

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-411-88-1

DATE RECEIVED

8-17-88

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

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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

DATE

10/21/88

ARCHIVIST OF THE UNITED STATES



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 _____ page(s) 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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
7-27-88	<i>Claudia Bradley</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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.	<p>053-12 <u>MERIT SELECTION FILES</u> 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.</p> <p><u>TEMPORARY</u> Cut off at end of FY; destroy when 3 years old.</p>	NC1-217-85-1 053-12	
2.	<p>053-14 <u>NONCOMPETITIVE PROMOTIONS FILES</u> Documents relating to noncompetitive promotions such as reinstatements and transfers, or promotions granted as exceptions to the merit selection process.</p> <p><u>TEMPORARY</u> Cut off at end of FY; destroy when 3 years old.</p>	NC1-217 85-1- 053-14	

*Copies sent to agency
NNT 10/31/88*

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. GRS 1/26b
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. GRS 1/26c
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. GRS 1/26d(1)
- 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. GRS 1/26d(2)
7. 054-26 EMPLOYMENT STATISTICS FILES
Employment statistics relating to race and sex.
- TEMPORARY
Cut off at end FY; destroy when 5 years old. GRS 1/26f

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.

GRS 1/26h(1)

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.

GRS 1/26h(2)

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.

GRS 1/31a

10. 054-40 ADVERSE ACTION REVIEW CASE FILES

Case files and related records created in reviewing an adverse action (disciplinary or nondisiplinary 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.

GRS 1/31b

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.

Supersedes
NC1-217-85-1

12. 054-46 PROHIBITED PERSONNEL PRACTICES FILES

Records relating to prohibited personnel practices.

TEMPORARY

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