

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER ⁴⁷⁸ N1- 406 -11- 2	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 4/5/11	
1 FROM (Agency or establishment) Office of Personnel Management		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Office of the Chief Information Officer			
3 MINOR SUBDIVISION Human Resource Solutions – USA Testing (USAT)			
4 NAME OF PERSON WITH WHOM TO CONFER John Stoll	5 TELEPHONE NUMBER 312-353-0233	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN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 <u>4</u> page(s) are not needed now for the business for 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE Patricia Capers	TITLE Records Officer	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	USA Testing (USAT) 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to coordinate and conduct examinations and provide agencies and test administrators with scheduling information reports	WITHDRAWN 9/19/2012	

ITEM #	TITLE/DESCRIPTION	RETENTION & DISPOSITION
1	<p>INPUTS.</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>System TEMPORARY.</p> <p>20 yrs</p> <p><i>WIT HDRAWN 9/19/2012</i></p>
2	<p>MASTER FILES.</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,</p>	<p>System TEMPORARY.</p> <p>20 yrs</p> <p>Records TEMPORARY.</p> <p>as referred in GRS 33 items a-1</p>

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	<p>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 site information is collected including Test Site Name, Address, City, State, Zip Code, Date, Time, and Test Administrators</p>	
3	<p>OUTPUTS.</p> <p>The purpose of the USAT system is to schedule candidates for Federal 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</p>	<p>TEMPORARY.</p> <p>Destroy or delete when superseded or obsolete or 5 yrs</p>
4	<p>SYSTEM DOCUMENTATION.</p> <p>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</p>	<p>TEMPORARY.</p> <p>Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database (GRS 20, 11a[1])</p>
5	<p>BACKUP TAPES.</p> <p>Full backups are performed on all servers at least once a week, usually on the weekend</p>	<p>TEMPORARY.</p> <p>(A) Destroy or delete when superseded by a full backup, or when no longer needed for system restoration, whichever is later GRS 20, 8b</p>

*WITHDRAWN
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	<p>Differential backups are performed on all servers on all other days. All backup servers run NetBackup SQL Backup agent. HRT&T has an agreement with a vendor here in Macon, Data Management Business Records, to provide off-site tape storage. This vendor makes weekly trips to HRT&T to rotate containers of backup tapes. Drop-offs / pick-ups of the containers of backup tapes are on Tuesdays of every week. The vendor requests access at front gate and requests departure at exit gate, as required by all vendors. The vendor does not have access to facility entrance doors. HRT&T personnel meet the vendor at the rear entrance to exchange tape boxes.</p>	<p>(B) 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 20, 8b</p> <p><i>WITHDRAWN 9/19/2012</i></p>