

Request for Records Disposition Authority

Records Schedule Number **DAA-0478-2012-0006**
Schedule Status **Approved**

Agency or Establishment **Office of Personnel Management**
Record Group / Scheduling Group **Records of the Office of Personnel Management**
Records Schedule applies to **Major Subdivision**
Major Subdivision **Human Resource Solutions**
Schedule Subject **USA Testing (USAT)**
Internal agency concurrences will be provided **No**

Background Information **The information is collected to schedule candidates for Federal employment exams and to communicate with candidates via mail, e-mail, and phone regarding test schedules, as well as verifying scheduled tests are completed in order to calculate show rates for examinations. Test Administrator and Area Coordinator information is used for test site personnel resource allocation and coordination. Test site and session information is used to coordinate and conduct examinations and provide agencies and test administrators with scheduling information reports.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	5

GAO Approval

Outline of Records Schedule Items for DAA-0478-2012-0006

Sequence Number	
1	Inputs Disposition Authority Number: DAA-0478-2012-0006-0001
2	Master files Disposition Authority Number: DAA-0478-2012-0006-0002
3	Outputs Disposition Authority Number: DAA-0478-2012-0006-0003
4	system documentation Disposition Authority Number: DAA-0478-2012-0006-0004
5	Backup Tapes
5.1	Full backups Disposition Authority Number: DAA-0478-2012-0006-0005
5.2	weekly backups Disposition Authority Number: DAA-0478-2012-0006-0006

Records Schedule Items

Sequence Number	
1	<p>Inputs</p> <p>Disposition Authority Number DAA-0478-2012-0006-0001</p> <p>The information in USAT comes from the Custom Examining Processes (CEP) system, USA Staffing system, and OPM NWT personnel. CEP is an internal OPM system that interconnects with USAT and other assessment tools. Applicant information is collected via the CEP system, USA Staffing system, and other government agency Human Resources staff. Test administrator and area coordinator personal information is collected directly from the individual employee and entered into the system by NWT personnel. NWT personnel provide test session and test site information.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Withdrawn Status Explanation Inputs are scheduled under GRS 20/2b.</p> <p>Disposition Instruction</p> <p>Retention Period Destroy or delete when superseded or obsolete or 5 yrs.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Master files</p> <p>Disposition Authority Number DAA-0478-2012-0006-0002</p> <p>Pre-employment and human resource information is collected on candidates, including First Name, Last Name, Middle Initial, Social Security Number (SSN), Mother's Maiden Name, Address, City, State, Country, Zip Code, Home Phone Number, Work Phone Number, Work Phone Number Extension, Alternate Phone Number, and E-mail Address. Test Administrator and Area Coordinator information is collected including First Name, Last Name, Middle Initial, Address, City, State, Zip Code, User Name, E-mail Address, Work Phone, Work Phone Extension, Home Phone Number, Alternate Phone Number, and Fax Number. Test Administrator work information, including type of work and time and travel associated with the work, is entered by Area Coordinators. Test session and test</p>

site information is collected including Test Site Name, Address, City, State, Zip Code, Date, Time, and Test Administrators.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

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

Disposition Instruction

Retention Period Destroy or delete when superseded or obsolete or 5 yrs.

Additional Information

GAO Approval Not Required

Outputs

Disposition Authority Number DAA-0478-2012-0006-0003

employment assessments and written examinations and to communicate with candidates via mail, e-mail, and phone regarding test schedules. The information is also used to verify that scheduled tests are completed, in order to calculate show rates for examinations, and provide test session reports to an agency for which testing is being conducted. The system is also used to schedule and manage Test Administrator work.

Final Disposition Temporary

Item Status Withdrawn

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

Withdrawn Status Explanation Outputs are scheduled under GRS 20/5.

Disposition Instruction

Retention Period Destroy or delete when superseded or obsolete or 5 yrs.

Additional Information

GAO Approval Not Required

system documentation

3

4

Disposition Authority Number **DAA-0478-2012-0006-0004**

Certification and Accreditation documents, individual user manuals, model descriptors and system data requirements. Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports.

Final Disposition **Temporary**

Item Status **Withdrawn**

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**

Withdrawn Status Explanation **System Documentation is scheduled under GRS 20/11a1.**

Disposition Instruction

Retention Period **Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database. (GRS 20; 11a[1])**

Additional Information

GAO Approval **Not Required**

Backup Tapes

Full backups

Disposition Authority Number **DAA-0478-2012-0006-0005**

Final Disposition **Temporary**

Item Status **Withdrawn**

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**

Withdrawn Status Explanation **Full Backups are scheduled under GRS 24/4a1**

Disposition Instruction

Retention Period **Destroy or delete when second back up is verified as successful or when no longer needed for system restoration, administrative, legal, or other audit purposes, whichever is later. GRS 24, 4a1.**

5

5.1

5.2

Additional Information

GAO Approval Not Required

weekly backups

Disposition Authority Number DAA-0478-2012-0006-0006

Final Disposition Temporary

Item Status Withdrawn

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

Withdrawn Status Explanation Weekly Backups are scheduled under GRS 24/4a2.

Disposition Instruction

Retention Period Destroy or delete when superseded by a full backup, or when no longer needed for system restoration, whichever is later. GRS 24, 4a2.

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
07/24/2012	Certify	Patricia Capers	OPM Records Office r	Office of the Chief Information Officer - Records Management
05/06/2014	Submit for Concur rence	David Weber	for	National Archives and Records Administration - Records Management Services
05/19/2014	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - Records Management Services
05/19/2014	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
05/21/2014	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist