

Request for Records Disposition Authority

Records Schedule Number DAA-0478-2012-0007
Schedule Status Returned Without Action
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 Employee Services
Minor Subdivision Recruitment and Diversity
Schedule Subject USAJOBS
Internal agency concurrences will be provided No.

Background Information

The USAJOBS system/application supports the Federal hiring business processes of Federal agencies, departments, bureaus, offices and other entities. USAJOBS directly supports OPM in its mission to recruit, retain, and honor a world-class workforce to serve the American people.

Withdrawn

The USAJOBS system/application fulfills the statutory requirement under 5 U.S.C. sections 3327 and 3330 to provide public notice of job opportunities in the competitive service of the Federal Government.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	10

GAO Approval

Outline of Records Schedule Items for DAA-0478-2012-0007

Sequence Number	
1	Inputs
1.1	Web-based forms: Job seeker profile and on-line resume XML Data Sets: Job Opportunity Announcements, applicant notifications provided by agency TAS Uploaded binary files: Job seeker supplemental documentation Content management system (web page content and FAQs) Disposition Authority Number: DAA-0478-2012-0007-0001
2	Outputs
2.1	External aggregate reports Disposition Authority Number: DAA-0478-2012-0007-0002
2.2	Ad hoc statistical reports (web site performance) Job posting correspondence: E-mail XML data feeds: Job Opportunity Announcement listings provided to external recipients Disposition Authority Number: DAA-0478-2012-0007-0003
2.3	Audit log data and reports Disposition Authority Number: DAA-0478-2012-0007-0004
3	Master Files
3.1	job opening announcement information Disposition Authority Number: DAA-0478-2012-0007-0005
3.2	job seeker information (Applicant Data) Disposition Authority Number: DAA-0478-2012-0007-0006
3.3	Supporting Web Site Content Disposition Authority Number: DAA-0478-2012-0007-0007
4	System Documentation Disposition Authority Number: DAA-0478-2012-0007-0008
5	Backup Files
5.1	Full Backups Disposition Authority Number: DAA-0478-2012-0007-0009
5.2	Differential backups Disposition Authority Number: DAA-0478-2012-0007-0010

Withdrawn

Records Schedule Items

Sequence Number							
1	Inputs						
1.1	<p data-bbox="349 457 1489 606">Web-based forms: Job seeker profile and on-line resume XML Data Sets: Job Opportunity Announcements, applicant notifications provided by agency TAS Uploaded binary files: Job seeker supplemental documentation Content management system (web page content and FAQs)</p> <p data-bbox="349 617 1489 659">Disposition Authority Number DAA-0478-2012-0007-0001</p> <p data-bbox="349 670 1489 968">Job seekers provide profile information, resumes and (optionally) supplemental documentation to agencies during the online application process. Agencies' integrated agency TAS provide job opportunity announcement information and data related to applications submitted and application status information to the USAJOBS system which then populates individual job seeker profile records for the individuals. External agency HR Specialists may also utilize the Employer Services web module to create and post announcements, review applicant data for a specific opening, and perform resume mining to source candidates.</p> <p data-bbox="349 978 1489 1127"> <table border="0"> <tr> <td>Final Disposition</td> <td>Temporary</td> </tr> <tr> <td>Item Status</td> <td>Withdrawn</td> </tr> <tr> <td>Is this item media neutral?</td> <td>Yes</td> </tr> </table> </p> <p data-bbox="349 1138 1489 1266">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="349 1276 1489 1319">Withdrawn Status Explanation Inputs are scheduled under GRS 20/2b.</p> <p data-bbox="349 1351 1489 1393">Disposition Instruction</p> <p data-bbox="349 1404 1489 1702">Retention Period GRS 20-2a Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes or to support the reconstruction of or serve as a backup to the electronic records, or (applicable to permanent records only) 60 days after NARA has been provided the notification required by 36 CFR 1225.24(a)(1), whichever is later.</p> <p data-bbox="349 1734 1489 1776">Additional Information</p> <p data-bbox="349 1787 1489 1830">GAO Approval Not Required</p>	Final Disposition	Temporary	Item Status	Withdrawn	Is this item media neutral?	Yes
Final Disposition	Temporary						
Item Status	Withdrawn						
Is this item media neutral?	Yes						
2	Outputs						

Withdrawn

2.1	External aggregate reports Disposition Authority Number DAA-0478-2012-0007-0002 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 Disposition Instruction Retention Period Destroy or delete after 3 years Additional Information GAO Approval Not Required
2.2	Ad hoc statistical reports (web site performance) Job posting correspondence: E-mail XML data feeds: Job Opportunity Announcement listings provided to external recipients Disposition Authority Number DAA-0478-2012-0007-0004 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 Ad hoc Reports are scheduled under GRS 20/12a. Disposition Instruction Retention Period Destroy or delete after 3 years Additional Information GAO Approval Not Required
2.3	Audit log data and reports Disposition Authority Number DAA-0478-2012-0007-0004 Final Disposition Temporary Item Status Withdrawn

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 Audit logs are scheduled under GRS 20/1c.
Disposition Instruction
Retention Period Destroy or delete after 7 years (per OPM ISPP policy)

Additional Information
GAO Approval Not Required

Master Files

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3.1

job opening announcement information,
Disposition Authority Number DAA-0478-2012-0007-0005

Job opening announcement information includes all elements required to identify the vacancies, define duties, qualifications and evaluations for Federal positions reflecting workforce competencies, and provide application instructions applicable to the hiring agency.

Withdrawn

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

Disposition Instruction
Retention Period Destroy or delete after 3 years

Additional Information
GAO Approval Not Required

3.2

job seeker information (Applicant Data)
Disposition Authority Number DAA-0478-2012-0007-0006

Job seeker information includes all data provided by the individual to facilitate the application process through profile creation and maintenance (e.g., username, password, security questions and answers), creation and/or storage of job application materials (e.g., resume, transcripts), job search parameters, and application history. If available, notification of applicant status within the hiring

process is provided by hiring agencies and stored within the job seeker record. Job seeker information includes all data provided by the individual to facilitate the application process through profile creation and maintenance, creation and/or storage of job application materials, job search parameters, and application history. To support Equal Employment Opportunity Commission reporting by Federal agencies, demographic data for the job seeker (e.g., race, gender, national origin) may be collected (optional) at the time of application, transmitted to the hiring agency, and stored in the job seeker's record. If available, notification of applicant status within the hiring process is provided by hiring agencies and stored within the job seeker record.

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

Disposition Instruction

Retention Period Destroy or delete after 3 years

Additional Information

GAO Approval Not Required

Supporting Web Site Content

Disposition Authority Number DAA-0478-2012-0007-0007

Supporting web site content includes all public, instructional or informational content introduced through content management processes managed by the USAJOBS Program Office and offered to assist HR Specialists and job seekers in navigating the web site, performing transactions on the system, and understanding the Federal hiring process.

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

Disposition Instruction

Withdrawn

3.3

4

Retention Period Destroy no sooner than 3 year(s) after FAQ and Web Content is Superseded but longer retention is authorized

Additional Information

GAO Approval Not Required

System Documentation

Disposition Authority Number DAA-0478-2012-0007-0008

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. System technical requirements and release notes Integration guide System security assessment and authorization package, System CONOPS, Web site instructional and FAQ content

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 form (as opposed to paper) other than email and word processing? No

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

Withdrawn

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])

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5.1

Additional Information

GAO Approval Not Required

Backup Files

Full Backups

Disposition Authority Number DAA-0478-2012-0007-0009

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in

5.2

electronic format(s) other than e-mail and word processing?

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.

Additional Information

GAO Approval

Not Required

Differential backups

Disposition Authority Number

DAA-0478-2012-0007-0010

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

Differential 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

Withdrawn

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
07/27/2012	Certify	Tanya Bennett	Chief of Records Management and Data Policy	Office of the Chief Information Officer - Records Management and Data Policy
08/12/2013	Return for Revision	David Weber	for	National Archives and Records Administration - Records Management Services
09/03/2013	Submit For Certification	Joel Westphal	Supervisory Records Officer	CIO - Records Management
05/13/2014	Certify	Tanya Bennett	Chief Records Management and Data Policy	CIO - Information Management
05/30/2014	Return Without Action	David Weber	for	National Archives and Records Administration - Records Management Services

Withdrawn