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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0478-2017-0003

Request for Records Disposition Authority

Records Schedule Number DAA-0478-2017-0003
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 Agency-wide
Schedule Subject Offices of the Director and Executive Secretariat
Internal agency concurrences will be provided No

Background Information

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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 | 5 |

GAO Approval

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0478-2017-0003

Outline of Records Schedule Items for DAA-0478-2017-0003

| Sequence Number | |
|-----------------|---|
| 1 | Offices of the Director and Executive Secretariat Program Files Disposition Authority Number: DAA-0478-2017-0003-0001 |
| 2 | Offices of the Director and Executive Secretariat Correspondence Files Disposition Authority Number: DAA-0478-2017-0003-0002 |
| 3 | Presidential Transition Program Files Disposition Authority Number: DAA-0478-2017-0003-0003 |
| 4 | Regulatory Affairs Files Disposition Authority Number: DAA-0478-2017-0003-0004 |
| 5 | Council and Committee Files Disposition Authority Number: DAA-0478-2017-0003-0005 |

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0478-2017-0003

Records Schedule Items

| Sequence Number | |
|-----------------|---|
| 1 | <p>Offices of the Director and Executive Secretariat Program Files</p> <p>Disposition Authority Number DAA-0478-2017-0003-0001</p> <p>These files contain the records relating to the activities of the Office of the Director and the Office of the Executive Secretariat in directing and carrying out the policies, program functions, and responsibilities of their offices. These records include, but are not limited to, plans and strategic plans, such as unified agendas; decisional records; reports; policies and procedures; records related to hearings, speeches, and other presentations; meeting and briefing materials; trip and visit materials; and other related documentation.</p> <p>Final Disposition Permanent</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the Director's tenure, or when superseded or obsolete, whichever is later.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown n/a</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown n/a</p> |
| 2 | <p>Offices of the Director and Executive Secretariat Correspondence Files</p> <p>Disposition Authority Number DAA-0478-2017-0003-0002</p> |

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These files consist of official communications of the Office of the Director and Office of the Executive Secretariat to internal and external audiences in support of the agency's mission and responsibilities. These records include, but are not limited to, correspondence with individual members of the public, Federal agencies, and Federal unions on substantive issues within the agency's purview; correspondence with or on behalf of the White House; substantive background materials; and other official correspondence and related documentation.

Final Disposition Permanent

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? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cut off at the end of the Director's tenure.

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
n/a

How frequently will your agency transfer these records to the National Archives? Unknown
n/a

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Presidential Transition Program Files

Disposition Authority Number DAA-0478-2017-0003-0003

These files contain materials created to prepare incoming staff during a transition between presidential administrations. These records include, but are not limited to, substantive drafts and finalized briefing materials regarding OPM's organization, functions, and priorities, as well as issues affecting OPM, that are provided to incoming staff, and other related documentation.

Final Disposition Permanent

Item Status Withdrawn

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| | | |
|---|---|---|
| | 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? | Yes |
| | Do any of the records covered by this item exist as structured electronic data? | Yes |
| | Disposition Instruction | |
| | Cutoff Instruction | Cut off at the end of the transition. |
| | Transfer to the National Archives for Accessioning | Transfer to the National Archives 15 year(s) after cutoff |
| | Additional Information | |
| | What will be the date span of the initial transfer of records to the National Archives? | Unknown n/a |
| | How frequently will your agency transfer these records to the National Archives? | Unknown n/a |
| 4 | Regulatory Affairs Files | |
| | Disposition Authority Number | DAA-0478-2017-0003-0004 |
| | These files pertain to the creation and maintenance of regulations that fall under the statutory responsibility of OPM. These records include, but are not limited to, proposed and final modifications and additions to the Code of Federal Regulations published in the Federal Register; and periodic reports to Congress, the Office of Management and Budget (OMB), and other agencies regarding OPM regulations; and other related documentation. | |
| | Final Disposition | Permanent |
| | 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? | Yes |
| | Do any of the records covered by this item exist as structured electronic data? | Yes |
| | Disposition Instruction | |

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Cutoff Instruction Cut off when the regulation is discontinued, superseded, or canceled.

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
n/a

How frequently will your agency transfer these records to the National Archives? Unknown
n/a

Council and Committee Files

Disposition Authority Number DAA-0478-2017-0003-0005

These files pertain to councils and committees on which the OPM Director or designee serves as a member or decision maker. These records include, but are not limited to, charters; bylaws; standing operating procedures and guidelines; meeting minutes and agendas; findings, recommendations, and advisory materials; correspondence; training and outreach materials; decisional records; plans; reports; records regarding council and committee initiatives; and other related documentation.

Final Disposition Permanent

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? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction . Cut off at the end of the Director's tenure, or when superseded or obsolete, whichever is later.

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff

Additional Information

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Request for Records Disposition Authority

Records Schedule: DAA-0478-2017-0003

| | |
|---|----------------|
| What will be the date span of the initial transfer of records to the National Archives? | Unknown n/a |
|---|----------------|

| | |
|--|----------------|
| How frequently will your agency transfer these records to the National Archives? | Unknown n/a |
|--|----------------|

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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 |
|------------|-----------------------|---------------|----------------------------|--|
| 11/22/2016 | Return to Submitter | Alicia Hoefke | Agency Records Officer | Chief Information Officer - Records Management |
| 12/01/2016 | Certify | Alicia Hoefke | Agency Records Officer | Chief Information Officer - Records Management |
| 05/01/2017 | Return Without Action | David Weber | Senior Appraisal Archivist | National Archives and Records Administration - Records Management Services |