

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-478-11- 7	
To. NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 6/27/11	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Employee Services			
4 NAME OF PERSON WITH WHOM TO CONFER Roland Edwards	5 TELEPHONE NUMBER (202) 606-1188	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WITHDRAWN			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 6-27-11	SIGNATURE OF AGENCY REPRESENTATIVE <i>Patricia Capers</i> 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Executive Schedule C System (ESCS) stores information on career and non-career executives and non-career non-executive employees on Schedule C appointments. The information collected and stored in ESCS is defined by Section 617 of P.L. 106-585 U.S.C. 3135 and elsewhere, regarding positions in the SES and the incumbents of these positions and is used to manage regulatory and statutory requirements for managing career and non-career executives and Schedule C appointments</p> <p>This system contains records on current and former appointees in the Senior Executive Service, current and former incumbents of Executive Schedule, Scientific and Professional research and development, Senior Level, Board of Contract Appeals, and similar positions, former incumbents of General Schedule 16-18 positions, and participants in and graduates of OPM-approved agency Senior Executive candidate development programs</p>	Supersede N1-478-95-003	

WITHDRAWN

	<p>A description of a typical transaction conducted on the IT system- A typical transaction performed in the system would be for the agency to input documentation for a Qualification Review Board, to be processed by the program office or for the agency to input documentation for a 1019 or 1652 to be processed by the program office</p>		
ITEM #	TITLE/DESCRIPTION	RETENTION & DISPOSITION	
1	<p>INPUTS.</p> <p>The information is gathered manually from the individual via forms OPM 1019 and 1652, and put directly into ESCS by the Employee Relations Specialist at each agency. External Agencies have login accounts to the main OPM ESCS system</p>	<p>System TEMPORARY.</p> <p>Destroy or delete when superseded or obsolete or 20 yrs whichever comes first.</p>	
2	<p>MASTER FILES.</p> <p>a Demographic, appointment, and assignment information (e g , name, office address, date of birth, Social Security Number, sex, race and ethnic designation, titles of positions, pay rates, and types of appointments)</p> <p>b Background data on work experience, educational experience, publications or awards (includes performance ratings and any performance, rank, or incentive awards received), and career interests</p> <p>c Determinations on nominees for Meritorious and Distinguished Presidential Rank awards.</p> <p>d Determinations concerning executive (managerial) qualifications (i e , Qualification Review Board records).</p> <p>e Information on performance of executives (e g , performance ratings, performance</p>	<p>Records PERMANENT</p> <p>Retain indefinitely for Congressional and White House requests for reports including current and historical data.</p>	

WITHDRAWN

	<p>awards, and incentive awards)</p> <p>f Information relating to participants (current and former) in the sabbatical leave program (e g , dates of participation and reasons for the leave).</p> <p>g Applications from individuals who, within the 90-day period provided for under 5 U S C 3593(b), seek reemployment in the Senior Executive Service</p> <p>h Information concerning the reason(s) why an individual leaves an executive position (e g , retired, resigned, to enter private industry, to work for a State government, or removed during probation or after because of performance)</p> <p>i Information about the recruitment of individuals for executive positions (e g , recruited from another Federal agency or from outside the Federal service).</p>	
3	<p>OUTPUTS.</p> <p>Reports are run against the existing data in the system to fulfill internal OPM administrative requirements, Congressional requests, and White House requests for current and historical information on political appointees It is also the source of information for "The Plum Book" The Plum Book is a listing of over 9,000 civil service leadership and support positions (filled and vacant) in the Legislative and Executive branches of the Federal Government that may be subject to noncompetitive appointments These positions include agency heads and their immediate subordinates, policy executives and advisors, and aides who report to these officials Many positions have duties which support Administration policies and programs The people holding these positions usually have a close and confidential relationship with the agency head or other key officials</p> <p>The Plum Book is available online at http://www.gpoaccess.gov/plumbook/index.html</p>	<p>TEMPORARY.</p> <p>Destroy or delete when superseded or obsolete or 5 yrs whichever comes first</p>

WITHDRAWN

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>Netbackup is used to backup the servers and databases For the file system, full backups are run on weekends and differentials on Monday – Thursday night</p> <p>Oracle DB files are backed up 7 days a week The tapes are shipped offsite the business day after the backup</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 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>

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