

Request for Records Disposition Authority

Records Schedule Number: DAA-0479-2014-0001
Schedule Status: Returned Without Action
Agency or Establishment: Merit Systems Protection Board
Record Group/Scheduling Group: Records of the Merit Systems Protection Board
Records Schedule applies to: Agency-wide
Schedule Subject: Media-Neutral Paper and Electronic Case Files.
Internal agency concurrence will be provided: No

Background Information: The intent of this request is to update MSPB's traditional paper-centric approach to current multimedia, mixed-format reality. MSPB requests that media-neutral be added to MSPB's approved schedule NARS 79-93-1. This request will ensure that all MSPB paper and electronic case files are in compliance with NARA's revised GRS 20, 36 CFR 1228.24 and 1228.31 that relate to media-neutral records schedules. Unless specifically stated otherwise in the description or the retention schedule, all items are media-neutral and apply to paper, electronic, microform, or other media in which records may exist.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	1

GAO Approval

Outline of Records Schedule Items for DAA-0479-2014-0001

Sequence Number

MSPB maintains both paper and electronic case files throughout MSPB offices and systems.

Electronic and Paper Case Files.

Disposition Authority Number: DAA-0479-2014-0001-0001

Returned Without Action

Records Schedule Items

Sequence Number	
1	MSPB maintains both paper and electronic case files throughout MSPB offices and systems.
1.1	Electronic and Paper Case Files.
	Disposition Authority Number DAA-0479-2014-0001-0001
	The lifecycle of MSPB paper and electronic case files is tracked and maintained by the Board's Law Manager case management system and its Document Management System. These systems contain information and documents such as appeals, briefs, pleadings, motions, exhibits, hearing transcripts, audio files, and MSPB orders and decisions, which comprise the official appeal records arising under the adjudicatory authority of the Board.
	Final Disposition Temporary
	Item Status Withdrawn
	Is this item media neutral? Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes
	Do any of the records covered by this item exist as structured electronic data? Yes
	GRS or Superseded Authority Citation N1-479-93-1, Item 1 N1-479-93-1, Item 2 N1-479-93-1, Item 3 N1-479-93-1, Item 4
	Disposition Instruction
	Cutoff Instruction Cutoff files one (1) year after case files closed.
	Retention Period Destroy immediately after Seven (7) years old.
	Additional Information
	GAO Approval Not Required

Returned Without Action

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
08/28/2014	Certify	Tony Mallett	Records Information Officer	US Merit System Protection Board - US Merit System Protection Board
03/27/2015	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
05/14/2015	Return Without Action	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services