

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

2-0 29 May 81/ny

LEAVE BLANK	
JOB NO NCI-269-81-4	
DATE RECEIVED May 29, 1981	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>9-8-81</i> Date	<i>Edward W. Helder</i> Acting Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
General Services Administration

2. MAJOR SUBDIVISION
Office of Personnel

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Ray Hershberger

5. TEL. EXT.
566-0673

6. CERTIFICATE OF AGENCY REPRESENTATIVE.
 I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 24 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A** Request for immediate disposal.
- B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE <i>5/22/81</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ray Hershberger</i> Ray Hershberger	E. TITLE Management Analyst
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Chapter 18, Personnel Program Records Changes to descriptions, additions, deletions, and disposition schedules are contained in the enclosed ch. 18 to the HB, GSA Records Maintenance and Disposition System, (OAD P 1820.2).	NN 169-442 NC-174-142	

86 items

115-107
Chg 56 for all FRC's Admin 27 Nov 81
Closed Out: 9-9-81: K.R.D.
Copy to NNF, NNB, Agency

CHAPTER 18. PERSONNEL PROGRAM RECORDS

1. General. This chapter provides for documentation, maintenance, and disposition of personnel program records. These instructions are contained in:

- a. Appendix 18-A General Personnel Records
- b. Appendix 18-B Classification and Compensation Program Records
- c. Appendix 18-C Employee Relations Program Records
- d. Appendix 18-D Incentive Awards Program Records
- e. Appendix 18-E Employment Program Records
- f. Appendix 18-F Withdrawn by CHGE
- g. Appendix 18-G GSA Executive Manpower Resources Program Records
- h. Appendix 18-H Processing and Records Records
- i. Appendix 18-I Health Service Unit Records

2. Reserved.

This appendix provides documentation, maintenance, and disposition instructions for general personnel records. For the purpose of this appendix, general personnel includes coordinating, conducting, reviewing, and reporting on personnel inspections, research, and actions that are not covered in other appendixes to this chapter. General personnel records are created according to GSA orders and handbooks in the 9000 subject classification series. They are accumulated in the Central Office by the Office of Personnel and its counterparts in regional offices.

18A1. Personnel management evaluation files. Documents accumulated as a result of Office of Personnel Management (OPM), joint, or GSA evaluations of personnel management in GSA. Included are self-evaluation checklists, advance notices of evaluation, evaluation reports, notifications of compliance, survey notifications, survey reports, and related records.

Cut off annually after completion of a survey cycle, hold until superseded by another evaluation or survey cycle, and destroy.

18A3 - 18A4. Reserved.

18A5. Withdrawn by CHGE.

18A6. Special studies file. Documents created in preparing and conducting personnel management studies (at the request of the Administrator, members of the Congress, the Office of Management and Budget, or the Office of Personnel Management) to answer congressional inquiries, carry out training programs, change personnel policies and practices, or measure effectiveness of personnel programs. Included are correspondence, questionnaires, workpapers, study reports, and related records.

Cut off annually after completion of study:

- a. Studies requiring substantive research: Permanent, hold 3 years and retire to FRC. Offer to NARS when 10 years old. *in 10 year blocks. Arranged by Year and thereafter by subject. 1 cu. ft./10 yrs.*
- b. Routine studies, workpapers, questionnaires, and related records: Destroy when 3 years old.

18A7 - 18A9. Reserved.

18A10. 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.

Cut off annually, destroy when 4 years old.

18A11 - 18A14. Reserved.

18A15. 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.

Cut off annually, destroy when 6 months old.

This appendix describes program records relating to the classification and compensation function. Classification and compensation are concerned with describing, classifying, allocating, evaluating, and structuring all positions in GSA, including General Schedule and Wage System positions and those to which Office of Personnel Management (OPM) classifications do not apply. Records relating to payroll operations and the related recording and reporting of leave, time, and attendance are not included. Classification and compensation documents are accumulated pursuant to GSA orders and handbooks in the 9000 subject classification series, the GSA Administrative Manual (OAD P 5410.1), and the Federal Personnel Manual. They are accumulated in the Compensation Division and Central Office Operations Division, Office of Personnel, and counterparts in the regional offices. Records relating to classifications and compensation accumulated by other offices are described in ch. 9 of this handbook.

18B1. Position descriptions. Documents created to describe official duties, responsibilities, and supervisory relationships of each position within the organization. Included are copies of position descriptions of General Schedule and Wage System positions, position description amendments, certifications, checklists or fill-in descriptions, multiple-level or standard descriptions, and related records. *GRS 1/7d*

- a. Master position descriptions: Destroy 5 years after position is abolished or superseded.
- b. Position description copies: Destroy when position is abolished or superseded.

18B2 - 18B4. Reserved.

18B5. Position classification surveys. Documents created to record the systematic examination of the essential aspects of all positions, position design, and structuring within an area. Included are position survey reports, records of classification surveys, position review certifications, recommendations, and related records. *GRS 1/7d*

Cut off at end of year following completion of subsequent survey, destroy when 3 years old or 2 years after regular inspection, whichever is sooner.

18B6 - 18B9. Reserved.

18B10. Position classification appeals. Documents created when employees appeal classification or Wage System job grade decisions. Included are copies of appeals, supervisors' comments, supporting records, appeal decisions, and related records. *GRS 1/7d*

Cut off annually following final decision, destroy 3 years after case is closed.

18B11 - 18B14. Reserved.

18B15. Position guidelines. Documents created in preparing, clearing, and issuing guidelines for classifying General Schedule and Wage System positions. Included are classification guidelines, clearances, and related records. *GRS 1/7d*

Cut off when superseded, canceled, or obsolete, destroy when 5 years old.

18B16. Schedule C files. Documents accumulated to record creation of positions in the noncompetitive service. Included are forms, letters, and current position job descriptions.

Destroy when superseded or obsolete.

18B17 -18B19. Reserved.

18B20. Classification recommendations and assistance. Documents created in making recommendations and evaluations to the Central Office or the Office of Personnel Management regarding classification of positions, and in requesting and providing guidance, decisions, advice, and assistance concerning classification of positions. Included are recommendations, requests, background material, analyses, decisions, concurrences, other responses, instructional and advisory communications, and related records.

GRS/70

- a. Case file: Cut off annually, after position is abolished or description is superseded, hold 2 years, and retire to FRC. Destroy when 5 years old.
- b. Review file: Destroy when 2 years old.

18B21 - 18B24. Reserved.

18B25. Classification and qualification standards reviews. Documents created in presenting, reviewing, analyzing, experimentally applying, and commenting upon proposed new and revised classification standards and supplements. Included are initial and followup communications from the Central Office and regional offices of both OPM and GSA.

Destroy when obsolete or no longer needed.
Transfer to FRC is not authorized.

18B26 - 18B29. Reserved.

18B30. Wage surveys, schedules, and rates. Documents created in determining need for, requesting, authorizing, directing, conducting, and analyzing wage surveys; developing and implementing wage schedules; and requesting and authorizing specific rates. Included are general wage correspondence, instructions, survey work sheets, GSA wage schedules, wage schedules of other agencies, and related records.

Destroy when superseded or obsolete.
Transfer to FRC is not authorized.

18B31 - 18B34. Reserved.

18B35. Report of Wage System jobs and employees. Documents created in reporting numbers of Wage System positions and incumbents, by pay plan, grade, and rate affected by newly implemented local wage schedules. Included are detailed and summary reports and related records.

Destroy when superseded.

18B36 - 18B39. Reserved.

18B40. Pay administration assistance. Documents created to provide assistance in interpreting and implementing pay administration programs. Included are pay plans, pay fixing rules, authorizations, reconsiderations, and related records.

- a. Central Office: Cut off annually, hold 2 years, and retire to FRC. Destroy when 5 years old.
- b. Other offices: Cut off annually, destroy when 4 years old.

18B41 - 18B44. Reserved.

18B45. Differentials and allowances. Documents created in commenting (to OPM and other Federal agencies) on the development, interpretation, and application of regulations and other records concerning post differentials, overseas allowances, evacuation payments, and comparable matters. Included are authorizations, interpretations, reports, vouchers, and related records.

Cut off annually, hold 2 years, and retire to FRC. Destroy when 5 years old.

This appendix provides documentation, maintenance, and disposition instructions for employee and labor relations program records. The employee and labor relations program relates to informing, assisting, counseling, promoting, and otherwise acting as liaison between GSA and its personnel regarding employee organizations; employee performance, discipline, grievances, and appeals; health, insurance, and retirement programs; charitable contribution and savings bond drives; and employee services. These records are created pursuant to the GSA Administrative Manual (OAD P 5410.1), Federal Personnel Manual, and GSA orders and handbooks of the 9000 subject classification series. They are accumulated by the Employee and Labor Relations Division and the Central Office Operations Division, Office of Personnel; by Personnel Divisions of the regions; and by offices of individuals assigned responsibility for coordinating personnel matters on a service-wide or staff office-wide basis. This appendix is not applicable to personnel records accumulated by other offices. Such records are covered in ch. 9 of this handbook.

18C1. Intramanagement communication and consultation. Documents created in improving intramanagement communications and consultation with GSA supervisors as individuals and for establishing a consultative relationship with associations of supervisors. Included are minutes, resumes, letters, reports, directives, agreements, bylaws, membership lists, and related records.

Cut off annually, destroy when 3 years old.

18C2 - 18C3. Reserved.

18C4. Adverse actions. Documents accumulated in cases relating to adverse actions (disciplinary or non-disciplinary removal, suspension, leave without pay, reduction-in-force, demotion) against an employee. Included are notices of proposed actions, hearing notices, statements of witnesses, reports, decisions, replies from employees concerning notices of decisions, and related records. Excluded are letters of reprimand, warning notices, and suspensions of less than 14 days, all of which are kept in the official personnel folder.

GRS 1/34

Cut off annually after effective date of action and retire to FRC. Destroy 4 years after case is closed.

18C5. Appeals files. Documents related to reviewing, hearing, and disposing of employee appeals of major adverse personnel actions and disciplinary measures but not necessarily filed in the official personnel folder. Included are notices of proposed action, employee's replies, employee's appeal notices of proposed adverse action, transcripts of hearings, designation of examiner or arbitrators, examiners' or arbitrators' reports, notices of appellate decision, notices of termination of appeal, OPM reports, and related records.

GRS 1/36

Cut off annually after final decision, hold 1 year, and retire to FRC. Destroy 3 years after case is closed.

18C6. Grievance files. Documents created in dealing with matters of dissatisfaction, concern, or complaint of employees, including performance rating complaints, and the measures taken to resolve these grievances according to regulatory requirements of the OPM. Included are written communications, transcripts of hearings, depositions, appointment of examiners or arbitrators, records of final decision, and related records.

GRS 1/36

Cut off annually after final decision, hold 1 year, and retire to FRC. Destroy 3 years after case is closed.

18C7 - 18C9. Reserved.

18C10. Labor organization files. Documents created in receiving requests for, granting, or denying recognition of unions. Included are copies of requests for recognition; accordances; denials or withdrawals of recognition requests; elections, appeals, investigations, and final decisions regarding recognition; arbitration decisions on unit or majority representation; and related records.

~~GRS 1/36~~

- a. Recognized unions: Retain for duration of recognition.
- b. Other documents: Cut off annually after final decision on withdrawal or denial of recognition, destroy when 5 years old.

18C11 - 18C14. Reserved.

18C15. Labor management relations records. Documents accumulated in advising, assisting, or otherwise acting as liaison between labor organizations and GSA management, OPM, or Department of Labor. Included are documents reflecting advice regarding negotiations of agreements and propriety of literature distribution; membership campaign papers; complaints of unfair labor practices and alleged standard of conduct violations; written agreements, memorandums of understanding, requests for exceptions, and final decisions; OPM reports; dues withholding documents; and related records.

GRS1/29

- a. Negotiated agreements: Cut off at end of year following termination, destroy when 5 years old.
- b. Other offices: Destroy when superseded or obsolete.

18C16. Employee associations and benefits files. Documents accumulated to record actions taken to ensure that the interests of the Government, GSA, and GSA employee members of the employee welfare and recreations associations are protected. Included are investigative reports, fund audits, special reports, and related records.

Cut off annually, destroy when 2 years old.

18C17. Employee alcoholism and other drug related programs. Documents accumulated in ensuring that persons afflicted or suspected of affliction with alcoholism or other drug related problems receive the opportunity for treatment and rehabilitation. Included are correspondence, reports, lists of rehabilitation facilities, telephone numbers of individuals to be contacted at the facilities, lists of counselors on alcoholism, statistical reports, literature, and related records.

GRS1/276

Destroy when 3 years old.

Note.--These records are confidential under 21 U.S.C. 1175 and 42 U.S.C. 4582. Consult counsel before disclosing.

18C18. Personal injury files. Documents accumulated in dealing with on-the-job injuries of employees, whether or not a claim for compensation was made, excluding copies filed in the official personnel folder and copies submitted to the Department of Labor. Included are forms, reports, correspondence, and related medical and investigatory records.

GRS1/32

Cut off annually after completion of case and retire to FRC. Destroy when 5 years old.

18C19. Reserved.

18C20. Health and insurance. Documents created in informing, counseling, and assisting employees and claimants regarding health, insurance, and retirement programs. Included are contracts for health units, health unit reports, notices of inoculation programs, and related records.

- a. Contract files: Cut off annually upon completion of the contract, hold 2 years, and retire to FRC. Destroy when 6 years old.
- b. Other records: Cut off annually, destroy when 3 years old.

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18C21 - 18C24. Reserved.

18C25. Retirement and separation assistance. Documents related to assisting retiring employees and surviving claimants regarding insurance and retirement benefits to which they may be entitled. Included are annuity estimates, separation checklists, and related records.

Cut off annually, destroy when 1 year old.

18C26 - 18C29. Reserved.

18C30. Employee services. Documents created in informing and counseling employees on available services and acting as liaison between employee services and employees. Included are complaints against credit union and other creditors; emergency assistance fund applications, notes, approvals, and related records.

Cut off annually, destroy when 2 years old.

18C31 - 18C34. Reserved.

18C35. Charitable contribution campaigns. Documents accumulated in managing and coordinating charitable contribution drives such as the Combined Federal Campaign and others. Included are copies of notices of campaigns, communications concerning the campaigns, and related records.

Cut off annually, destroy when 2 years old.

18C36 - 18C39. Reserved.

18C40. Savings bond promotion. Documents created in developing and disseminating material and otherwise promoting and reporting on participation in the U.S. Savings Bond program, but excluding background papers to GSA directives pertaining to such programs. Included are copies of posters, flyers, and related records.

Cut off annually, destroy when 1 year old.

This appendix provides documentation, maintenance, and disposition instructions for records created in promoting and administering the incentive awards program. Under this program employees or groups of employees are recognized (either by cash payment or by honorary recognition) for suggestions, inventions, accomplishments, special services in the public interest, or other personal efforts which contribute directly to efficiency, economy, or increased effectiveness of operations. They are created by the GSA Incentive Awards Committee, by offices delegated authorities and responsibilities for the GSA incentive awards program, and by offices of individuals responsible for coordinating incentive award matters on a service-wide or staff office-wide basis. Incentive Awards Program records are created pursuant to directives in the 9451 subject classification series. Excluded are records created by program officials in evaluating suggestions or recommending awards. The former records are normally filed in the related process, case, or project files concerned while the latter are described in appendix 9-B of ch. 9.

18D1. Award committee meetings. Documents created to record the proceedings of meetings. Included are minutes of meetings, agenda, lists of members, recommendations, and related records.

Cut off annually, destroy when 3 years old.

18D2 - 18D4. Reserved.

18D5. Award ceremonies. Documents created in arranging and publicizing ceremonies for the presentation of awards. Included are posters, placards, and related records.

Cut off annually, destroy when 3 years old.

18D6 - 18D9. Reserved.

18D10. Award controls. Documents used in registering and controlling employee suggestions and performance award recommendations. Included are cards, logs, registers, and related records.

Destroy when superseded or obsolete.

18D11 - 18D14. Reserved.

General

18D15. Awards case files. Documents created in the granting of awards, for suggestions, special acts, service, sick leave, or superior performance. Included are suggestions, recommendations, acknowledgments, evaluations, notices of adoption or rejection, letters of refusal or return of awards, and related records.

a. Length of service and sick leave awards file: Destroy when 1 year old.

b. All other files: Destroy when 2 years old.

18D16. Administrator's ~~Departmental level awards files.~~ Documents created in granting awards ~~at the departmental or higher levels (Secretary's awards, Presidential, etc.)~~ Included are suggestions, recommendations, acknowledgments, evaluations, notices of adoption or rejection, letters of refusal or return of awards, and related records.

Cut off annually, destroy when 3 years old.

18D17 - 18D19. Reserved.

18D20. Award reports. Documents created to provide statistical information on participation in, awards approved under, and savings resulting from the awards program.

Cut off annually, destroy when 3 years old.

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For distinguished meritorious and exceptional service, EEO impact, and cash awards (\$,000-single and \$,100-group).

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This appendix provides documentation, maintenance, and disposition instructions for employment program records. The employment program is concerned with recruiting, examining, placing, promoting, and assisting in separation of employees. Employment records are created pursuant to provisions of GSA orders and handbooks in the 9000 subject classification series, the GSA Administrative Manual (OAD P 5410.1), and the Federal Personnel Manual. They are accumulated by the Employment Policy and Standards, Office of Personnel; counterparts in the regional offices; and by offices of individuals assigned responsibility for coordinating personnel matters on a service-wide or staff office-wide basis. Related documents accumulated by other offices are not covered by this appendix but are described in ch. 9 of this handbook.

18E1. Active applications. Documents created in receiving applications, conducting interviews, making selections, and placing applicants qualified and available for employment. Included are applications for Federal employment, qualification rating sheets, control logs, registers, applicant referrals, and related records.

Hold until applicant is selected, then transfer the selected applicant application to the official personnel folder, transfer the remainder of applications and related documents to the inactive application file (18E5) for disposition.

18E2. Offers of employment files. Documents created in offering appointments to potential employees. Included are correspondence, letters, and telegrams.

a. Accepted offers: Destroy immediately.

b. Declined offers:

- (1) When name is received from certificate of eligibles, return to Office of Personnel Management with reply and application.
- (2) Temporary or excepted appointment, file inside application. Destroy upon receipt of OPM inspection report or when 2 years old, whichever is earlier, providing the requirements of the Federal Personnel Manual, ch. 333, Section A-4, are observed.
- (3) All others, destroy immediately.

18E3 - 18E4. Reserved.

18E5. Inactive applications. Files established when decision is made that an applicant is not qualified or will not be selected for appointment for other reasons. Included are applications for Federal employment and related records.

Cut off annually, hold 2 years or until receipt of OPM report of inspection, whichever is earlier, providing the requirements in the Federal Personnel Manual are observed, and then destroy.

18E6 - 18E9. Reserved.

18E10. Promotions. Documents accumulated in administering and evaluating the GSA promotion plan, excluding any records that duplicate information in the promotion plan, in the official personnel folders, or in other personnel records. Included are temporary records of each promotion made under the plan, such as position identifications, vacancy announcements, evaluations of candidates,

GRS 1/4

GRS 1/15

GRS 1/33

listings of names of candidates as they appeared in the final ranking, certifications showing referrals and selections, and other documents required to allow reconstruction of the promotion action.

Cut off annually, destroy 2 years after the personnel action or after the action has been audited by OPM, whichever is sooner.

18E11 - 18E14. Reserved.

18E15. Career tenure listings. Documents used in determining retention rights, eligibility for reemployment rights, or conversion to career or career-conditional status. Included are listings, card files, retention registers, and related records.

- a. Listings from which reduction-in-force (RIF) actions have been taken: Cut off annually, destroy when 2 years old.
- b. Other listings: Destroy when superseded.

18E16 - 18E19. Reserved.

18E20. Separations, demotions, and reduction-in-force actions. Documents created in reviewing recommendations, determining actions, and notifying employees regarding demotion, reduction-in-force, and termination of employment, but excluding documents required for filing in the appeals or grievances files and the official personnel folder. Included are notices of RIF, demotion, or removal actions, control record cards, letters of charges, and related records.

Cut off annually after final decision, destroy when 1 year old.

18E21 - 18E24. Reserved.

18E25. Special employee programs. Documents created in coordinating a program for the maximum utilization of the capabilities of the handicapped, underprivileged, veterans, disabled veterans, and Vietnam veterans. Included are statistical reports, promotional materials, and related records.

Cut off annually, destroy when 3 years old.

18E26 - 18E29. Reserved.

18E30. Approval actions. Documents accumulated by the Office of Personnel, in reviewing, processing, and controlling all personnel actions which require Central Office or OPM approval. Included are higher grade placement actions, within grade raise actions, suspensions, demotions, and removals; appointments of experts, consultants, and uncompensated employees; and related records.

Cut off annually, destroy when 1 year old.

18E31. Recruitment files. Documents accumulated relating to general recruitment of personnel not identified elsewhere in this chapter. Included are plans for special recruitment goals, general recruitment plans, special studies relating to recruitment problems such as the use of temporary appointments, other problems as they may arise, and related records.

Cut off annually after completion of project, hold 1 year, and retire to FRC. Destroy when 3 years old.

18E32 - 18E34. Reserved.

18E35. Recruitment advertising. Documents created in preparing, reviewing, and clearing proposed paid advertisements and informational materials to attract prospective employees. Included are drafts, reports, advertising plans, copies of advertisements and brochures, and related records.

Destroy when 3 years old.

18E36 - 18E39. Reserved.

18E40. College recruitment. Documents created in planning, coordinating, and conducting recruitment of college graduates, including recruitment for management intern and cooperative workstudy programs. Included are plans for visitation programs, surveys of college labor markets, reports, and related records.

Cut off annually, destroy when 2 years old.

18E41 - 18E44. Reserved.

18E45. OPM certificates. Documents created in obtaining from OPM lists of certificates of eligibles and reporting on action taken on certificates. Included are requests for certification, certificates of eligibles, statements of reasons for passing eligibles, and related records.

Cut off annually, destroy when 2 years old.

18E46 - 18E49. Reserved.

18E50. Applicant rosters. Documents accumulated to provide an index to applications of qualified eligibles in terms of preference rating for employment. Included are examination scores, evidence of military service and previous employment, and related records.

Cut off annually, hold 2 years or until after OPM inspection, whichever is sooner, and destroy.

18E51 - 18E54. Reserved.

18E55. Examinations. Documents created in coordinating GSA employment requirements with the Office of Personnel Management Board of Examiners in order that

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examinations may be established, opened, or revised. Included are recommendations, comments, and related records.

Cut off annually, destroy when 2 years old.

18E56 - 18E59. Reserved.

18E60. 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.

Cut off annually, destroy when 2 years old.

18E61 - 18E64. Reserved.

18E65. Youth opportunity employment. Documents accumulated in publicizing and coordinating recruitment, training, and evaluation of the summer and youth opportunity employment programs. Included are applications, OPM rosters, reports to the OPM, and related records.

Cut off annually, destroy when 3 years old.

18E66 - 18E69. Reserved.

18E70. Congressional correspondence. Documents created in obtaining and transmitting information for, and developing replies to, congressional inquiries. Included are copies of congressional inquiries, replies, and related records.

Cut off annually, destroy when 1 year old.

Note.--This file is to be a reference file. Record copies should be filed in their appropriate functional categories.

18E71 - 18E74. Reserved.

18E75. 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 details, cross-training assignments, understudy assignments, correspondence, and related records.

Destroy when superseded or obsolete.

18E76 - 18E79. Reserved.

18E80. 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.

Place in inactive file following separation, destroy when 1 year old.

18E81 - 18E84. Reserved.

18E85. 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.

Cut off annually when superseded, canceled, or obsolete, destroy when 1 year old.

18E86 - 18E89. Reserved.

18E90. Personnel information systems. Documents accumulated in the development and implementation of personnel and manpower information systems on a local, agencywide, or Government-wide basis. Included are correspondence, instructions, and other documents on the Manpower and Payroll Statistics System (MAPS); the Central Personnel Data File (CPDF); and Interagency Advisory Group work groups concerned with personnel data standards, personnel statistics, or personnel management information systems. Excluded are specific reports generated under such systems.

Hold until termination of study, supersession or termination of system, or until documents are no longer needed for reference purposes, then destroy.

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GRS 20

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This appendix describes records accumulated in identifying, selecting, developing, and assigning candidates for GSA Senior Executive Service (SES) programs. Related documents accumulated by other offices are not covered in this appendix but are described in ch. 9 of this handbook.

18G1. 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.

GSA Executive Resources Board: Cut off annually, hold 3 years, and retire to FRC. Destroy when 5 years old.

18G2 - 18G4. Reserved.

18G5. 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.

Destroy when superseded or obsolete.

18G6 - 18G9. Reserved.

18G10. Executive position listings. Lists, cards, or registers showing names of GSA Executives.

Destroy when superseded or obsolete.

18G11 - 18G14. Reserved.

18G15. 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.

Place in inactive file following separation from the agency, destroy when 3 years old.

18G16 - 18G19. Reserved.

18G20. Executive assignment referral certificates. Listings of candidates who were referred for consideration for executive assignment positions.

Cut off annually, destroy after 2 years old, or after OPM evaluation, whichever occurs first.

18G21 - 18G24. Reserved.

18G25. Withdrawn by CHGE _____.

18G26 - 18G29. Reserved.

18G30. Executive manpower staffing goal files. Documents created to record the number of high-potential midmanagers and incumbent executives required to ensure

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qualified executive replacements. Included are routine and special reports, evaluation studies, individual career plans, pamphlets, agenda and minutes of meetings, and related records.

Destroy when superseded or obsolete.

18G31 - 18G34. Reserved.

18G35. Withdrawn by CHGE_____.

18G36 - 18G39. Reserved.

18G40. Withdrawn by CHGE_____.

18G41 - 18G44. Reserved.

18G45. Withdrawn by CHGE_____.

18G46 - 18G49. Reserved.

18G50. 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.

Cut off annually, hold 3 years, and retire to FRC. Destroy when 8 years old.

18G51 - 18G54. Reserved.

18G55. Withdrawn by CHGE_____.

This appendix provides documentation, maintenance, and disposition instructions for records accumulated in processing personnel records. More specifically, these records are accumulated in processing, controlling, and maintaining official personnel folders; answering inquiries regarding employees; controlling personnel reports, and technically reviewing personnel records maintained for independent agencies and commissions. These records are created pursuant to GSA orders and handbooks of the 9000 subject classification series, and the Federal Personnel Manual. They are accumulated in the Processing and Records Branch, Central Office Operations Division, Office of Personnel, and its counterpart in each regional office. This appendix does not apply to personnel records accumulated by offices engaged in other programs. Maintenance and disposition instructions for records of this nature are described in ch. 9 of this handbook.

GRS/11

18H1. Official personnel folders. Documents accumulated to provide an official record of personnel actions pertaining to an employee's status and service. The Federal Personnel Manual specifies the documents required for inclusion in official personnel folders.

- a. Records filed on right side of folder: When employee separates, cut off, hold 30 days, and transfer to the National Personnel Records Center, 111 Winnebago Street, St. Louis, MO 63318, except as provided in the Federal Personnel Manual. When employee transfers, send to gaining office.
- b. Records filed on left side of folder: Destroy if replaced or revoked, after 1 year, or before transferring folder, whichever is sooner.
- c. Official reprimands: Destroy in 3 years or earlier, at the discretion of the issuing office.

18H2 - 18H4. Reserved.

18H5. Personnel action reports. Documents created in the preparation, coordination, and consolidation of regular and special reports to the OPM. Included are reports on Federal civilian employment, acquisition of handicapped persons, geographical distribution of employment, biennial reports on occupations, other comparable reports, and related records.

Cut off annually, destroy when 2 years old.

18H6 - 18H9. Reserved.

18H10. Chronological journal. Copies of notifications of personnel action accumulated to provide a record for inspections, work measurement statistics, reference, preparation of reports, and other purposes.

Cut off annually, destroy when 2 years old.

18H11 - 18H14. Reserved.

18H15. Service control file. Documents created and maintained outside the personnel folder which provide an official summary of employment history for each employee and also provide summary data on each position occupied. Included are service record cards or their equivalent, and position identification strips.

- a. Service record card or equivalent: Destroy 3 years after separation or transfer of employee.
- b. Position identification strip: Destroy when position is canceled or new strip is prepared.

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This appendix provides documentation, maintenance, and disposition instructions for records accumulated by health service units. Health service units are established to promote and maintain the physical and mental health of Federal employees. Health service unit records are created only by GSA health service units established and operated pursuant to 5 U.S.C. 150 and GSA orders and handbooks of the 9000 subject classification series. |

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18I1. Health records files. Documents created to record individual employee medical history. Included are forms, correspondence, record of blood donations, and related records. Excluded are documents relating to preemployment physical examinations, health qualification placements, disability retirement examinations, and fitness for duty examinations which become a part of the official personnel folder on separation of employee but may be maintained separately prior to separation.

Cut off annually following transfer or separation, hold 6 years, and destroy (or transfer to gaining unit on request of individuals).

18I2 - 18I4. Reserved.

18I5. Health unit reports. Copies of statistical summaries, reports, and papers relating to employee health.

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~~*GRS1/21*~~

Cut off annually, destroy 2 years after date of summary or report.

18I6 - 18I9. Reserved.

18I10. Daily health log. Documents created in recording individual treatment given and other daily basic data regarding the operation of the health facility. Included are logs, registers, and related records.

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- a. When information is summarized: Destroy 3 months after last entry on log or register.
- b. When information is not summarized: Cut off annually, destroy 2 years after last entry.