, indices, listings, and accountable records.</p>	<p>Destroy immediately after return to issuing office.</p> <p>Destroy after all listed credentials are accounted for.</p>
15.	<p>Requests for building and equipment maintenance services, excluding fiscal copies</p>	<p>Break completed or cancelled requests quarterly. Destroy 3 months after break.</p>
16.	<p>Report on conservation of critical materials.</p>	<p>Destroy 2 years after date of report.</p>
17.	<p>Report on lost, damaged, destroyed or stolen property.</p>	<p>Destroy 2 years after date of survey action.</p>
18.	<p>Report on external transfer of excess property and disposal of surplus and proceeds thereof.</p>	<p>Destroy 3 years after date of report.</p>
19.	<p>Case files on sale of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.</p>	

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
	<p>a. Transactions, after July 25, 1974, of more than \$10,000.</p> <p>b. Transactions, after July 25, 1974, of \$10,000 or less.</p> <p>c. Obligation copy (See BUDGET AND FISCAL).</p> <p>d. All other copies.</p> <p>(1) Duplicates.</p> <p>(2) Non-duplicates.</p>	<p>Break closed cases annually. Transfer to FARC 2 years after break. Destroy 6 years after break.</p> <p>Break closed cases annually. Destroy 3 years after break.</p> <p>(See BUDGET AND FISCAL).</p> <p>Break annually. Destroy 1 year after break.</p> <p>Break annually. Destroy in accordance with 20a, b, c.</p>
20.	Inventory of Non-Expendable Property; certificate of compliance.	Destroy 2 years after date of report.
21.	Authorization for removal of property or materials, Property Pass Files.	Break expired or revoked pass files quarterly. Destroy 3 months after break.
22.	<p>Records relating to the allocation, utilization and release of space under agency control, and related reports to GSA.</p> <p>a. Building plan files and related agency records utilized in space planning, assignment and adjustment.</p> <p>b. Correspondence with and reports to staff agencies relating to agency space holdings and requirements.</p> <p>(1) Agency reports to GSA regarding space occupied in "Metropolitan Washington" and "Outside the District of Columbia," and related papers.</p> <p>(2) Copies in subordinate reporting units and related work papers.</p>	<p>Destroy 2 years after termination of assignment, or when lease is cancelled, or when plans are superseded or obsolete, whichever comes first.</p> <p>Break annually. Destroy 2 years after break.</p> <p>Break annually. Destroy 1 year after break.</p>
23.	Correspondence, forms and other records relating to the compilation of directory service listings.	Destroy 2 months after issuance of listing.
24.	Regional office space reports.	Destroy 2 years after date of report.
25.	<p>Files relating to accountability for personal property lost or stolen.</p> <p>a. Ledger files.</p>	Destroy 3 years after final entry.

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	<p>b. Reports, loss statements, receipts and other papers relating to lost and found articles.</p>	<p>Destroy 1 year from date of action.</p>
26.	Files relating to accountability for keys issued.	<p>For areas under maximum security, destroy 3 years after turn-in of key. For other areas, destroy 6 months after turn-in of key.</p>
27.	Motor vehicles operating and maintenance records.	
	<p>a. Operating records.</p>	<p>Break quarterly. Destroy 3 months after break.</p>
	<p>b. Maintenance records.</p>	<p>Break annually. Destroy 1 year after break.</p>
28.	Motor vehicle ledger and work sheets providing cost and expense data.	<p>Destroy 3 years after discontinuance of ledger or date of work sheet, whichever is sooner.</p>
29.	Reports on motor vehicles (other than accident, operating, and maintenance reports).	<p>Destroy 3 years after date of report.</p>
30.	Records relating to motor vehicle accidents.	<p>Break closed cases annually. Destroy 6 years after break.</p>
31.	Vehicle Release Files.	<p>Destroy 4 years after vehicle leaves agency custody.</p>
32.	Records relating to individual employee operation of Government-owned vehicles, including driver tests, authorization to use, safe driving awards, and related correspondence.	<p>Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate Government-owned vehicle, whichever is earlier.</p>
33.	<p>Freight records consisting of export certificates, transit certificates, demurrage car record books, shipping documents pertinent to freight classification, memorandum copies of Government or commercial bills of lading, shortage and demurrage reports, and all supporting documents, including files relating to the shipment of household effects.</p>	
	<p>a. Issuing office memorandum copies of freight transactions.</p>	<p>Break annually. Transfer to FARC after break, if volume warrants. Destroy 3 years after break.</p>
	<p>b. All other copies.</p>	<p>Break annually. Destroy 1 year after break.</p>
	<p>c. Bills of lading registers.</p>	<p>Destroy 3 years after final entry on register.</p>
34.	Schedules of valuables shipped and related papers and reports.	<p>Break annually. Destroy 3 years after break.</p>
35.	Records relating to requisitions to the Public Printer and all supporting papers.	
	<p>a. Printing procurement unit copy of requisition, invoice, specifications and related papers.</p>	<p>Break completed or cancelled files annually. Destroy 4 years after break.</p>

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
36.	<p>b. Accounting copy of requisition, GPO invoice, transfer of funds voucher, and receiving report.</p> <p>Job or project records containing all papers and data pertaining to the planning and execution of printing, binding, duplication and distribution jobs.</p>	<p>Break settled accounts annually. Destroy 4 years after break.</p>
37.	<p>a. Files pertaining to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related papers exclusive of (1) requisitions on the Public Printer; and (2) records relating to services obtained outside the agency.</p> <p>b. Files pertaining to planning and other technical matters.</p>	<p>Break files on completed jobs annually. Destroy 2 years after break.</p> <p>Break annually. Destroy 3 years after break.</p>
38.	<p>Control registers pertaining to requisitions and work orders for printing, binding, etc.</p> <p>Mailing lists and related material.</p>	<p>Destroy 1 year after close of fiscal year in which compiled, or 1 year after filling of request, whichever is applicable.</p>
39.	<p>a. Correspondence, request forms and other records relating to changes in mailing lists.</p> <p>b. Card lists.</p> <p>Report on printing machines and equipment, procured, disposed, or repaired.</p>	<p>Destroy after revision of mailing list or after 3 months, whichever is earlier.</p> <p>Destroy individual cards when cancelled or revised.</p>
40.	<p>a. Office Services Division copy.</p> <p>b. Regional office copy.</p> <p>Commercial Printing Report (JCP Form #2).</p>	<p>Destroy 3 years after date of report.</p> <p>Destroy 1 year after date of report.</p>
41.	<p>a. Central office copy.</p> <p>b. All other copies.</p> <p>Acquisition of Power-Operated Collators for Use in Facilities Other Than Printing Plants (JCP Form #3).</p>	<p>Destroy 3 years after date of report.</p> <p>Destroy 1 year after date of report.</p>
42.	<p>a. Office Services Division copy.</p> <p>b. Regional office copy.</p> <p>Printing reports to Congress and related records.</p>	<p>Destroy 3 years after date of report.</p> <p>Destroy 1 year after date of report.</p>
	<p>a. Agency report to Joint Committee on Printing regarding operation of Class A and B plants and inventories of printing, binding, and related equipment in Class A and B or in storage.</p>	<p>Destroy 3 years from date of report.</p>

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
	<p>b. Copies in subordinate reporting units and related work papers.</p>	<p>Destroy 1 year after date of report.</p>
43.	<p>Stencils, plates, and mats used in reproduction including those used for duplicating test materials.</p>	<p>Destroy when superseded or obsolete.</p>
44.	<p>Mail control records including supporting and related papers.</p>	
	<p>a. Records of receipt and routing of incoming and outgoing mail other than (1) those listed in ADS item 49 and (2) records used as indexes to correspondence files.</p>	<p>Break annually. Destroy 1 year after break.</p>
	<p>b. Statistical reports of postage used on outgoing mail (air mail, special delivery, registered, foreign, and parcel post over 4 pounds).</p>	<p>Break semi-annually. Destroy 6 months after break.</p>
	<p>c. Requisition for stamps (exclusive of copies used as supporting documents to payment vouchers).</p>	<p>Break semi-annually. Destroy 6 months after break.</p>
	<p>d. Production reports of mail handled and work performed, with compilations derived therefrom.</p>	<p>Break annually. Destroy 1 year after break.</p>
	<p>e. Records in agency mail units of remittances (check, cash, stamps, and money orders) and other valuable enclosures received through agency's mail unit in incoming mail.</p>	<p>Break annually. Destroy 1 year after break.</p>
	<p>f. Records of and receipts for mail and packages received through the Official Mail and Messenger Service.</p>	<p>Break semi-annually. Destroy 6 months after break.</p>
45.	<p>Inventory penalty material report.</p>	<p>Destroy 2 years after date of report.</p>
46.	<p>Messenger service records including daily logs, assignment records and instructions, dispatch record, delivery receipts, route schedules and related and similar records.</p>	<p>Break monthly. Destroy 2 months after break.</p>
47.	<p>Wire and wireless service control and operational records.</p>	
	<p>a. Machine copies of incoming and outgoing messages, message registers, operator's and equipment service logs, performance reports, daily load reports, and related papers.</p>	<p>Break semi-annually. Destroy 6 months after break.</p>
	<p>b. Teleautograph and telescribers tapes.</p>	<p>Destroy after message is dispatched</p>
	<p>c. Original copies of outgoing messages retained by wire and wireless service.</p>	
	<p>(1) Authorization copy not duplicated elsewhere showing time of dispatch.</p>	<p>Break annually. Destroy 2 years after break.</p>
	<p>(2) Authorization copy duplicated elsewhere showing time of dispatch.</p>	<p>Break semi-annually. Destroy 6 months after break.</p>
48.	<p>Postal records consisting of Postal Service forms and supporting papers.</p>	
	<p>a. Record of received or dispatched registered mail pouch.</p>	<p>Break annually. Destroy 1 year after break.</p>
	<p>b. Application for postal registration and certificate of declared value of matter subject to postal surcharge.</p>	<p>Break annually. Destroy 1 year after break.</p>

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
	c. Receipt for incoming registered and insured mail.	Break annually. Destroy 1 year after break.
	d. Record of incoming and outgoing registered and insured mail.	Break annually. Destroy 1 year after break.
	e. Return receipts for registered, insured, and special delivery mail.	Break annually. Destroy 1 year after break.
	f. Report of loss rifling, delay, wrong delivery or other improper treatment of mail.	Break annually. Destroy 1 year after break.
	g. Statement of Reading Metered Registers.	Break annually. Destroy 1 year after break.
49.	Classified documents receipts, relating to the receipt or issue of classified documents.	Break annually. Destroy 2 years after break.
50.	Classified document destruction certificates, relating to the destruction of classified documents.	Break annually. Destroy 2 years after break.
51.	Classified Document Inventory Files; consisting of forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents, but exclusive of classified document receipts and destruction certificates and documents relating to Top Secret material covered below	Break annually. Destroy 2 years after break.
52.	Top Secret Document Accounting and Control Files.	
	a. Registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction of the documents.	Destroy 5 years after documents shown on forms are downgraded, transferred, or destroyed, whichever is earlier.
	b. Forms accompanying documents to insure continuing control, showing names of persons handling the documents, intra-office routing, and comparable data.	Destroy when related document is downgraded, transferred, or destroyed, whichever is earlier.
53.	Access Request Files; consisting of requests and authorizations for individuals to have access to classified files.	Break annually. Destroy 2 years after break.
54.	Classified Document Container Security Files; consisting of forms or lists used to record safe and padlock combinations, and comparable data used to control access into classified document containers.	Destroy when superseded by a new form or list, or upon turn-in of containers, whichever is earlier.
55.	Personnel Security Clearance Status Files; maintained in security units to show the security clearance status of individuals, either in the form of lists or rosters, or as individual case files containing copies of documents contained in security case files.	Destroy lists or rosters when superseded or obsolete; destroy case files upon transfer or separation of related individual.
56.	Security Violation Files; consisting of case files relating to investigations of alleged security violations, but exclusive of files concerning felonies and papers placed in Official Personnel Folders.	Break closed cases annually. Destroy 2 years after break.
57.	Security Violation Files; consisting of case files relating to investigations of alleged security violations of a sufficiently serious nature to be classed as felonies.	Destroy 5 years after date of last action.

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
58.	Agency reports of operations tests, consisting of consolidated or comprehensive reports reflecting agency-wide results of tests conducted under emergency plans.	Destroy after next test operation.
59.	Operations Tests Files; consisting of papers accumulating from tests conducted under emergency plans, such as instructions to members participating in tests, staffing assignments, messages, tests of communications and facilities, and retained copies of reports.	Destroy 3 years after test.
60.	Correspondence files maintained by operating units responsible for administrative services pertaining to their operation and administration.	Break annually. Destroy 2 years after break.

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
	<p>APPEALS</p> <p>This grouping of records consists of documents relating to appeal actions taken under the various laws, regulations, and rules administered by the Commission.</p>	
✓ 1.	<p>Appellate Case Files involving adverse action, reduction-in-force actions, suitability for employment, reemployment or restoration rights, (discrimination), disability retirement and other decisions of the Bureau of Retirement, Insurance, and Occupational Health. Also included are hearing examiner qualifications files and ineligibility rating appeals, performance rating appeals, position classification and wage system appeals, and other miscellaneous appeals not covered elsewhere in this supplement.</p> <p>a. Appellate Case Files involving a minute of the Commission.</p> <p>b. Hearing Examiner Qualifications Files and Ineligibility Rating Appeals.</p> <p style="padding-left: 40px;">(1) Active files.</p> <p style="padding-left: 40px;">(2) Inactive files.</p> <p>c. All other case files in offices having jurisdiction over appeals.</p>	<p>Break closed cases annually. Destroy 7 years after break.</p> <p>Retire to inactive files upon notice of ineligibility, determination of rating appeal, failure to update application, appointment of applicant, or applicant's reaching age of 70, whichever occurs first.</p> <p>Break annually. Transfer to FARC 1 year after date of break. Destroy 7 years after break.</p> <p>Break closed cases annually. Transfer to FARC 1 year after date of break. Destroy <del>7</del> years after <del>transfer to FARC</del> break.</p>
→ 2.	Findings, recommendations and related records of discrimination complaint hearings conducted for federal agencies.	Break annually. Destroy 2 years after break.
3.	Recordings, stenotapes or reporters notes of transcribed hearings.	Break annually. Destroy 1 year after break.
4.	Control cards and other indexes to files described in item 1 above.	Dispose of with related case file.
5.	<p>"Unsanitized" copies of field office and ARB appellate decisions forwarded to central office for review.</p> <p>a. "Unsanitized" copies of decisions.</p> <p>b. Review sheets (FEAA Form 5, or equivalent).</p>	<p>Break annually. Destroy 1 year after break.</p> <p>Break annually. Destroy 1 year after break.</p>
6.	<p>"Sanitized" copies of field office appellate decisions.</p> <p>a. Central office copies.</p>	



ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
	<p>(1) Hard copies.</p> <p>(2) Microfilm copies.</p> <p>b. Field offices.</p> <p>(1) Hard copies</p> <p>(2) Microfiche copies</p>	<p>Destroy upon filming or if not filmed, break annually and destroy 20 years after break.</p> <p>Break annually. Destroy 20 years after break.</p> <p>Destroy upon receipt of microfiche.</p> <p>Break annually. Destroy 7 years after break.</p>
7.	Appeals Review board (ARB) subject reference file.	Destroy individual documents when no longer needed.
8.	<p>Reference copies of ARB decisions maintained outside ARB.</p> <p>a. Copies relating to interpretations of rules and regulations.</p> <p>b. All other copies.</p>	<p>Break every 3 years. Destroy 3 years after break.</p> <p>Break annually. Destroy 1 year after break.</p>
9.	Record copy of Digest of Significant Decisions together with copies of decisions cited therein.	PERMANENT. Break annually. Transfer to FARC 10 years after break. Offer to NARS when 20 years old.

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
	<p style="text-align: center;">COMMITTEE MANAGEMENT</p> <p>This grouping of records consists of documents relating to the organization and activity of boards, committees, councils, groups, etc. over which the Commission has administrative jurisdiction.</p> <p>4. Charters, agendas, minutes, summaries of meetings or conferences and reports of boards, committees, councils, groups, etc. over which the Commission has administrative jurisdiction, such as the Interagency Advisory Group, the Federal Prevailing Rate Advisory Committee, the Federal Employees Pay Council and the Loyalty Board.</p> <p style="padding-left: 2em;">a. Files maintained by secretary of board, committee, council, group, etc.</p> <p style="padding-left: 2em;">b. Files maintained by individual members.</p>	<p>PERMANENT. Break annually. Transfer to FARC periodically. Offer to NARS when 20 years old.</p> <p>Destroy when no longer needed.</p>

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
<p>EMPLOYEE DEVELOPMENT AND UTILIZATION</p>		
<p>This grouping of records consists of documents relating to the Government-wide programs on employee development activities and employee incentives.</p>		
<p>1.</p>	<p>Incentive awards reports.</p> <p style="padding-left: 20px;">a. Annual reports.</p> <p style="padding-left: 20px;">b. Semi-annual reports.</p>	<p>Break annually. Destroy 2 years after break.</p> <p>Break annually. Destroy 1 year after break.</p>
<p>2.</p>	<p>Agency training agreements; agreement between the CSC and a Federal department or agency wherein an intensified training program is created to supplement the qualifications of individuals or trainees in an occupational series in order to expedite their meeting the requirements for promotion to higher grade positions.</p> <p style="padding-left: 20px;">a. Agency-wide agreement (approved by the central office for agency-wide application).</p> <p style="padding-left: 20px;">b. Regional agreements (approved by regional office for application by individual agency establishments).</p> <p style="padding-left: 20px;">c. Copies of the above agreements.</p>	<p>Break expired agreements annually. Transfer to FARC 1 year after break. Destroy 6 years after break.</p> <p>Break expired agreements annually. Destroy 2 years after break.</p> <p>Break expired agreements annually. Destroy 1 year after break.</p>
<p>3.</p>	<p>Training program records; correspondence and reports relating to establishment of training courses and supervision of training program at Training Centers and Executive Seminar Centers (excluding correspondence and reports covering routine administrative actions and evaluations as defined in ADM).</p> <p style="padding-left: 20px;">a. Office responsible for approval of training courses and supervision of training program.</p> <p style="padding-left: 20px;">b. All other offices.</p>	<p>PERMANENT. Break annually. Transfer to FARC 3 years after break. Offer to NARS when 20 years old.</p> <p>Break annually. Destroy 3 years after break.</p>
<p>4.</p>	<p>Training course records; consisting of announcements, agendas, curriculum, card registrations, rosters of participants, evaluations, billing information, and other documents related to delivery of courses.</p>	<p>Break annually. Transfer to FARC 2 years after break. Destroy 5 years after break.</p>

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
	<p>EMPLOYMENT</p> <p>This grouping of records consists of documents relating to Government-wide employment processes such as certification of eligibles, selections, appointments, placements, transfers, conversions, etc.</p>	
1.	Request for prior approval of personnel actions taken by agencies on such matters as promotion, transfer, reinstatement, change in status, etc., submitted by SF 59, CSC 648, or equivalent forms.	Break annually. Destroy 1 year after break.
2.	Certificate Files: Contains SF 39, SF 39A, and all papers upon which the certification was based; that is, detailed rating schedule, record of selective and quality ranking factors used, list of eligibles screened for the vacancies, ratings assigned, availability statements, and other documentation material designated by the examiner for retention. It is recommended that both the file copy and the audited report copy of the certificate be kept in this file. However they are kept, files should be arranged to permit reconstruction or validation of actions taken in the event of appeal or legal action.	Break annually. Destroy 5 years after break. (Files may be transferred to FARC 2 years after break).
3.	CSC Form 3918, or equivalent, Index Control Card; certification request control index.	Break annually. Destroy 1 year after break.
4.	Conversion Case Files; letters and certificates pertaining to acquisition of competitive status. <ul style="list-style-type: none"> <li>a. Conversion Case Files processed under FPM Chapter 315-7 (conversion in rare cases).</li> <li>b. Conversion Case Files involving minute action.</li> <li>c. Other Conversion Case Files.</li> </ul>	<ul style="list-style-type: none"> <li>Break annually. Destroy 10 years after break.</li> <li>Break annually. Destroy 10 years after break.</li> <li>Break annually. Destroy 5 years after break.</li> </ul>
5.	Files pertaining to the establishment of term appointment authorities.	Break annually. Destroy 10 years after break.
6.	Displaced Employee Program (DEP) application and registration sheet.	Destroy upon expiration of employee's DEP eligibility.
7.	DEP control cards, if maintained.	Break annually. Destroy 2 years after break.
8.	Files pertaining to agreements for appointment of experts and consultants.	Break expired agreements annually. Destroy 5 years after break.
9.	Whitten Amendment Waiver Case Files.	Break annually. Destroy 5 years after break.

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
10.	Superior Qualification Appointment Files (payment above minimum rate).	Break annually. Destroy 5 years after break.
11.	Dual Compensation Case Files. DOD requests for appointment of military retirees who have retired less than 180 days. a. Minute Cases. b. Other Cases.	Break annually. Destroy 10 years after break. Destroy 3 years after action was taken.
12.	Minute case files relating to requests for waiver of reduction-in-retired-pay provisions of the Dual Compensation Act.	Break annually. Destroy 10 years after break.
13.	Case files relating to requests for exception to dual employment restrictions.	Break annually. Destroy 10 years after break.
14.	Travel and Transportation Case Files relating to transportation to first post of duty.	Break annually. Destroy 4 year after break.
15.	Files accumulated in connection with special hiring rates. a. Cases of approved special hiring rates. b. Cases of disapproved special hiring rates.	Break annually cases on which special hiring rates have terminated. Destroy 1 year after break. Break annually. Destroy 1 year after break.
Employment Statistics, Reports, and Publications.		
16.	Publications Files. Printed publications and related statistical issuances produced from survey reports. a. One official file copy. b. Other copies.	PERMANENT. Transfer to FRC when 5 years old. Offer to NARS when <sup>10</sup> years old. <i>(Also see ADM9a)</i> Destroy when obsolete or no longer needed for reference, whichever is sooner.
17.	Monthly Input Reports Files. Input reports required by the Commission or other Government agency from the various departments and agencies of the Federal government. a. Punched cards prepared from reports. b. Hardcopy input report. c. Valid transaction tapes. d. Tabulations (printouts).	Destroy when information on magnetic media has been verified. Destroy 3 years after publication. Erase after third update cycle. Destroy after microfilming or when no longer needed for reference, whichever is sooner.

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
18.	<p>e. Microfilm of tabulations.</p> <p><u>Annual Input Reports Files.</u> Input reports required by the Commission or other Government agency from the various departments and agencies of the Federal government.</p> <p>a. Punched cards prepared from reports.</p> <p>b. Hardcopy input report.</p> <p>c. Valid transactions tapes.</p> <p>d. Tabulations (printouts).</p> <p>e. Microfilm of tabulations.</p>	<p>Destroy when obsolete or no longer needed for reference, whichever is sooner.</p> <p>Destroy when information on magnetic media has been verified.</p> <p>Destroy after second subsequent publication is printed.</p> <p>Erase after third update cycle.</p> <p>Destroy after microfilming or when no longer needed for reference, whichever is sooner.</p> <p>Destroy when obsolete or no longer needed for reference, whichever is sooner.</p>
19.	<p><u>Miscellaneous Input Reports Files.</u> Input reports not covered by Item <del>17</del> and <del>18</del> of this schedule. These are usually one time survey reports.</p> <p>a. Punched cards prepared from reports.</p> <p>b. Hardcopy input report.</p> <p>c. <i>Reserved.</i></p> <p>d. Tabulations (printouts).</p> <p>e. Microfilm of tabulations.</p>	<p>Destroy when information on magnetic media has been verified.</p> <p>Destroy on termination of program.</p> <hr/> <p>Destroy after microfilming or when no longer needed for reference, whichever is sooner.</p> <p>Destroy when obsolete or no longer needed for reference, whichever is sooner.</p>

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
EMPLOYEE RELATIONS AND SERVICES		
This grouping of records consists of documents relating to the Government-wide labor-management and equal employment opportunity programs.		
1.	<p>EEO affirmative action plans; plans submitted by Federal agencies to the Commission, with correspondence relating to the Commission's review of individual plans.</p> <p style="margin-left: 20px;">a. Central office files.</p> <p style="margin-left: 20px;">b. Regional office files.</p>	<p>Break annually. Destroy 2 years after break.</p> <p>Break annually. Destroy 1 year after break.</p>
2.	Disposition reports on discrimination complaints handled and closed by Federal agencies (CSC Form 1117, or equivalent).	Break monthly. Destroy 2 years after break.
3.	Federal agency activity reports on discrimination complaints and pre-complaint counseling.	Break annually. Destroy 2 years after break.
4.	EEO "Reprisal" Case Files; cases reviewed by the Commission under authority of 5 CFR 713.262b.	Break annually. Transfer to FARC 1 year after break. Destroy 7 years after break.
5.	Unfair Labor Practices Case Files; consisting of complaints of unfair labor practices, responses thereto, briefs, and decisions rendered by the Assistant Secretary of Labor for Labor-Management Relations under terms of E.O. 11491 as amended.	Break closed files annually. Destroy 7 years after break.
6.	<p>Labor-management contract agreements; copies of negotiated agreements between Federal agencies and employee unions.</p> <p style="margin-left: 20px;">a. Hard copies.</p> <p style="margin-left: 20px;">b. Microfilm copies.</p>	<p>Break annually. Destroy within 2 years after break. If not filmed, break annually and destroy 20 years after break.</p> <p>Break annually. Destroy 20 years after break.</p>
7.	<p>Arbitration decisions; copies of arbitration decisions involving interpretation of contract agreements between Federal agencies and employee unions.</p> <p style="margin-left: 20px;">a. Hard copies.</p> <p style="margin-left: 20px;">b. Microfilm copies.</p>	<p>Break annually. Destroy 10 years after break. If not filmed, destroy when reference purposes have been served.</p> <p>Destroy when reference purposes have been served.</p>

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
<p>EVALUATIONS</p> <p>This group of records consists of documents relating to the Government-wide personnel management evaluation program.</p>		
1.	<p>Personnel management evaluations and special studies.</p> <p style="padding-left: 20px;">a. Agency-wide evaluations and special studies.</p> <p style="padding-left: 20px;">b. All other evaluation reports and special studies.</p>	<p>PERMANENT. Break annually. Transfer to FARC periodically. Offer to NARS when 15 years old.</p> <p>Break annually. Destroy 10 years after break.</p>
2.	<p>Working papers for item 1 above.</p>	<p>Break annually. Destroy 4 years after break or after issuance of subsequent report, whichever is earlier.</p>
3.	<p>Personnel management evaluation program and Fair Labor Standards Act (FLSA) statistics.</p>	<p>Break annually. Destroy 7 years after break.</p>
4.	<p>Position Classification Advisory File; consisting of individual position classification sheets submitted by agencies and Commission's report of investigation, including certified approvals of actions furnished by agencies.</p>	<p>Break annually. Destroy 7 years after break.</p>
5.	<p>Third-party complaints of discrimination; consisting of case files relating to examination of discrimination allegations against federal agencies filed by groups or individuals not entitled to institute first-party complaints and forwarded to the Commission for review and recommendations.</p>	
	<p style="padding-left: 20px;">a. Case files.</p>	<p>Break closed cases annually. Destroy 3 years after break.</p>
	<p style="padding-left: 20px;">b. Copies of decisions maintained for public inspection.</p>	<p>Break annually. Destroy 5 years after break.</p>
6.	<p>FLSA case files; concerning requests by individual for compensation under the FLSA.</p>	<p>Break closed cases annually. Destroy 7 years after break.</p>
7.	<p>Merit System Investigation Case Files; concerning investigations of individuals for merit system abuses and the resulting report, if any.</p>	<p>Break closed cases annually. Destroy 7 years after break.</p>



ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
<p>EXAMINING AND RECRUITING</p> <p>This grouping of records consists of documents relating to the Government-wide examination and recruitment programs.</p>		
1.	Examination Record Card File.	Break every 3 years and transfer to FARC after break. Destroy 3 years after break.
2.	Correspondence concerning accommodations for holding examinations.	Break annually. Destroy 1 year after break.
3.	Correspondence relating to the shipment of examination papers and test material.	Break annually. Destroy 1 year after break.
4.	Stock control records of examination test material including running inventory of test material in stock.	Destroy when test is superseded or obsolete.
5.	Test material.	
	<p>a. <i>Reserved.</i></p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p>	
	<p>b. Working papers, including background material, studies, analyses notes, rough drafts, and related non-permanent papers pertaining to the development of test items.</p>	Destroy 6 months after approval of test item, or 3 years after development of test item, if not approved.
	<p>c. Processed copies of tests, rating keys, rating schedules, rating instructions, and transmutation tables, including stencils and plates used for reproduction purposes.</p>	Destroy when obsolete or when no longer needed.
6.	CSC Form 5000A, or equivalent, Application Record Card.	Break after examination. Destroy no later than 90 days after break.
7.	Designation Examination File; consisting of answer sheet, list of rating and correspondence relating to examinations given as a courtesy to members of Congress for selection of candidates to the United States military academies.	Break annually. Destroy 1 year after break.
8.	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.
9.	Reference sets of each nation-wide, regional and local announcement maintained in central and regional offices.	Destroy 3 years after termination of related register.
10.	Other processed copies of examination announcements wherever maintained for convenient reference.	Destroy when obsolete or superseded.

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
11.	Register of eligibles; CSC Form 5001-C, or equivalent document that records eligibility of an individual for Federal jobs.	Break records on individuals with terminated eligibility annually. Transfer to FARC 1 year after break. Destroy 6 years after break.
12.	Letters to applicants denying transfer or eligibility (CSC Form 4896, or equivalent).	Break annually. Destroy 1 year after break.
13.	Notices received from eligibles indicating change in name, address, or availability.	Destroy immediately after posting.
14.	Cancelled and ineligible applications including the application, supplemental forms, and attachments submitted with the application.	Ineligible applications are usually returned to the applicant with the notice of ineligibility. Destroy ineligible applications not returned and cancelled applications 1 year after date of action or when register is terminated, whichever is sooner.
15.	Written test answer sheets for both eligibles and ineligibles.	Break annually. Destroy 1 year after break.
16.	Applications and examination papers for District of Columbia police and firemen promotion examinations.	Destroy 6 months after establishment of new register.
17.	Lost or Exposed Test Material Case Files showing the circumstances of the loss, nature of the recovery action and corrective action required.	Break closed files annually. Destroy 5 years after break.
18.	Correspondence incurred between CSC, Members of Congress, the White House, or the general public concerning applications, eligibles, certification and all other examining and recruiting operations.	Break annually. Destroy 1 year after break.
19.	Internal activity reports.	Break annually. Destroy 1 year after break, except those with statistical significance may be kept 5 years.
20.	Eligible applications. a. On active register.  b. On inactive register.	Destroy upon termination of the register (except applications that may be brought forward to new register, if any).  Destroy 1-12 months after eligibles are placed on inactive register, depending on space availability and difficulty of replacing the application for restoration.
21.	Job Interest Cards.	Retain at least 3 months in an active status depending upon availability and volume of candidates on file. Retain inactive cards at least 6 months for responding to appeals and as back-up source.

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
22.	Summer Employment Eligibles Record Card, CSC Form 918, or equivalent.	Destroy as soon as register is terminated by establishment of a new register.
23.	Alphabetical listings of summer examination eligibles.	Destroy 1 year after establishment of listing.
24.	Used test booklets.	Destroy 30 days after date of examination.
25.	Examiner Membership CSC Form 1660 or equivalent; consisting of nominations of Federal employees to serve as members, special or panel, of the area office.	Destroy individual forms upon membership termination.
26.	Area offices, Federal Job Information Centers and examination points; establishment, abolishment or change of address.	Break annually. Destroy 1 year after break.

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
	<p>INFORMATION SERVICES</p> <p>This grouping of records consists of documents relating to the public relations and information services provided by the Commission.</p>	
1.	Record set of press releases, consisting of one published copy of each release.	PERMANENT. Break annually. Offer to the NARS periodically.
2.	Record set of <sup>official</sup> addresses and speeches delivered by the Commissioners, Executive Director, and heads of bureaus and staff offices.	PERMANENT. Break annually. Offer to NARS periodically.
3.	Information releases.	
	<p>a. Record copy of each report, booklet, pamphlet or other Commission information release or publication that contributes to an understanding of the organization, methods, procedures, accomplishments or functions of the Commission.</p>	PERMANENT. Break annually. Offer to National Archives periodically.
	<p>b. Information releases or publications that do not furnish a substantive documentation of the Commission's activities or functions, such as check lists of publications, news digests, examination announcements, routine employee letters, etc.</p>	Destroy when superseded or obsolete.
4.	Working papers for all documents described in 3 above including questionnaires, collections of raw data, studies, analyses, notes, rough drafts, interim reports, etc.	Destroy 6 months after publication or 3 years after completion of final draft if document is not formally published.
5.	Information photographs and related indexes.	
	<p>a. Information photographs documenting Commission functions and programs.</p>	
	<p>(1) Master negative, single captioned positive available, and number job or control cards.</p>	<p>PERMANENT Offer <del>periodically</del> to NARS <sup>after 10 years or when</sup> when no longer required for operational purposes, <del>whichever occurs first</del> <sup>whichever occurs first</sup>.</p>
	<p>(2) Extra prints, proof sheets, and other materials relating to processing of requests for photograph.</p>	Destroy at time of offering permanent records to NARS, or when no longer needed for operational purposes, whichever occurs first.
	<p>b. Photographs of minimal value with little documentation or historical importance, such as photographs of retirement luncheons, service award ceremonies, etc.</p>	Destroy when no longer needed for operational purposes.
6.	Motion pictures, video tapes and other audio-visual presentations by or for the Commission used for promotion, information or education purposes.	
	<p>a. For each motion picture, the original negative, a master positive and a positive print; for each video tape, the original or the earliest generation or a kine-scope; for each disc sound recording, the master tape matrix or stamper; for each magnetic audio tape, the original tape.</p>	<p>PERMANENT Offer <del>periodically</del> to NARS <sup>after 10 years or when</sup> material no longer needed for operational purposes, <del>whichever occurs first</del> <sup>whichever occurs first</sup>.</p>

*Forwarded  
to Bureau, MD,  
Logan TI per  
L.H. Chesell, etc.*

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
	b. Other copies.	Destroy when no longer needed for operational purposes.
7.	Finding aids and production documentation for audio visual records: existing finding aids such as data sheets, shot lists, catalogs, indexes, and other textual documentation needed for the proper identification, retrieval and use of audiovisual records, as well as production case files or similar files which include copies of contracts, scripts, transcripts or other documentation bearing on the origin, acquisition, release, or ownership of the audiovisual production.	PERMANENT. Offer to NARS with related audiovisual records.
8.	Ephemeral correspondence; consisting of incoming letters and replies thereto involving no administrative action, such as requests for information, publications, relative standing on registers, etc.	Break annually. Destroy 1 year after break.
9.	Anonymous letters, letters of commendation, complaint, criticism and suggestion, and replies thereto, excluding those on the basis of which investigations were made or administrative action taken and those incorporated in individual personnel records.	Destroy when 3 months old.
10.	Daily press service teletype news.	Destroy when 3 months old.
11.	Information services project case files maintained in formally designated information offices.	Break closed files annually. Destroy 1 year after break.

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
	INSURANCE	
	This grouping of records consists of documents relating to the administration of Federal Employee's Group Life Insurance and Health Benefits Programs.	
1.	<p>Legal and Legislative Reference Files; maintained by office responsible for technical advice on legislative and policy matters effecting the retirement, health benefits, and life insurance programs.</p> <p>a. Legal Subject Files; reference material and corresponding indexes relating to documentation of precedent decisions and policy determinations effecting the retirement, health benefits, and life insurance programs, and to review cases forwarded to the Appeals Review Board.</p> <p>b. Legislative Subject Files; reference material and corresponding indexes relating to proposed and enacted legislation effecting the retirement, health benefits, and life insurance programs.</p>	<p>Break every 5 years or earlier, if volume warrants. Transfer to FARC 15 years after break or when administrative use has ceased, whichever occurs first. Destroy when 25 years old.</p> <p>Break by term of Congress. Transfer to FARC 15 years after break or when administrative use has ceased, whichever occurs first. Destroy when 25 years old.</p>
2.	<p>Health Benefits and Life Insurance Contract Files; consisting of copies of official agreements with carriers for Federal employee health benefits and life insurance plans, together with correspondence and other documentation relating to the negotiation and interpretation of rates and benefits.</p> <p>a. Office responsible for negotiation of agreements with carriers.</p> <p>b. Other offices.</p>	<p>PERMANENT. Break completed contracts annually. Ten years after break: (1) Destroy portion of files relating to compilation of Federal employee brochure, and (2) transfer remainder of files to FARC. Offer to NARS when 20 years old.</p> <p>Break completed contracts annually. Destroy 3 years after break.</p>
3.	Official contracts; record copy of agreements with carriers for Federal employee health benefits and life insurance plans.	Break signed contracts annually. Transfer to Boyers after break. Destroy 20 years after break.
4.	<p>Claims correspondence; correspondence with individuals or carriers representatives on interpretation of contracts and settlement of Federal employee claims under health benefits and life insurance plans.</p> <p>a. Correspondence on routine claims problems and contract interpretations.</p> <p>b. Correspondence on non-routine contract interpretations or unusual claims problems.</p>	<p>Break annually. Destroy 2 years after break.</p> <p>Break annually. Destroy 5 years after break or when administrative needs have been served, whichever occurs first.</p>

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
5.	Constitutions and by-laws of Federal employee organizations.	Destroy when superseded or obsolete.
6.	Accounting statements. a. Instructions to carriers regarding preparation of accounting statements with related documentation. b. Carrier reports; interim and annual accounting statements of health benefits carriers, together with documents relating to analyses of carrier reports.	Break annually. Transfer to Boyers 5 years after break. Destroy 20 years after break. Break annually. Transfer to Boyers 5 years after break. Destroy 20 years after break.
7.	Financial schedules; forms and charts summarizing fiscal operations of life insurance, health benefits, and retirement programs.	Break annually. Destroy 20 years after break or when updated or obsolete, whichever occurs first.
8.	Audit reports of health benefits and life insurance carriers, and back-up documents together with correspondence relating to resolution of findings.	Break closed files annually. Transfer to FARC 3 years after break. Destroy 10 years after break.
9.	Correspondence relating to conduct of audits.	Break annually. Destroy 3 months after break.
10.	Utilization reports on health benefits programs; consisting of statistical analyses used for the conduct of actuarial studies and derived from carrier reports on operations of health benefits programs: a. Hard copies. b. Microfilm copies.	Destroy after filming. If not filmed, break annually and destroy 30 years after break or when administrative needs have been served, whichever occurs first. Break annually. Destroy 30 years after break or when administrative needs have been served, whichever occurs first.
11.	Statistical reports and annuitant evaluations of retirement and life insurance programs; consisting of statistical analyses used for the conduct of actuarial studies and based on the operation and projected costs of retirement and life insurance programs. a. Hard copies. b. Microfilm copies. c. Auxiliary tabulations.	Destroy after filming. If not filmed, break annually and destroy 30 years after break or when administrative needs have been served, whichever occurs first. Break annually. Destroy 30 years after break or when administrative needs have been served, whichever occurs first. Destroy when accuracy of summary pages has been determined.

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
	<p style="text-align: center;">INVESTIGATIONS</p> <p style="text-align: center;">This grouping of records consists of documents relating to the Government-wide investigative program.</p> <p>1. Investigative Case Files.</p> <p style="margin-left: 40px;">a. Record copies of reports and related papers maintained in the Bureau of Personnel Investigations (BPI).</p> <p style="margin-left: 40px;">b. Copies of reports, related papers, and investigator notes retained in Regional Investigations Division (RID).</p> <p style="margin-left: 80px;">(1) Copies of region of origin cases.</p> <p style="margin-left: 80px;">(2) Copies of participating region cases.</p> <p style="margin-left: 80px;">(3) Copies of spot checks, personal confidential inquiries, and personal record searches.</p> <p style="margin-left: 80px;">(4) Copies of political activity, and other special types of investigative cases.</p> <p style="margin-left: 40px;">c. Bar and Flag Files, excluding medical flags.</p> <p style="margin-left: 80px;">(1) Record copies of closed cases resulting in debarment or flagging.</p> <p style="margin-left: 80px;">(2) Regional office copies of closed cases which result in debarment or flagging.</p> <p>2. National Agency Check and Inquiry Case Files; includes inquiry forms, results of National Agency Checks, and related case papers.</p> <p style="margin-left: 40px;">a. Files marked "Clear - file retained in region for destruction" under instructions in FPM Supplement 736-72 (Internal).</p> <p style="margin-left: 40px;">b. Files marked "File to BPI" under instructions in FPM Supplement 736-72 (Internal).</p> <p>3. Security Investigations Index (SII), central office index to personnel investigations.</p>	<p>Break closed cases annually. Transfer to WNRC 5 years after break. Destroy when 20 years old.</p> <p>Break closed cases every 3 months. Destroy 3 months after break.</p> <p>Break closed cases every 3 months. Destroy 3 months after break.</p> <p>Break closed cases every 3 months. Destroy 3 months after break.</p> <p>Break closed cases every 3 months. Destroy 3 months after break.</p> <p>Break closed cases annually. Transfer to WNRC 5 years after break. Destroy when 20 years old.</p> <p>Break closed cases every 3 months. Destroy 3 months after break.</p> <p>Break closed cases monthly. Destroy 2 months after break.</p> <p>Break closed cases annually. Transfer to WNRC 5 years after break. Destroy when 20 years old.</p> <p>"When an investigation file is not maintained, remove from active files 2 years from date of final action and put in "Disclosure Accounting" file for additional 5 years, than destroy. Remove all other cards from active files 20 years after the date of final action and destroy.</p>



ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
4.	Investigations Case Control and Locator Files; card index to pending and recently closed investigations. ✓ a. Central Office (BPI)  b. Washington Division of Investigations(WDI) and RID.	Break closed cards annually. Destroy 2 years after break.  Break closed cards semi-annually. Destroy 6 months after break.
✓ 5.	Desk Case Control File; card record of pending cases maintained by deadline date in BPI, WDI and RID.	Destroy when case is closed.
6.	Investigations Security Reference File.	Destroy upon completion of program.
7.	Loyalty Conversion to FBI and Record of Processing FBI Investigation File (In Form 131, or equivalent).	Break annually. Destroy 2 years after break.
✓ 8.	Regional office evaluation reports.	Break annually. Destroy 5 years after break.
9.	Reimbursable Investigations Lead File (Scheduling); index to private firms that maintain personnel records.	Destroy cards when obsolete or superseded.
10.	Receipt document for completed investigation reports.	Break annually. Destroy 1 year after break.
11.	Security Adjudication File; card file containing time control reports of agency actions on personnel investigations.	Control card destroyed upon receipt of action card. Action card made part of CSC investigative file, or destroyed if investigative file belongs to another agency.
✓ 12.	Adjudication Index; card index to cases pending investigation or adjudication of suitability and security matters and closed cases with a brief statement on closing action.	Break closed cards annually. Destroy 1 year after break.
✓ 13.	Case papers relating to the investigation or adjudication of suitability and security matters which do not warrant the establishment of an Investigative File.	Break annually. Destroy 1 year after break.
14.	Regional Office Temporary File on special suitability determination cases established in accordance with instructions contained in FPM Supplement (Internal) 736-72.	Break annually. Destroy 3 years after break.
15.	CSC Form 2799, or equivalent, Daily Report of Investigator.	Break quarterly. Destroy no later than one year after break.
16.	Security program workload report.	Break annually. Destroy 1 year after break.
17.	Appraisal reports of agency security investigation programs.	Place in inactive file on receipt of succeeding report. Break inactive file annually. Destroy 10 years after break. If there is no succeeding report, destroy 10 years from date of report.

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
✓ 18.	Copies of correspondence generated in connection with loyalty conversions and agency determinations made in connection with personnel investigations.	Break annually. Destroy 1 year after break.
✓ 19.	Relocation File; folders containing duplicate information relating to personnel investigation and adjudications which warrant retention at a relocation site for use in the event of a national emergency.	Transfer to relocation site when sufficient number available.

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
	<p>INTERGOVERNMENTAL PERSONNEL PROGRAMS</p> <p>This grouping of records consists of documents relating to the implementation of the Intergovernmental Personnel Act.</p>	
<p>1.</p>	<p>Grant-in-Aid Case Files (funded and unfunded); consisting of approved applications for assistance, including but not limited to evaluations, press releases, narrative statements, fiscal and budget information, monitoring reports, final reports, impact assessments and related documents.</p> <p style="padding-left: 20px;">a. Cases maintained by the office which provides grants management.</p> <p style="padding-left: 20px;">b. Information copies maintained by all other offices.</p> <p style="padding-left: 20px;">c. Rejected grant applications.</p>	<p>Break terminated grants annually. Destroy 5 years after break or after audit by GAO, whichever is earlier.</p> <p>Break copies pertaining to terminated grants annually. Destroy 2 years after break or when no longer needed for reference, whichever is earlier.</p> <p>Break annually. Destroy 2 years after break.</p>
<p>2.</p>	<p>Grant products; information copies of publications, films, slides, and comparable items prepared as a result of the grant but not part of the grant file.</p>	<p>Destroy when superseded or obsolete.</p>
<p>3.</p>	<p>State Plan Files; consisting of laws, rules, regulations job classifications and comparable material received from state and local governments relating to merit systems.</p>	<p>Destroy when superseded or obsolete.</p>
<p>4.</p>	<p>State program correspondence and related documents accumulated in monitoring merit systems at the state and local levels.</p>	<p>Break every 3 years and transfer to FARC. Destroy 3 years after break.</p>
<p>5.</p>	<p>Technical assistance agreements and products maintained by the managing office.</p>	
<p style="padding-left: 20px;">a.</p>	<p>Reimbursable agreements.</p>	<p>Break terminated agreements annually. Destroy 5 years after break or after audited by GAO, whichever is earlier.</p>
<p style="padding-left: 20px;">b.</p>	<p>Non-reimbursable agreements.</p>	<p>Break terminated agreements annually. Destroy 2 years after break.</p>
<p>6.</p>	<p>Technical assistance agreements and products maintained by other offices.</p>	<p>Break terminated agreements annually. Destroy 2 years after break or when no longer needed for reference, whichever is earlier.</p>
<p>7.</p>	<p>Survey, study, and project files relating to quantitative or qualitative reviews on merit systems, salary, equal employment and comparable areas of responsibility.</p>	

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
	<ul style="list-style-type: none"> <li>a. Published or unpublished final report.</li> <li>b. Background materials maintained relating to item 7a.</li> <li>c. Feeder reports.</li> </ul>	<p>PERMANENT. Break annually, offer to NARS in 3 year blocks when 5 years old.</p> <p>Destroy when superseded or obsolete or after publication of report, whichever is earlier.</p> <p>Destroy after publication of report or 2 years after submission of report, whichever is earlier.</p>
8.	<p>Assignment agreements between federal government and state and local governments relating to the interchange or assignment of personnel in the mobility program.</p> <ul style="list-style-type: none"> <li>a. Records maintained by the approving office.</li> <li>b. All other copies.</li> </ul>	<p>Break closed agreements annually. Destroy 5 years after break.</p> <p>Break closed agreements annually. Destroy 1 year after break.</p>
9.	Promotional materials relating to the mobility program.	Break every 2 years. Destroy 1 year after break.
10.	Cards containing information on assignment agreements used in preparing reports.	Destroy when superseded or obsolete.
11.	Statistical reports relating to assignments under the mobility program.	Break annually. Destroy 5 years after break.

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
	LEGAL	
	This grouping of records consists of documents relating to legal services provided for CSC activities and the Commission's participation in the Voting Rights program.	
1.	Political Activity (Hatch Act) Case Files. <ul style="list-style-type: none"> <li>a. Basic case file; consisting of letters of charges, hearing reports, and notices of action taken.</li> <li>b. Reference copies filed by subject in the Office of the General Counsel.</li> <li>c. All other reference copies.</li> </ul>	<ul style="list-style-type: none"> <li>Break closed cases annually. Transfer to FARC 1 year after break. Destroy 7 years after break.</li> <li>Break closed cases annually. Destroy 3 years after break.</li> <li>Break copies on closed cases annually. Destroy 1 year after break.</li> </ul>
2.	Files on court cases. (See ADS 30 for tort claims).	Break closed case annually. Transfer to FARC 1 year after break. Destroy 7 years after break.
3.	Legislative Bill Files. <ul style="list-style-type: none"> <li>a. Correspondence, reports, and documentation relating to establishment of Commission position on legislative proposals.</li> <li>b. Copies of proposed legislation maintained for informational purposes.</li> </ul>	<ul style="list-style-type: none"> <li>PERMANENT. Break annually. Transfer to FARC periodically. Offer to National Archives when 15 years old.</li> <li>Destroy immediately upon adjournment of related session of congress.</li> </ul>
4.	Voting Rights Program Records. <ul style="list-style-type: none"> <li>a. Eligibility lists and challenge files.</li> <li>b. Voter applications and copies of registration certificates.</li> <li>c. Examiner reports on voting rights activity and voting rights applicants. <ul style="list-style-type: none"> <li>1. Central office copies.</li> <li>2. Regional office copies.</li> </ul> </li> <li>d. Observer reports.</li> </ul>	<ul style="list-style-type: none"> <li>Transfer to FARC after date of election for which prepared. Destroy 75 years after date of election for which prepared.</li> <li>Transfer to FARC after date of election for which prepared. Destroy 15 years after date of election for which prepared.</li> <li>Break quarterly and transfer to records staging area. Destroy 2 years after break.</li> <li>Destroy 1 year after date of election for which prepared.</li> </ul>

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
	<ol style="list-style-type: none"><li data-bbox="335 209 652 237">1. Central office copies.</li> <li data-bbox="335 334 665 362">2. Regional office copies.</li></ol>	<p data-bbox="987 209 1410 308">Break quarterly and transfer to records staging area. Transfer to the Department of Justice 2 years after break.</p> <p data-bbox="987 334 1410 385">Break quarterly. Destroy 3 months after break.</p>

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
	<p>MEDICAL</p> <p>This grouping of records consists of documents relating to both the internal and Government-wide medical program and services.</p>	
1.	Government-wide pre-employment, periodic requalification, and fitness for duty physical examinations (SF 78, or equivalent) filed in or associated with Official Personnel Folder. (Maintain in accordance with FPM Chapter 293, Subchapter 3-3).	See FPM Chapter 293, Subchapter 3-4, for instructions relating to medical records of employees transferred to another agency. Transfer medical records of separate employees to NPRC (CPR), St. Louis, Missouri, 30 days after separation of employee, in accordance with FPM Supplement 293-31.
2.	Government-wide medical questionnaires and confidential medical reports, except for those included in physical examinations filed in or associated with Official Personnel Folder.	Break closed records annually. Destroy 2 years after break.
3.	Central and regional office pre-employment examinations, confidential medical reports, and case files of eligibles rejected for medical reasons, which are not filed in or associated with the Official Personnel Folder.	Break closed records annually. Destroy 2 years after break.
4.	Treatment Slips (BRI Form 80-8, or equivalent).	Break quarterly. Destroy 3 months after break.
5.	Health Unit Treatment Record (BRI Form 80-26, or equivalent).	Break closed records annually. Destroy 6 years after break.
6.	Index to medical appeals (See APP for appeals cases).	Break indexes annually on cases which have been closed. Destroy 1 year after break.

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
	<p>PERSONNEL - CSC</p> <p>This grouping of records consists of documents relating to internal personnel administration. Excluded are matters dealing with the development and administration of Government-wide personnel management programs.</p>	
1.	<p>Official Personnel Folder, except papers on the left or the so-called "temporary" side of the folder, which are authorized for disposal by item 9 of this schedule.</p> <p>a. Folders of separated employees.</p> <p>b. Folders of transferred employees.</p>	<p>Transfer folders of separated employees to inactive file on separation in accordance with FPM, transfer folder to NPRC (CPR), St. Louis, Missouri, 30 days after separation. Destroy 75 years after birth of employee or 60 years after date of earliest document if date of birth cannot be ascertained provided the employee has been separated or retired for at least 5 years.</p> <p>See FPM Chapter 293, Subchapter 2 for instructions relating to the folders of employees transferred to another agency.</p>
2.	<p>Service Record Card (SF Form 7, or equivalent) for employees separated or transferred.</p>	<p>Destroy 3 years after year of employee's separation or transfer to another agency.</p>
3.	<p>Correspondence offering appointment to potential employees.</p> <p>a. Acceptances.</p> <p>b. Declinations from CSC certificate of eligibles.</p> <p>c. Declinations of offers for temporary or excepted appointments.</p>	<p>Destroy after information is recorded.</p> <p>Return to the responsible Commission activity with certificate and related papers.</p> <p>Break annually. Destroy upon receipt of Commission report of evaluation or 2 years from break, whichever is earlier, providing the requirements of FPM, Chapter 333, Section A-4, are observed.</p>
4.	<p>Eligibility certificate files maintained by personnel office.</p> <p>a. Requests for certificates of eligibles.</p> <p>b. Certificates of eligibles.</p>	<p>Break annually. Destroy 2 years after break.</p> <p>Break annually. Destroy 2 years after break.</p>
5.	<p>Employee record cards used by operating officials outside the personnel office (such as SF Form 7-B).</p>	<p>Destroy on transfer to another agency or bureau or on separation of employee.</p>



ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
6.	Position description. a. Record copy.  b. Other copies.	Destroy 5 years after position is abolished or description is superseded.  Destroy after position is abolished or description is superseded.
7.	Employee interview records, including exit interviews.	Destroy 6 months after date of separation or transfer of employee.
8.	Duplicate case files of performance rating boards of review.	Break annually. Destroy 1 year after break.
9.	All copies of correspondence and forms maintained as temporary records on the left side of the Official Personnel Folder in accordance with FPM, Chapter 293, and FPM Supplement 293-31.	Destroy on transfer to another agency (except in a transfer of functions), separation of employee, or when 2 years old, whichever is earlier.
10.	Position identification strips, used in service control file (such as SF Form 7) to provide summary data on each position occupied.	Destroy when position is cancelled or new strip prepared.
11.	Incentive Awards Case Files.	Break annually. Destroy 3 years after break.
12.	Personnel office copies of reports pertaining to the incentive awards program.	Break annually. Destroy 3 years after break.
13.	Notification of personnel action, exclusive of those filed in Official Personnel Folder and pay or fiscal copies.  a. Chronological file copies, including face sheets.  b. All other copies.	Break annually. Destroy 2 years after break.  Break annually. Destroy 1 year after break.
14.	Applications for employment and related papers, excluding applications resulting in appointment filed in the Official Personnel Folder (covered in item 1 of this schedule).	Break annually. Destroy upon receipt of Commission report of evaluation or 2 years from break, whichever is earlier, providing the requirements of FPM, Chapter 333, Section A-4, are observed.
15.	Statistical reports in the operating personnel office and subordinate units relating to personnel.	Break annually. Destroy 2 years after break.
16.	Correspondence and forms in operating personnel offices relating to individual employees not maintained in Official Personnel Folders and not provided for elsewhere in this schedule.  a. Correspondence and forms relating to pending personnel actions.  b. Retention registers (including card files and related papers) from which reduction-in-force actions have been taken.	Destroy when action is completed.  Destroy 2 years from date of register.

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
	c. Retention registers (including card files and related papers) from which no reduction-in-force actions have been taken.	Destroy when superseded.
	d. All other correspondence forms.	Break every 6 months. Destroy 6 months after break.
17.	Copies of documents duplicated in Official Personnel Folders and not provided for elsewhere in this schedule.	Break every 6 months. Destroy 6 months after break.
18.	Certificates of performance rating.	Break annually. Destroy 2 years after break.
19.	Performance evaluations under merit promotion plan.	Break annually. Destroy 5 years after break.
20.	Statements of employment and financial interests and related papers.	Destroy 2 years after employee leaves a position in which a statement is required, or 2 years after the employee leaves the agency, whichever is earlier.
21.	Authority to Administer Oaths (CSC Form 2286, or equivalent).	Destroy when individual leaves position requiring authority.
22.	Record or request for certification or prior approval of promotion and/or reassignment (SF 59, or equivalent).	Break annually those requests acted upon. Destroy 2 years after break.
23.	Promotion certificates maintained by personnel offices.	Destroy after inspection by OMAA or when 2 years old, whichever is earlier.
24.	Regional office reports of exceptions to salary policy.	
	a. Central office copies.	Break annually. Destroy 3 years after break.
	b. Regional office copies.	Break annually. Destroy 1 year after break.
25.	Charts of positions and incumbents.	
	a. Central office copies.	Break annually. Destroy 3 years after break.
	b. Regional office copies.	Break annually. Destroy 1 year after break.
26.	Applications for leave and supporting papers, except for those required by payroll office.	Break annually. Destroy 1 year after break.
27.	Equal Employment Opportunity Case Files; consisting of cases described by 5 CFR 713.222 and resolved without appeal (See APP for cases resolved by appeal).	Break closed cases annually. Destroy 4 years after break.
28.	Adverse Action Case Files; consisting of cases developed under provisions of 5 CFR 752 and resolved without appeal (See APP for cases resolved by appeal).	Break closed cases annually. Destroy 4 years after break.
29.	Grievance Case Files; consisting of formal cases processed under provisions of 5 CFR 771 and resolved within the agency.	Break closed cases annually. Destroy 3 years after break.

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
30.	<p>Labor Management Agreement Files; consisting of central and regional office labor-management agreements, together with correspondence relating to employee union negotiations and the execution of agreements.</p> <p>a. Central and regional office contract agreement files.</p> <p>b. Central office files involving reviews of regional office contract proposals.</p>	<p>Break annually. Destroy 7 years after break.</p> <p>Break annually. Destroy 7 years after break.</p>
31.	<p>Case files concerning admonishments or reprimands developed in accordance with 5 CFR 751.</p>	<p>Destroy on transfer to another agency (except in a transfer of functions), separation of employee, or when 2 years old, whichever is earlier.</p>

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
<p>RETIREMENT</p> <p>This grouping of records consists of documents relating to the administration of the civil service retirement system.</p>		
1.	Retirement Record Case Files ("2806 Files").	Transfer to Boyers when case is closed. Disposal not authorized for lack of appropriate legislation.
2.	Closed Annuity Files (completed "2806 Files").	Transfer to Death Claim File upon closing.
3.	Closed Death Claim File.	Transfer to Boyers 1 year after final settlement of claim. Disposal not authorized for lack of appropriate legislation.
4.	Closed Annuity and Death Claim Index File.	Disposal not authorized for lack of appropriate legislation.
5.	Retirement General Index.	Disposal not authorized for lack of appropriate legislation.
6.	Statistical Annuitant File.	Disposal not authorized for lack of appropriate legislation.
7.	Register of Separations and Transfer, SF 2807, or equivalent.	Destroy after annual summarization of retirement transactions has been reconciled.
8.	Designation of Beneficiary, SF 2808, or equivalent.	Transfer to Death Claim File upon receipt.
9.	Voluntary Contribution Account Card, BRI Form 49-75, or equivalent.	Transfer to Death Claim File upon receipt of application for annuity refund or death claim.
10.	Service Credit Account Card, BRI Form 49-135, or equivalent.	Transfer to Death Claim File upon receipt of application for annuity refund or death claim.
11.	Annuity Award Correspondence File.	Break annually. Destroy 1 year after break.
12.	Retirement annuity roll questionnaires.	
	a. Report of Income, BRI Form 49-160, or equivalent.	Break annually. Destroy 3 years after break.
	b. Marital Status Card, BRI Form 49-175, or equivalent.	Break annually. Destroy 3 years after break.
13.	Report of Withholdings and Contributions, SF 2812, or equivalent.	Break annually. Destroy 3 years after break.
14.	Retirement expenditure accounting records.	
	a. General accounts ledgers showing debit and credit entries and reflecting expenditures in summary.	Break annually. Destroy 10 years after break.

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
	<p>b. Records used as posting and control media, subsidiary to general ledgers and not otherwise provided for in the schedule.</p>	<p>Break annually. Destroy 3 years after break.</p>
15.	<p>Voucher and Schedule of Payments for Retirement Claims, BRI Forms 49-86 and 86a, or equivalents.</p>	<p>Break annually. Destroy after GAO audit or 3 years after break, whichever is earlier.</p>
16.	<p>Disability Retirement Case Files.</p>	<p>Transfer to Boyers after final settlement of claim. Disposal not authorized for lack of appropriate legislation.</p>
17.	<p>Card indexes to disability retirement cases, BRI Form 80-1, or equivalent.</p>	
	<p>a. Permanent cases.</p>	<p>Destroy 2 years after date of final action.</p>
	<p>b. Temporary cases.</p>	<p>Destroy when applicant is deceased, converted to permanent or reaches age 59, whichever occurs first.</p>
18.	<p>Control index to disability retirement cases.</p>	<p>Destroy 1 year after case is closed.</p>
19.	<p>Regional Disability Retirement Files maintained in connection with physical examination of applicants for disability retirement.</p>	<p>Destroy 1 year after date of final claim.</p>

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
SPECIAL CATEGORIES		
<p>This grouping of records consists of documents relating to (1) the operation of the Executive Assignment System established by Executive Order 11315; (2) other Commission activities involving classification, qualifications, and appointment determinations for positions and persons at grades GS-16, -17, and -18, and at equivalent salary levels, except for administrative law judges and (3) activities involving authorization of excepted appointments.</p>		
1.	Supergrade Correspondence Files; general correspondence between agencies and the Commission regarding actions on supergrade positions, including certificates and letters authorizing or disapproving establishment of supergrade position.	Break annually. Destroy 20 years after break.
2.	<p>Supergrade position description file.</p> <p>a. Active files.</p> <p>b. Inactive files.</p>	<p>Transfer to inactive file when position is abolished or cancelled.</p> <p>Break annually. Destroy 10 years after break.</p>
3.	<p>Supergrade and P.L. 80-313 Qualifications File.</p> <p>a. Active files.</p> <p>b. Inactive files.</p>	<p>Transfer to inactive file upon denial of certificate or termination of Federal service, whichever occurs first.</p> <p>Break annually. Destroy 5 years after break.</p>
	Executive Inventory (SF 161, SF 161a, or equivalent).	Destroy upon death of individual.
5.	<p>Excepted appointments.</p> <p>a. Certificates and letters authorizing or disapproving appointments under Schedule A or B of the Civil Service rules or statutory provisions.</p> <p>b. Letter authorizing or disapproving appointments under FPM Chapter 316-6 (appointments without competitive action in rare cases).</p>	<p>Break annually. Destroy 5 years after break.</p> <p>Break annually. Destroy 10 years after break.</p>
6.	Files pertaining to the establishment, amendment, or revocation of Schedule A, B, and C authorities.	PERMANENT. Break annually. Transfer to FARC periodically. Offer to National Archives 20 years after break.