

Request for Records Disposition Authority

Records Schedule Number: DAA-0021-2013-0001
 Schedule Status: Returned Without Action
 Agency or Establishment: District Courts of the United States
 Record Group / Scheduling Group: Records of District Courts of the United States
 Records Schedule applies to: Agency-wide
 Schedule Subject: RDS-2 C(1) Human Resources Records of the Courts, includes and applies to RG 021, 116, 276, 321, 477, 482, 504, and 578
 Internal agency concurrences will be provided: Yes

Background Information

In 1985, the Judicial Conference approved two comprehensive records disposition schedules for the courts that included brief guidance pertaining to personnel records. This schedule would amend the human resources records disposition to that guidance and changes the language in light of judiciary nomenclature and retention requirements.

Presently, the records disposition for personnel records contains only three items: leave slips, leave charts and records, and work files for court personnel. The schedules cite NARA's General Records Schedule 1 (GRS 1) for additional guidance, which is primarily designed for executive branch agencies. That schedule is difficult for the courts to use because some of the guidance does not apply to the judiciary and some court records require a different retention period than that stated in GRS 1. For these reasons, this schedule is offered to clarify and increase guidance for human resources records.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	30

GAO Approval

Outline of Records Schedule Items for DAA-0021-2013-0001

Sequence Number	
1	a OPF Disposition Authority Number DAA-0021-2013-0001-0001
2	b Classification Files Disposition Authority Number DAA-0021-2013-0001-0002
3	c Recruitment Files Disposition Authority Number DAA-0021-2013-0001-0003
4	d (1) Performance Management Plans Disposition Authority Number DAA-0021-2013-0001-0004
5	d (2) Employee Performance Files Disposition Authority Number DAA-0021-2013-0001-0005
6	e (1) Employee Recognition and/or Bonus Plans Disposition Authority Number DAA-0021-2013-0001-0006
7	e (2) Awards, Employee Recognition Disposition Authority Number DAA-0021-2013-0001-0007
8	e (3) Awards and Bonus Files Disposition Authority Number DAA-0021-2013-0001-0008
9	f (1) Telework Plan Disposition Authority Number DAA-0021-2013-0001-0009
10	f (2) Telework Agreement Disposition Authority Number DAA-0021-2013-0001-0010
11	g (1) Leave Request Forms Disposition Authority Number DAA-0021-2013-0001-0011
12	g (2) Leave, Time & Attendance Records Disposition Authority Number DAA-0021-2013-0001-0012
13	g.(3) Leave Record Disposition Authority Number DAA-0021-2013-0001-0013
14	h (1) Adverse/Disciplinary Action and Grievance Plans Disposition Authority Number DAA-0021-2013-0001-0014
15	h (2) Adverse/Disciplinary Action and Grievance Files Disposition Authority Number DAA-0021-2013-0001-0015
16	h (3) Adverse Action Documents Disposition Authority Number DAA-0021-2013-0001-0016
17	i (1) Medical Files (Employee) Disposition Authority Number DAA-0021-2013-0001-0017
18	i (2) Medical Files (Law Enforcement Officer (LEO))

19	Disposition Authority Number DAA-0021-2013-0001-0018 i (3) Office of Workers Compensation Programs (OWCP) Claims Disposition Authority Number DAA-0021-2013-0001-0019
20	j Voluntary Separation Incentive Payment (VSIP) and Voluntary Early Retirement Authority (VERA) Plans Disposition Authority Number DAA-0021-2013-0001-0020
21	k (1) Benefits (Denied Health Benefits) Disposition Authority Number DAA-0021-2013-0001-0021
22	k (2) Benefits (Retirement Assistance) Disposition Authority Number DAA-0021-2013-0001-0022
23	l (1) Reasonable Accommodation Files Disposition Authority Number DAA-0021-2013-0001-0023
24	l (2) Reasonable Accommodation Case Files Disposition Authority Number DAA-0021-2013-0001-0024
25	m (1) Drug Testing Files (Law Enforcement Officers (LEO)) Disposition Authority Number DAA-0021-2013-0001-0025
26	m (3) Drug Testing Records (non-LEO) Disposition Authority Number DAA-0021-2013-0001-0026
27	m (2) Drug Testing, LEO, Random Workplace Disposition Authority Number DAA-0021-2013-0001-0027
28	n (2) Fair Employment Practices Case Files Disposition Authority Number DAA-0021-2013-0001-0028
29	n (1) Fair Employment Practices Plans Disposition Authority Number DAA-0021-2013-0001-0029
30	o Local Personnel Files Disposition Authority Number DAA-0021-2013-0001-0030

Records Schedule Items

Sequence Number	
1	<p>a OPF</p> <p>Disposition Authority Number DAA-0021-2013-0001-0001</p> <p>The Official Personnel Folder (OPF) is the official record of an employee's tenure with the court, including any previous federal government service that is maintained by the Administrative Office. See Human Resources Manual and the Office of Personnel Management's Guide to Personnel Recordkeeping Manual</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>GRS or Superseded Authority Citation GRS 1, items 1 a GRS 1,tems 1 b</p> <p>Disposition Instruction</p> <p>Cutoff Instruction 30 days after separation</p> <p>Transfer to Inactive Storage Transfer to the National Personnel Records Center 30 days after separation from federal service</p> <p>Retention Period Destroy 65 year(s) after separation from federal service</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>b Classification Files</p> <p>Disposition Authority Number DAA-0021-2013-0001-0002</p> <p>Court copies of position description and position classification certification form, organization chart at the time of position approval for supervisory/managerial positions; and other classification related documentation</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p>

3

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
GRS or Superseded Authority Citation	GRS 1, item 7 b
Disposition Instruction	
Cutoff Instruction	After position is abolished
Transfer to Inactive Storage	N/A
Retention Period	Destroy 2 year(s) after position is abolished
Additional Information	
GAO Approval	Not Required
c Recruitment Files	
Disposition Authority Number	DAA-0021-2013-0001-0003
Court recruitment files consisting of a copy of the vacancy announcement, job analysis, if applicable, copy of newspaper advertisements (or other forms of advertising), list of recruitment sources, application materials with date of receipt, ranking or rating criteria, if applicable (to include rating/scoring definitions and/or methodology), list of applicants with designation of not qualified, qualified, and best qualified, list of applicants interviewed, list of interview questions used, new appointment applicants and interviewees, and other relevant recruitment documentation	
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?	No
GRS or Superseded Authority Citation	GRS 1, item 4 a
Disposition Instruction	
Cutoff Instruction	At appointment
Transfer to Inactive Storage	N/A
Retention Period	Destroy 2 year(s) after appointment
Additional Information	

4	<p>GAO Approval Not Required</p> <p>d (1) Performance Management Plans</p> <p>Disposition Authority Number DAA-0021-2013-0001-0004</p> <p>Performance management plan, if applicable, including compensation strategy and appraisal tool with rating levels/tiers, and payout date for discretionary step increases maintained by the court</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>GRS or Superseded Authority Citation GRS 16, item 1 a</p> <p>Disposition Instruction</p> <p>Cutoff Instruction After superseded, obsolete, or no longer needed for reference</p> <p>Transfer to Inactive Storage N/A</p> <p>Retention Period Destroy 2 years after superseded, obsolete, or no longer needed for reference</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
5	<p>d (2) Employee Performance Files</p> <p>Disposition Authority Number DAA-0021-2013-0001-0005</p> <p>Individual records of employee performance including performance evaluation, performance plan upon which it is based, and rating, among other performance related materials maintained by the court</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>GRS or Superseded Authority Citation GRS 1, item 23 a(4)</p>

6	Disposition Instruction	
	Cutoff Instruction	Cut off at end of calendar year
	Transfer to Inactive Storage	N/A
	Retention Period	Destroy 4 year(s) after end of calendar year
	Additional Information	
	GAO Approval	Not Required
	e (1) Employee Recognition and/or Bonus Plans	
	Disposition Authority Number	DAA-0021-2013-0001-0006
	Employee recognition an/or bonus plans, as applicable, maintained by the court	
	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?	No
	GRS or Superseded Authority Citation	GRS 16, item 1 a
7	Disposition Instruction	
	Cutoff Instruction	After superseded, obsolete, or no longer needed for reference
	Transfer to Inactive Storage	N/A
	Retention Period	Destroy 2 year(s) after superseded, obsolete, or no longer needed for reference
	Additional Information	
	GAO Approval	Not Required
	e (2) Awards, Employee Recognition	
	Disposition Authority Number	DAA-0021-2013-0001-0007
	For each employee recognition award recipient, a court maintains documentation that includes name/ID, amount/cost of award, category/criteria, supporting justification, aggregate amount/cost of all awards received by the employee per year, and other related documentation	
	Final Disposition	Temporary
	Item Status	Withdrawn

8	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?	No
	GRS or Superseded Authority Citation	GRS 1, item 12 a(1)
	Disposition Instruction	
	Cutoff Instruction	At 3 years old, when employee separates, or obsolete, whichever is applicable
	Transfer to Inactive Storage	N/A
	Retention Period	Destroy 3 year(s) after date, employee separates, or obsolete, whichever is applicable
	Additional Information	
	GAO Approval	Not Required
	e (3) Awards and Bonus Files	
	Disposition Authority Number	DAA-0021-2013-0001-0008
	For each recruitment, retention, or relocation bonus, a court maintains documentation that includes name/ID, amount of bonus, service agreement, authorization, and other related documentation	
	Final Disposition	Temporary
	Item Status	Withdrawn
9	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?	No
	Disposition Instruction	
	Cutoff Instruction	When 3 years old, employee separates, or obsolete, whichever is applicable
	Transfer to Inactive Storage	N/A
	Retention Period	Destroy 3 year(s) after date, employee separates, or obsolete, whichever is applicable
	Additional Information	
	GAO Approval	Not Required
	f.(1) Telework Plan	

10	Disposition Authority Number	DAA-0021-2013-0001-0009
	Court's local telework plan, if applicable, including coverage, e g , any lists of eligible/non-eligible positions or employees and related documentation maintained by the court.	
	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?	No
	GRS or Superseded Authority Citation	GRS 16, item 1 a
	Disposition Instruction	
	Cutoff Instruction	When superseded, obsolete, or no longer needed for reference
	Transfer to Inactive Storage	NA
	Retention Period	Destroy 2 year(s) after superseded, obsolete, or no longer needed for reference
	Additional Information	
	GAO Approval	Not Required
	f (2) Telework Agreement	
Disposition Authority Number	DAA-0021-2013-0001-0010	
Telework agreement for each employee who is eligible for telework and duty station documentation, if applicable, maintained by the court		
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?	No	
GRS or Superseded Authority Citation	GRS 16, 1 a.	
Disposition Instruction		
Cutoff Instruction	When agreement is terminated, obsolete, or no longer needed, whichever is applicable	

11	Transfer to Inactive Storage	NA
	Retention Period	Destroy 1 year(s) after telework agreement is terminated, obsolete, or no longer needed, whichever is applicable
	Additional Information	
	GAO Approval	Not Required
	g (1) Leave Request Forms	
	Disposition Authority Number	DAA-0021-2013-0001-0011
	Leave request forms maintained by the court	
	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?	No
GRS or Superseded Authority Citation	GRS 2, item 6	
Disposition Instruction		
Cutoff Instruction	At the end of the leave year	
Transfer to Inactive Storage	NA	
Retention Period	Destroy 1 year(s) after the end of the leave year	
Additional Information		
GAO Approval	Not Required	
12	g (2) Leave, Time & Attendance Records	
	Disposition Authority Number	DAA-0021-2013-0001-0012
	Time and attendance records maintained by the court upon which leave record is based, including compensatory time, time on military leave, or using the Voluntary Leave Transfer Program (VLTP) donated leave	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in	Yes

13	electronic format(s) other than e-mail and word processing?	
	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	GRS 2, item 8
	Disposition Instruction	
	Cutoff Instruction	When 6 years old, or after AO audit, whichever is later
	Transfer to Inactive Storage	NA
	Retention Period	Destroy 6 year(s) after date or after AO audit, whichever is later
	Additional Information	
	GAO Approval	Not Required
	g (3) Leave Record	
	Disposition Authority Number	DAA-0021-2013-0001-0013
	Leave balances and documentation of accrual and use that are used as the basis for the SF-1150, Record of Leave Data, maintained by the court	
	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?	No	
GRS or Superseded Authority Citation	GRS 2, item 9 a	
Disposition Instruction		
Cutoff Instruction	When separated and preparation of SF-1150 for OPF	
Transfer to Inactive Storage	NA	
Retention Period	Destroy immediately after separation and preparation of SF-1150 for OPF	
Additional Information		
GAO Approval	Not Required	
14	h (1) Adverse/Disciplinary Action and Grievance Plans	

15	Disposition Authority Number	DAA-0021-2013-0001-0014
	Local adverse action and/or grievance plan or procedure maintained by the court	
	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?	No
	GRS or Superseded Authority Citation	GRS 16, item 1 a
	Disposition Instruction	
	Cutoff Instruction	When superseded, obsolete, or no longer needed for reference
	Retention Period	Destroy 2 year(s) after superseded, obsolete, or no longer needed for reference
	Additional Information	
	GAO Approval	Not Required
	h (2) Adverse/Disciplinary Action and Grievance Files	
	Disposition Authority Number	DAA-0021-2013-0001-0015
	Documents, memoranda, or other records related to an adverse action, disciplinary action, or grievance maintained by the court	
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?	No	
GRS or Superseded Authority Citation	GRS 1, item 30 a	
Disposition Instruction		
Cutoff Instruction	When case is closed	
Transfer to Inactive Storage	NA	
Retention Period	Destroy 7 year(s) after case is closed	

16

Additional Information

GAO Approval **Not Required**

h.(3) Adverse Action Documents

Disposition Authority Number **DAA-0021-2013-0001-0016**

Copies of adverse action documents that are maintained in the OPF may also be maintained in a supervisor's local personnel folder; e.g., Request for Personnel Action, Remote Data Entry Notice of Action, or Notification of Personnel Action.

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? **No**

GRS or Superseded Authority Citation **GRS 1, item 18.b**

Disposition Instruction

Cutoff Instruction **When 5 years old or obsolete.**

Transfer to Inactive Storage **NA**

Retention Period **Destroy 5 year(s) after separation, or when obsolete.**

Additional Information

GAO Approval **Not Required**

17

i.(1) Medical Files (Employee)

Disposition Authority Number **DAA-0021-2013-0001-0017**

Employee medical records maintained by the court. Includes any medical records that are maintained by a court related to Family and Medical Leave Act (FMLA), serious health condition for sick leave, medical emergency for VLTP donated leave, reasonable accommodation for a disability, workplace injury not reported as or related to an OWCP claim, or counseling records related to alcohol or drug treatment programs.

Final Disposition **Temporary**

Item Status **Withdrawn**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in **No**

18

electronic format(s) other than e-mail and word processing?

GRS or Superseded Authority Citation **GRS1, item 21 b.**

Disposition Instruction

Cutoff Instruction **When employee separates.**

Transfer to Inactive Storage **NA**

Retention Period **Destroy 1 year(s) after separation.**

Additional Information

GAO Approval **Not Required**

i.(2) Medical Files (Law Enforcement Officer (LEO))

Disposition Authority Number **DAA-0021-2013-0001-0018**

LEO medical examination record maintained by the court. Includes any medical records related to a LEO pre-employment suitability or fitness-for-duty evaluation that are in the possession of the court pending a suitability or fitness-for-duty determination.

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? **No**

GRS or Superseded Authority Citation **GRS 1, 21.b.**

Disposition Instruction

Cutoff Instruction **When separated.**

Transfer to Inactive Storage **NA**

Retention Period **Destroy 1 year(s) after separation.**

Additional Information

GAO Approval **Not Required**

19

i.(3) Office of Workers Compensation Programs (OWCP) Claims

Disposition Authority Number **DAA-0021-2013-0001-0019**

OWCP claim maintained by the court. When the employing court retains documents related to an OWCP claim (including medical reports, copies of letters

and decisions and any other material which is part of the case file, regardless of its source), these documents are considered an alternate location for OWCP claim records and under the jurisdiction of OWCP.

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? No

Manual Citation	Manual Title
Guide, Vol. 12, section 750.30	Workers' Compensation

Disposition Instruction

Retention Period Refer to manual citation.

Additional Information

GAO Approval Not Required

J. Voluntary Separation Incentive Payment (VSIP) and Voluntary Early Retirement Authority (VERA) Plans

Disposition Authority Number DAA-0021-2013-0001-0020

VSIP/VERA restructuring plans, including target universe and selection criteria, organizational charts, offer notices acceptance notices, VSIP payment calculations, documentation of how selection criteria was applied (if applicable). Retention is based on 5-year repayment requirements and are maintained by the court.

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? No

GRS or Superseded Authority Citation GRS 16, 1.a.

Disposition Instruction

Cutoff Instruction When 5 years old.

Transfer to Inactive Storage NA

20

21	Retention Period	Destroy immediately after 5 years old.
	Additional Information	
	GAO Approval	Not Required
	k.(1) Benefits (Denied Health Benefits)	
	Disposition Authority Number	DAA-0021-2013-0001-0021
	Documentation related to denied health benefits, requests denied under spouse equity benefits, and denials/appeals maintained by the court.	
	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?	No
	GRS or Superseded Authority Citation	GRS 1, item 35.a.
	Disposition Instruction	
	Cutoff Instruction	When denied.
	Transfer to Inactive Storage	NA
Retention Period	Destroy 3 year(s) after denial.	
Additional Information		
GAO Approval	Not Required	
22	k.(2) Benefits (Retirement Assistance)	
	Disposition Authority Number	DAA-0021-2013-0001-0022
	Documentation related to retirement assistance that includes correspondence, memoranda, annuity estimates, and other records used to assist retiring employees maintained by the court.	
	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?	No
	GRS or Superseded Authority Citation	GRS 1, item 39

23	Disposition Instruction	
	Cutoff Instruction	When employee is placed in INACTIVE status
	Transfer to Inactive Storage	NA
	Retention Period	Destroy 1 year(s) after employee is placed in INACTIVE status.
	Additional Information	
	GAO Approval	Not Required
	I..(1) Reasonable Accomodation Files	
	Disposition Authority Number	DAA-0021-2013-0001-0023
	Documentation related to reasonable accommodation for an employee or applicant with a disability. Includes information created while receiving, coordinating, reviewing, processing, approving, and reporting requests for reasonable accommodation. These documents are maintained by the court.	
	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?	No
GRS or Superseded Authority Citation	GRS 1, item 24.b	
24	Disposition Instruction	
	Cutoff Instruction	When separated.
	Transfer to Inactive Storage	NA
	Retention Period	Destroy 3 year(s) after separation.
	Additional Information	
	GAO Approval	Not Required
	I.(2) Reasonable Accommodation Case Files	
	Disposition Authority Number	DAA-0021-2013-0001-0024
	Case file on appointment of individual with a disability. Includes position description, essential functions, report, accommodation, acceptance or refusal, among other related documentation. Maintain any medical records in a separate secure file. These documents are maintained by the court.	
	Final Disposition	Temporary

25	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?	No
	GRS or Superseded Authority Citation	GRS 1, item 24.b.
	Disposition Instruction	
	Cutoff Instruction	When selected or denial of appointment.
	Transfer to Inactive Storage	NA
	Retention Period	Destroy 5 year(s) after selection or denial of appointment.
	Additional Information	
	GAO Approval	Not Required
	m.(1) Drug Testing Files (Law Enforcement Officers (LEO))	
	Disposition Authority Number	DAA-0021-2013-0001-0025
	LEO applicant drug testing records (hires and non-hires; random LEO workplace drug testing "notification of results" only. The AO maintains all other LEO random workplace drug testing records.	
	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?	No	
GRS or Superseded Authority Citation	GRS 1, item 36.e(1) and e(2)	
Disposition Instruction		
Cutoff Instruction	When 3 years old or when employee separates, whichever is later	
Transfer to Inactive Storage	NA	
Retention Period	Destroy 3 year(s) after employee separates or when 3 years old, whichever is later	
Additional Information		

26

GAO Approval Not Required

m.(3) Drug Testing Records (non-LEO)

Disposition Authority Number DAA-0021-2013-0001-0026

Drug testing records based on reasonable suspicion (non-LEO).

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? No

GRS or Superseded Authority Citation GRS 1, items 36.e(1) and e(2)

Disposition Instruction

Cutoff Instruction When 3 years old or when employee separates, whichever is later.

Transfer to Inactive Storage NA

Retention Period Destroy when 3 years old or when employee separates, whichever is later.

27

Additional Information

GAO Approval Not Required

m.(2) Drug Testing, LEO, Random Workplace

Disposition Authority Number DAA-0021-2013-0001-0027

Random LEO workplace drug testing "notification of results only", negative or positive. (The AO maintains all other LEO random workplace drug testing records.)

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? No

GRS or Superseded Authority Citation GRS 1, item 36.e(1) and e.(2)

Disposition Instruction

28

Cutoff Instruction When 3 years old or when employee separates, whichever is later.

Transfer to Inactive Storage NA

Retention Period Destroy when 3 years old or when employee separates, whichever is later.

Additional Information

GAO Approval Not Required

n.(2) Fair Employment Practices Case Files

Disposition Authority Number DAA-0021-2013-0001-0028

All records of, or related to, EDR/EEO informal and formal papers, notes, documents, and records including, but not limited to: requests for counseling and mediation, formal complaints, hearings and transcripts, final decisions by the chief judge or presiding judicial officer, petitions for review by respective circuit judicial counsels, and final decisions by the circuit judicial council. These records are maintained by the courts.

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? No

GRS or Superseded Authority Citation GRS 1, item 25.a

29

Disposition Instruction

Cutoff Instruction When case is resolved.

Transfer to Inactive Storage NA

Retention Period Destroy 5 year(s) after resolution of the case.

Additional Information

GAO Approval Not Required

n.(1) Fair Employment Practices Plans

Disposition Authority Number DAA-0021-2013-0001-0029

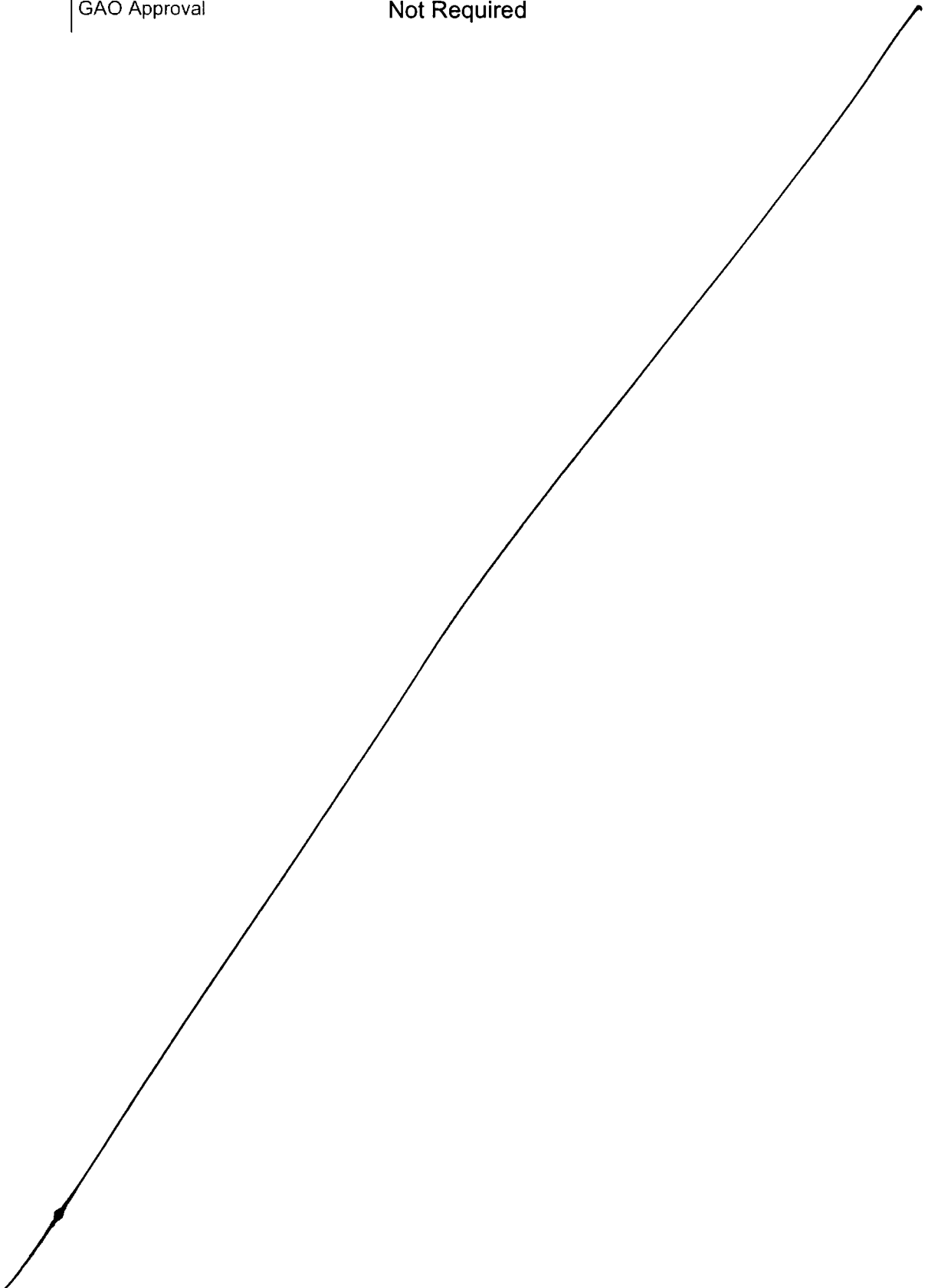
Copy of circuit/local court Employment Disputes Resolution/Employee Equal Opportunity (EDR/EEO) plans maintained by the court.

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?	No
	GRS or Superseded Authority Citation	GRS 16, 1 a
	Disposition Instruction	
	Cutoff Instruction	When superseded, obsolete, or no longer needed for reference.
	Transfer to Inactive Storage	NA
	Retention Period	Destroy 2 year(s) after superseded, obsolete, or no longer needed for reference.
	Additional Information	
	GAO Approval	Not Required
30	o. Local Personnel Files	
	Disposition Authority Number	DAA-0021-2013-0001-0030
	Local personnel files including: correspondence, forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action; fingerprint and background check records; and other records on individual employees duplicated in or not appropriate for the OPF.	
	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?	No
	GRS or Superseded Authority Citation	GRS 1, item 18.a
	Disposition Instruction	
	Cutoff Instruction	When obsolete or employee separates.
	Transfer to Inactive Storage	NA
	Retention Period	Destroy 1 year(s) after separation, or when obsolete.
	Additional Information	

GAO Approval

Not Required



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
03/22/2013	Return to Submitter	Omar Herran	Judiciary Records Officer	US Courts - Administrative Office
03/22/2013	Certify	Omar Herran	Judiciary Records Officer	US Courts - Administrative Office
04/15/2013	Return Without Action	Rachel Bantonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services