

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-478-1 ¹²⁻¹	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 11/15/11	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Employee Services			
3 MINOR SUBDIVISION Recruitment and Diversity/USAJOBS Program Office			
4 NAME OF PERSON WITH WHOM TO CONFER Edward Cuneo	5 TELEPHONE NUMBER (202) 606-7987	DATE	ARCHIVES OF THE UNITED STATES WITHDRAWN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 ___4___ 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 10/4/2011	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>The USAJOBS Program Office is a unit of the OPM Employee Services, Recruitment and Hiring, and is responsible for the operation and maintenance of the Recruitment One-Stop (USAJOBS) information system. The system owner is the USAJOBS Program Office Program Director. The USAJOBS system/application supports the Federal hiring business processes of Federal agencies, departments, bureaus, offices and other entities. USAJOBS directly supports OPM in its mission to recruit, retain, and honor a world-class workforce to serve the American people.</p> <p>The USAJOBS system/application fulfills the statutory requirement under 5 U S C sections 3327 and 3330 to provide public notice of job opportunities in the competitive service of the Federal Government.</p>		

ITEM #	TITLE/DESCRIPTION	RETENTION & DISPOSITION
1	<p>INPUTS.</p> <ul style="list-style-type: none"> a Web-based forms Job seeker profile and on-line resume b XML Data Sets JOAs, applicant notifications provided by agency TAS c Uploaded binary files: Job seeker supplemental documentation d Content management system (web page content and FAQs) <p>Job seekers provide profile information, resumes and (optionally) supplemental documentation to agencies during the online application process Agencies' integrated agency TAS provide job opportunity announcement information and data related to applications submitted and application status information to the USAJOBS system which then populates individual job seeker profile records for the individuals External agency HR Specialists may also utilize the Employer Services web module to create and post announcements, review applicant data for a specific opening, and perform resume mining to source candidates</p>	<p>System TEMPORARY</p> <p>20 yrs</p> <p>Records TEMPORARY</p> <p>Job opportunity announcement data - 3 years Applicant data - 3 years Web content - cleared as necessary</p>
2	<p>MASTER FILES.</p> <p>Information collected, stored, processed, or transmitted by the system can be generally grouped into three broad categories – job opening announcement information, job seeker information, and supporting web site content</p> <p>Job opening announcement information includes all elements required to identify the vacancies, define duties, qualifications and evaluations for Federal positions reflecting workforce competencies, and provide application instructions applicable to the hiring agency Job seeker information includes all data provided by the individual to facilitate the application process through profile creation and maintenance (e.g., username, password, security questions and</p>	<p>Records TEMPORARY</p> <p>Job opportunity announcement data - 3 years Applicant data - 3 years Web content - cleared as necessary</p>

WITHDRAWN

	<p>answers), creation and/or storage of job application materials (e.g., resume, transcripts), job search parameters, and application history. If available, notification of applicant status within the hiring process is provided by hiring agencies and stored within the job seeker record. Job seeker information includes all data provided by the individual to facilitate the application process through profile creation and maintenance, creation and/or storage of job application materials, job search parameters, and application history. To support Equal Employment Opportunity Commission reporting by Federal agencies, demographic data for the job seeker (e.g., race, gender, national origin) may be collected (optional) at the time of application, transmitted to the hiring agency, and stored in the job seeker's record. If available, notification of applicant status within the hiring process is provided by hiring agencies and stored within the job seeker record. Supporting web site content includes all public, instructional or informational content introduced through content management processes managed by the USAJOBS Program Office and offered to assist HR Specialists and job seekers in navigating the web site, performing transactions on the system, and understanding the Federal hiring process.</p>	
3	<p>OUTPUTS.</p> <ul style="list-style-type: none"> a. External aggregate reports b. <i>Ad hoc</i> statistical reports (web site performance) c. Job posting correspondence E-mail d. XML data feeds JOA listings provided to external recipients e. Audit log data and reports 	<p>Records TEMPORARY.</p> <p>Aggregate reports - 10 years</p> <p>Audit log data and reports - 7 years (per OPM ISPP policy)</p>
4	<p>SYSTEM DOCUMENTATION.</p> <ul style="list-style-type: none"> a. Certification and Accreditation documents, individual user manuals, model descriptors and system data requirements 	<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>

WITHDRAWN

	<p>Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports</p> <ul style="list-style-type: none"> b System technical requirements and release notes c Integration guide d System security assessment and authorization package e. System CONOPS f Web site instructional and FAQ content 	
5	<p>BACKUP TAPES.</p> <p>Full backups are performed on all servers at least weekly (usually on the weekend)</p> <p>Differential backups are performed on all servers on all other days</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>

WITHDRAWN