REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment)
   U.S. General Accounting Office

2. MAJOR SUBDIVISION
   General Services and Controller

3. MINOR SUBDIVISION
   Records Management Staff

4. NAME OF PERSON WITH WHOM TO CONFER
   Claudia Bradley

5. TELEPHONE EXT.
   275-3845

6. CERTIFICATE OF AGENCY REPRESENTATIVE

   I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of pages are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

   A. GAO concurrence: is attached; or is unnecessary.

   B. DATE
   7-27-86

   C. SIGNATURE OF AGENCY REPRESENTATIVE
   Claudia Bradley

   D. TITLE
   Branch Manager

7. ITEM NO.

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

   1. 053-12 MERIT SELECTION FILES
      Records relating to competitive promotions to evaluator and evaluator-related positions at grades GS-13, 14, and 15 from within the agency. These files include panel decisions, selection decisions, and related documents as discussed in GAO Order 2335.8. These files are maintained in each GAO unit with the exception of GAO Form 85C, which is maintained in the Personnel office.

      TEMPORARY
      Cut off at end of FY; destroy when 3 years old.

   2. 053-14 NONCOMPETITIVE PROMOTIONS FILES
      Documents relating to noncompetitive promotions such as reinstatements and transfers, or promotions granted as exceptions to the merit selection process.

      TEMPORARY
      Cut off at end of FY; destroy when 3 years old.

   115-108

   STANDARD FORM 115 (REV. 8-83)
   Prescribed by GSA
   FPPR (41 CFR) 101-11.4

   NSN 7540-00-634-4064
3. 054-16  **EQUAL EMPLOYMENT OPPORTUNITY FILES (Official Discrimination Case File)**
Complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings and other records necessary in resolving cases handled by the Civil Rights Office or the GAO Personnel Appeals Board.

**TEMPORARY**
Cut off at end of FY; destroy when 3 years old.

4. 054-18  **COMPLAINT CASE FILES**
Duplicate case files or documents retained in item 054-16, Official Discrimination Case File. These files are held in offices other than the Civil Rights Office.

**TEMPORARY**
Cut off when case is resolved; destroy 1 year later.

5. 054-20  **BACKGROUND FILES**
Background records not filed in the Official Discrimination Complaint Case Files.

**TEMPORARY**
Cut off when case is resolved; destroy 2 years later.

6. 054-22  **COMPLIANCE FILES**
   a. Compliance Review Files, including reviews, background papers, and correspondence relating to contractor employment practices.

   **TEMPORARY**
   Cut off at end of FY; destroy when 7 years old.

   b. EEO compliance reports, reviews, background papers, and correspondence relating to EEO employment practices.

   **TEMPORARY**
   Cut off at end of FY; destroy when 3 years old.

7. 054-26  **EMPLOYMENT STATISTICS FILES**
Employment statistics relating to race and sex.

**TEMPORARY**
Cut off at end FY; destroy when 5 years old.
8. 054-30  EEO AFFIRMATIVE ACTION PLANS (AAP) FILES
   a. Agency copy of consolidated AAP(s).

   **TEMPORARY**
   Cut off at end of FY; destroy 5 years from date of plan.

   b. Agency feeder plan to consolidated AAP(s).

   **TEMPORARY**
   Cut off at end of FY; destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner.

9. 054-38  GRIEVANCE AND APPEALS CASE FILES
   Records originating in the review of grievance and appeals raised by agency employees, except EEO complaints. These case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decisions, related correspondence and exhibits.

   **TEMPORARY**
   Cut off when case is closed; destroy 3 years later.

10. 054-40  ADVERSE ACTION REVIEW CASE FILES
   Case files and related records created in reviewing an adverse action (disciplinary or nondisciplinary removal, suspension, within-grade denial) against an employee. The file includes a copy of the proposed adverse action with supporting papers, statements of witnesses, employee's reply hearing notices, reports and decisions, reversal of action, and appeal records, EXCLUDING letters of reprimand.

   **TEMPORARY**
   Cut off when case is closed; destroy 4 years later.

11. 054-44  OVERSIGHT REVIEW FILES
   Records relating to discrimination complaints in the Offices and Divisions throughout GAO.

   **TEMPORARY**
   Cut off at end of FY; destroy after 3 years.

12. 054-46  PROHIBITED PERSONNEL PRACTICES FILES
   Records relating to prohibited personnel practices.

   **TEMPORARY**
   Cut off at end of FY; destroy after 3 years.