

### Request for Records Disposition Authority

Records Schedule Number      **DAA-0478-2017-0007**  
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    **Agency-wide**  
Schedule Subject                **Merit System Accountability and Compliance (MSAC)**  
Internal agency concurrences will be provided    **No**

Background Information        **Merit System Accountability and Compliance (MSAC) at the U.S. Office of Personnel Management (OPM) ensures through rigorous oversight that Federal agency human resources programs are effective and meet merit system principles and related civil service requirements.**

#### 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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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                                     | 0                                     |

#### GAO Approval

## Outline of Records Schedule Items for DAA-0478-2017-0007

| Sequence Number |   |
|-----------------|---|
| 1               | MSAC Program Files<br>Disposition Authority Number: DAA-0478-2017-0007-0001 |

**Records Schedule Items**

| Sequence Number |   |
|-----------------|---|
| 1               | <p><b>MSAC Program Files</b></p> <p>Disposition Authority Number      <b>DAA-0478-2017-0007-0001</b></p> <p>These files contain the records relating to the activities of the Merit System Accountability and Compliance office in directing and carrying out the policies, program functions, and responsibilities of the office. These records include, but are not limited to, planning materials, such as strategic plans and succession plans; policies, guidance, and procedures; program reviews; reports; meeting materials; webpages and other communications; and other related materials.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                          <b>Yes</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cut off when superseded or obsolete.</b></p> <p>Retention Period                         <b>Destroy 10 years after cutoff or when no longer needed for business, whichever is later.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p> |

### 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   |
|------------|------------------------|------------------|---|--|
| 05/31/2017 | Certify                | Bethany Letalien | Management Analyst                      | Office of the Chief Information Officer - Information Management Division  |
| 09/12/2017 | Submit for Concurrence | David Weber      | Senior Appraisal Archivist              | National Archives and Records Administration - Records Management Services |
| 09/20/2017 | Concur                 | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services     |
| 09/20/2017 | Concur                 | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services     |
| 09/22/2017 | Approve                | David Ferriero   | Archivist of the United States          | Office of the Archivist - Office of the Archivist                          |