

Request for Records Disposition Authority (See Instructions on reverse)		Leave Blank (NARA Use Only)	
To National Archives and Records Administration (NIR) Washington, DC 20408		Job Number NI-478-09-1	
1 From (Agency or establishment) Office of Personnel Management		Date Received 7/28/09	
2 Major Subdivision Strategic Human Resources Policy Division		Notification to Agency In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 Minor Subdivision		Date Archivist of the United States	
4 Name of Person with whom to confer Margaret A. Miller	5 Telephone (include area code) 202-606-2699	WITHDRAWN	

6 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 on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies

is not required is attached has been requested

Signature of Agency Representative <i>Margaret A. Miller</i>	Title Chief, Plans & Policies Group	Date (mm/dd/yyyy) 7/15/09
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Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1.	<p>Official Personnel Folder (OPF) Agency civilian personnel records relate to the supervision over and management of Federal civilian employees.</p> <p>b. The Office of Personnel Management is requesting disposition authority to reduce the retention period for OPFs from 65 years to 45 years. The proposed retention period satisfies OPM's administrative, legal and fiscal requirements.</p> <p>DISPOSITION: Transfer folders to National Personnel Records Center (NPRC), St. Louis, MO 30 days after latest separation of separated employees. NPRC will destroy 45 years after separation from Federal Service.</p> <p>GRS 1 (b).</p>	1	

1. Official Personnel Folders (OPFs)

a Folders covering employees separated on or before December 31, 1952 This item applies to all civilian Federal employees, including employees who separated from agencies that do not fall under OPM's authority This item supersedes all agency specific schedules for official personnel files Classified personnel records must be declassified prior to transferring to NPRC

PERMANENT Transfer immediately to the National Personnel Records Center (NPRC), St Louis, MO

b Records filed on the right side of the OPF (See GRS 1, item 10, for temporary papers on the left side of the OPF) Folders covering employees separated from January 1, 1953 to December 31, 1973 This item only applies to federal employees included in the Office of Personnel Management's Central Personnel Data file at the time of separation Classified personnel records must be declassified prior to transferring to NPRC

PERMANENT Transfer to the National Personnel Records Center (NPRC), St Louis, MO 45 years after employee separation

NOTE Official Personnel Files for employees in the following agencies are not included in the Office of Personnel Management's Central Personnel Data file, and are not covered by this item If the Official Personnel Records in these agencies are covered under the Federal Records Act, or if it is the practice of the agency to submit SFs 115 to NARA for approval, then, these agencies must submit new SFs 115 to schedule their official personnel files or inform NARA that its official personnel files are scheduled as permanent on an agency-specific SF 115

Administrative Office of the U S Courts

Board of Governors of the Federal Reserve System

Central Intelligence Agency

Civilian Intelligence Personnel Management System

Federal Bureau of Investigation

Federal Judicial Center

Foreign Service

REMOVED

Agency for International Development

Broadcasting Board of Governors

Departments of Agriculture, Animal and Plant Health Inspection Service

Departments of Agriculture, Foreign Agriculture Service)

Department of Commerce, International Trade Administration

Department of State

Peace Corps

Department of Veterans Affairs Medical and other positions Filed Under Title 38 United States Code-

National Security Agency

Department of Defense Nonappropriated Fund Instrumentalities

Tennessee Valley Authority

Transportation Safety Administration

White House- Executive Office of the President

c Records filed on the right side of the OPF (See GRS 1, item 10, for temporary papers on the left side of the OPF) Folders covering employees separated from January 1, 1974 and ongoing This item only applies to federal employees found in the Central Personnel Data file at the time of separation Official Personnel files for employees not found in the Civil Service database are unscheduled This item supersedes all agency specific schedules for official personnel files

TEMPORARY Transfer folder to National Personnel Records Center (NPRC), St Louis, MO, 30 days after latest separation NPRC will destroy 45 years after separation from Federal service

NOTE Official Personnel Files for employees in the following agencies are not included in the Office of Personnel Management's Central Personnel Data file, and are not covered by this item If the Official Personnel Records in these agencies are covered under the Federal Records Act, or if it is the practice of the agency to submit SFs115 to NARA for approval, then, these agencies must submit new SFs115 to schedule their official personnel

WITHDRAWN

Administrative Office of the U S Courts

Board of Governors of the Federal Reserve System

Central Intelligence Agency

Civilian Intelligence Personnel Management System

Federal Bureau of Investigation

Federal Judicial Center

Foreign Service

Agency for International Development,

Broadcasting Board of Governors

Departments of Agriculture, Animal and Plant Health Inspection Service,

Departments of Agriculture, Foreign Agriculture Service),

Department of Commerce, International Trade Administration

Department of State

Peace Corps

Department of Veterans Affairs Medical and other positions Filed Under Title 38 United States Code-

National Security Agency

Department of Defense Nonappropriated Fund Instrumentalities

Tennessee Valley Authority

Transportation Safety Administration

d e-OPF Electronic version of official personnel files that do not cover the timeframes indicated above Documents consist of scanned images and documents born digital

WITHDRAWN

TEMPORARY Delete 45 years after separation from Federal service

- 1 Hard copy official personnel file scanned into the eOPf

TEMPORARY Destroy one year after the information has been converted to an electronic medium and verified

- 2 Supplemental documents scanned into the e-OPF

TEMPORARY Destroy after the information has been converted to an electronic medium and verified

WITHDRAWN