

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-478-11-4	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 4/5/2011	
1 FROM (Agency or establishment) Office of Personnel Management		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Staffing (USAS)			
4 NAME OF PERSON WITH WHOM TO CONFER Dianna Saxman	5 TELEPHONE NUMBER 215-362-3154	DATE 25 JUL 2013	ARCHIVIST OF THE UNITED STATES 
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 5-20-11	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<b>USA Staffing (USAS)</b>  The USAS web-based application is a single integrated software solution, which enables Human Resources Management (HRM) personnel to design custom assessment tools, job application questionnaires, and job vacancy announcements for filling Government jobs. HRM personnel can send job vacancy announcements to the OPM USAJOBS® system for public notice.		

ITEM #	TITLE/DESCRIPTION	RETENTION & DISPOSITION
1	<p><b>INPUTS.</b> The process flow and description of the various USAS components and features are as follows</p> <p><b>USAS Core System:</b> HRM personnel use the core USAS system to create assessment tools, post vacancy announcements on USAJOBS, review job applications, rate and rank candidates.</p> <p><b>Application Manager:</b> The candidates apply for the vacancy announcements using the web-enabled Application Manager component or faxing the hardcopy OPM Form 1203-FX that is automatically processed. Candidates can view their status for job announcements, apply on-line, and update their profile information</p> <p><b>Selection Manager:</b> The agencies prepare requests for lists of eligible candidates for specific job openings and applications, and supporting documents are available via the Web to the hiring managers using the Selection Manager component The hiring action is then recorded and tracked within the system</p> <p><b>USAJOBS:</b> Applicant resumes and supporting documents that are uploaded to USAJOBS are shared with USA Staffing.</p>	<p><b>TEMPORARY :</b> Destroy when 3 years old</p> <p>GRS 20/26</p>
2	<p><b>MASTER FILES.</b> USAS collects candidate information Required information collected from all USAS applicants consists of Social Security Number, Vacancy Identification Number, Title of Job, First Name, Last Name, Address, City, Zip Code, Lowest Grade, Occupational Specialties, and Geographic Availability, All other information collected from USAS applicants is optional as determined by the agency</p>	<p><b>TEMPORARY:</b> Destroy or delete when superseded or obsolete or 3 yrs after job closes whichever comes first</p>

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	<p>user This information may consist of Middle Initial, State, Country, Telephone Number, Contact Time, Fax Number, Fax Extension, E-mail Address, Permanent Phone Number, Permanent Phone Number Extension, Place of Employment, Work Address, Work State, Work Country, Work City, Work Zip Code, Employment Availability (Full Time Employment, Temporary Employment, Jobs Requiring Travel, Part Time Employment, Citizenship, Special Accommodation, Other Employment Questions), Citizenship, Background Information, Gender, Date of Birth, Languages, Professional Skills, Test Location, Veterans Preference, Dates of Active Duty for Military Service, Availability Date, Service Computation Date, Job Preference, Transition Assistance Plan, Job Related Experience (Years, Months), Personal Background Information, and Education Information (College or University) Customizations of the optional fields, as well as customization of additional questions/responses collected from applicants via a questionnaire, are made by agency users as needed for their vacancies As determined by agency users, some vacancies may accept and/or require supporting documentation in order to qualify for a particular position USA Staffing allows the collection of the following document types Resume, Transcript, Qualifications, Veterans Documentation (i e DD-214), and Miscellaneous (as defined by an agency user)</p>	

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3	<p><b>OUTPUTS.</b></p> <p>HRM personnel use the core USAS system to create assessment tools, post vacancy announcements on USAJOBS, review job applications, rate and rank candidates, and generate a variety of standard reports/exports and applicant notifications related to the Federal hiring process, including reports on vacancies (maintained by vacancy identification number and a control number), assessments, applicants, referrals, client offices, and customers USA Staffing also generates a wide variety of management reports, including Certificate Requests, Certificate Timeliness, Certificate Activity, Overdue Certificates, Delegated Examining Unit (DEU) Workload, Lists of Eligible Candidates, Offers of Employment, Vacancy Tracking, Applicant Status, and Application Notification Letters</p>	<p><b>TEMPORARY</b> GRS 1/4, GRS 1/5 and GRS 1 item 33, sub F, K, I, M, N, P, Q</p> <p>Cut off Annually Destroy 2 years after cutoff (N1-GRS-02-1 item 33q)</p>
4	<p><b>SYSTEM DOCUMENTATION.</b></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><b>TEMPORARY.</b></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><b>BACKUP TAPES.</b></p> <p>Differential backups occurring every other day</p> <p>Weekly backups</p>	<p><b>TEMPORARY.</b></p> <p>(A) Destroy or delete when superseded by a full backup, or when no longer needed for system restoration, whichever is later GRS 24, 4a2</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 24, 4a1</p>