

Request for Records Disposition Authority

Records Schedule Number **DAA-0269-2016-0009**
Schedule Status **Approved**

Agency or Establishment **General Services Administration**
Record Group / Scheduling Group **General Records of the General Services Administration**
Records Schedule applies to **Agency-wide**
Schedule Subject **Human Resources Program Records (269.16)**
Internal agency concurrences will be provided **No**

Background Information **Records of a human resources program in the recruitment, training, and administrative activities of staff and succession planning; supporting special employee programs for internships, details, and executives; and analyzing and forecasting on staffing requirements and budgets based on the agency's workload. These records supplement the NARA General Records Schedule.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0269-2016-0009

Sequence Number	
1	021 – Details, Internships, and Special Employee Program Records Disposition Authority Number: DAA-0269-2016-0009-0001
2	031 – Human Resources Program Management Records Disposition Authority Number: DAA-0269-2016-0009-0002

Records Schedule Items

Sequence Number	
1	<p data-bbox="362 414 1279 446">021 – Details, Internships, and Special Employee Program Records</p> <p data-bbox="362 463 1138 495">Disposition Authority Number DAA-0269-2016-0009-0001</p> <p data-bbox="362 517 1484 772">Records of human resource programs that work with segments of employees (details, Executive Services) or special classes of employees (such as trainees or interns). Such records include Executive Resources Board program files, opportunity announcements and related budgeting and planning records. Also included are detailee and internship reports, interview records, development plans, assignment applications and recommendations, and related correspondence and records.</p> <p data-bbox="362 793 914 825">Final Disposition Temporary</p> <p data-bbox="362 846 849 878">Item Status Active</p> <p data-bbox="362 900 816 932">Is this item media neutral? Yes</p> <p data-bbox="362 953 800 985">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="362 1091 1133 1389">GRS or Superseded Authority Citation N1-269-90-003 / 70A9 NC1-269-81-004 / 18E60 NC1-269-81-004 / 18E85 NC1-269-81-004 / 18G1 NC1-269-81-004 / 18G15 NC1-269-81-004 / 18G5 NC1-269-81-005 / 10A15/a NC1-269-81-005 / 10A15/b</p> <p data-bbox="362 1421 665 1453">Disposition Instruction</p> <p data-bbox="362 1474 1239 1506">Cutoff Instruction Cut off at the end of the fiscal year.</p> <p data-bbox="362 1527 1490 1602">Retention Period Destroy no sooner than 3 years but no longer than 10 years after cutoff.</p> <p data-bbox="362 1634 662 1666">Additional Information</p> <p data-bbox="362 1698 946 1730">GAO Approval Not Required</p>
2	<p data-bbox="362 1755 1138 1787">031 – Human Resources Program Management Records</p> <p data-bbox="362 1804 1138 1836">Disposition Authority Number DAA-0269-2016-0009-0002</p> <p data-bbox="362 1857 1451 1919">Records of routine activities of a human resources program of planning for, hiring, and assessing agency personnel. Such records include review of position</p>

descriptions, employee policy development, staff budgeting and planning reports, staffing reports and forecasts, and related correspondence and records. Also included are appeal and grievance program administrative records, employee rosters, workforce analyses and competency model planning, recruitment programs, activities, and reports, and related correspondence and records.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation
N1-269-87-004 / 12A20
NC1-269-76-002 / 14A50/a
NC1-269-76-002 / 14A50/b/1
NC1-269-76-002 / 14A50/b/2
NC1-269-78-001 / 19C11
NC1-269-81-004 / 18E75
NC1-269-81-004 / 18E80
NC1-269-81-004 / 18A10
NC1-269-81-004 / 18A15
NC1-269-81-004 / 18G10
NC1-269-81-004 / 18G30
NC1-269-81-004 / 18G50

Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year.

Retention Period Destroy no sooner than 3 years but no later than 10 years after cutoff.

Additional Information

GAO Approval Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
05/11/2016	Certify	Robert Smudde	National Records Of ficer	Office of the Chief Information Officer - Office of Policy and Compliance
06/27/2016	Return for Revision	Galen Wilson	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
06/28/2016	Submit For Certification	Robert Smudde	National Records Of ficer	Office of the Chief Information Officer - Office of Policy and Compliance
06/29/2016	Certify	Robert Smudde	National Records Of ficer	Office of the Chief Information Officer - Office of Policy and Compliance
11/01/2016	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
11/01/2016	Submit For Certification	David Simmons	Knowledge Management Specialist	Public Buildings Service - All os Region 5 GSA
11/02/2016	Certify	Robert Smudde	National Records Of ficer	Office of the Chief Information Officer - Office of Policy and Compliance
06/13/2017	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
06/15/2017	Submit For Certification	David Simmons	Knowledge Management Specialist	Public Buildings Service - All os Region 5 GSA

06/21/2017	Certify	Robert Smudde	National Records Of ficer	Office of the Chief Information Officer - Office of Policy and Compliance
08/02/2017	Submit for Concur rence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
08/29/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
08/29/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
08/30/2017	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist

ITEM	BUCKET TITLE	New Retention	Series Level Cut off Instructions, where applicable	Current Series Title Include file / manual code if applicable	Superseded Authority	Superseded Retention	FOR PERMANENT RECORDS Office of Record*
	Human Resources Program Records (269.16)						
DAA-0269-2016-0009-0002	021 - Details, Internships, and Special Employee Programs - Records of human resource programs that work with segments of employees (details, Executive Services) or special classes of employees (such as trainees or interns). Such records include Executive Resources Board program files, opportunity announcements and related budgeting and planning records. Also included are detailee and internship reports, interview records, development plans, assignment applications and recommendations, and related correspondence and records.	Destroy no sooner than 3 years but no later than 10 years after cutoff.	Cut off at the end of the fiscal year.	Contracting Intern Program - Information created in establishing and maintaining the Contracting Intern Program. Included are the intern recruitment package and related records.	NI-269-90-003 / 70A9	Temporary - Cut off when Contracting Intern Program is completed; destroy 1 year after cutoff. (Supersedes NI-269-87-2)	
				Details - Documents accumulated in receiving and acting on requests for approvals of temporary assignment of GSA employees to other offices within GSA, to other Federal agencies, to congressional committees, or to world organizations without change in civil service status or pay status. Included are requests for personnel actions, requests for extensions, referrals, and related records.	NC1-269-81-004 / 18E60	Temporary - Cut off annually, destroy when 2 years old.	
				Executive Interchange plan file - Documents created in broadening the experiences and capabilities of GSA executives and potential executives through a variety of development experiences in GSA, other Federal agencies, State and local governments, or in private industry. Included are exchange agreements, nomination lists, and related records.	NC1-269-81-004 / 18E85	Temporary - Cut off annually when superseded, canceled, or obsolete, destroy when 1 year old.	
				GSA Executive Resources Board activities files - Documents created as a result of meetings of the GSA Executive Resources Board. These meetings are held to direct and review the Executive Resources program and recommend changes in the program. Included are agenda, minutes and reports of meetings, lists of members, and other documentation of discussions held or actions taken.	NC1-269-81-004 / 18G1	Temporary - Cut off annually, hold 3 years, and retire to FRC. Destroy when 5 years old.	
				Executive assignment applications - Documents pertaining to individual candidates for, or members of the GSA Senior Executive Service. Included are applications; recommendations; documents reflecting performance evaluations, assignments, and related records.	NC1-269-81-004 / 18G15	Temporary - Place in inactive file following separation from the agency; destroy when 3 years old.	
				Program planning and promotion - Documents accumulated in the development and execution of plans for the operation of the career executive development program. Included are documents used in announcing and promoting the program and arranging for the allocation of funds or facilities, and related records.	NC1-269-81-004 / 18G5	Temporary - Destroy when superseded or obsolete.	
				Individual training files - Documents accumulated to record personal data and progress of individual employees participating in the management intern or upward mobility program or other formal professional, technical, or clerical training program under a training agreement. Included are evaluations, correspondence, and other papers showing progress of trainees; training timetables; and similar information as well as semiannual ADP listings of training courses attended by individual trainees, and related records. a. Records of management interns and other trainees.	NC1-269-81-005 / 10A15/a	Temporary - Cut off at end of fiscal year following completion of training, destroy when 3 years old.	
				Individual training files - b. ADP listings (record of employee training)	NC1-269-81-005 / 10A15/b	Temporary - ADP listings (record of employee training); Destroy when no longer	

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DAA-0269-2016-0009-0003	031 - Human Resources Program Management Records - Records of routine activities of a human resources program of planning for, hiring, and assessing agency personnel. Such records include review of position descriptions, employee policy development, staff budgeting and planning reports, staffing reports and forecasts, and related correspondence and records. Also included are appeal and grievance program records, employee rosters, workforce analyses and competency model planning, recruitment programs, activities, and reports, and related correspondence and records.	Destroy no sooner than 3 years but no later than 10 years after cutoff.	Cut off at the end of the fiscal year.	Position management files - Documents created in conducting position management reviews, developing policies, procedures, and standards governing position management, and developing staffing patterns.	N1-269-87-004 / 12A20	Temporary - Cut off annually; destroy when 5 years old if the program official approves.	
				Employment reports - Documents created in reporting information on employment for review and use in developing staffing and financial data. Included are reports of filled positions, reports of paid employment, and related records. a. Budget office with agency-wide responsibility	NC1-269-76-002 / 14A50/a	Temporary - Reports of filled positions and paid employment. Destroy when superseded or obsolete.	
				Employment reports - b. Other offices: (1) Reports of filled positions.	NC1-269-76-002 / 14A50/b/1	Temporary - Hold 1 year and destroy.	
				Employment reports - b. Other offices: (2) Reports of paid employment.	NC1-269-76-002 / 14A50/b/2	Temporary - Destroy when superseded or obsolete.	
				Roster files - Documents accumulated in the preparation and maintenance of rosters containing names, telephone numbers, addresses, or other data on GSA officials and other employees or individuals. Included are page changes, key personnel lists, certifications, and related records.	NC1-269-78-001 / 19C11	Temporary - Destroy when superseded or no longer needed.	
				Career program files - Documents created in developing a career plan programs. Included are staffing requirements, career objectives, training programs consisting of formal training job rotation development training assignments, understudy assignments, correspondence, records.	NC1-269-81-004 / 18E75	Temporary - Destroy when superseded or obsolete.	
				Career folders file - Individual folders maintained for each participant containing a personal data statement, summary of the counseling session, the individual development plan, a tentative schedule of development assignments, and related records.	NC1-269-81-004 / 18E80	Temporary - Place in inactive file following separation, destroy when 1 year old.	
				Appeal and grievance examiner designations - Documents accumulated in selecting and designating appeal and grievance examiners. Included are recommendations for training, approvals, appointment and related records, but not appeal and grievance case records.	NC1-269-81-004 / 18A10	Temporary - Cut off annually, destroy when 4 years old	
				Military reserve status files - Documents created in reviewing the reserve status of "key" employees and in certifying their essentiality to the responsible military service for determination or removal of their reserve status. Included are statements of military reserve status and certificates of essentiality, reserve reports, and related records.	NC1-269-81-004 / 18A15	Temporary - Cut off annually, destroy when 6 months old.	
				Executive position listings - Lists, cards, or registers showing names of GSA Executives.	NC1-269-81-004 / 18G10	Temporary - Destroy when superseded or obsolete.	
				Executive manpower staffing goal files - Documents created to record the number of high-potential midmanagers and incumbent executives required to ensure qualified executive replacements. Included are routine and special reports, evaluation studies, individual career plans, pamphlets, agenda and minutes of meetings, and related records.	NC1-269-81-004 / 18G30	Temporary - Destroy when superseded or obsolete.	
				Executive manpower program files - Documents created in reviewing the GSA Executive Resources Program and recommendations to the Administrator; assessing executive capability; establishing priorities and related activities. Included are correspondence on executive inventory lists, applications, assignments, and related records.	NC1-269-81-004 / 18G50	Temporary - Cut off annually, hold 3 years, and retire to FRC. Destroy when 8 years old.	