

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0065-2023-0003

Status: APPROVED  
Date Approved: 04/14/2026  
Last Modified: 04/15/2026

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## General Information

Agency or Establishment	Federal Bureau of Investigation
Record/Scheduling Group	0065 - Records of the Federal Bureau of Investigation
Records Schedule Applies To	Agency-wide
Schedule Subject	Employment Records
Additional Schedule Information	<p>The FBI is submitting an agency-specific schedule to revise the retention periods for Official Personnel Folders to align with the disposition instructions established by General Records Schedule. Historically, the FBI's personnel files were maintained in hard copy classification 67E case files, with subfiles to retain medical (sub M), security (sub S), other government service (sub OGS), and financial (sub F) records. The FBI sent transcripts of an individual's employment history but retained the original records. Since 2012, the classification 67E case files have been maintained electronically in the FBI's central case management system, Sentinel. With the adoption of the eOPF in 2012, the FBI follows OPM's recordkeeping requirements in full. Additionally, the FBI maintains a main 67E file, sub S, and sub OGS in Sentinel. The main 67E case file may contain copies of eOPF records, as well as other temporary employment related records. A separate electronic system was used to house medical documentation, but did not officially replace the hard copy sub M until 2019.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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## Item Count

Total number of disposition items: 2  
Number of Temporary disposition items: 2  
Number of Permanent disposition items: 0  
Number of Items with Disposition Not Approved: 0  
Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0065-2023-0003

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Official Personnel Folder (OPF) : Classification 67E and Subfiles Dated Prior to 2012	Temporary
0002	Official Personnel Folder (OPF) : Classification 67E and Subfiles Dated 2012 and Forward	Temporary

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**Records Schedule Items**

<b>Group Title</b>	Official Personnel Folder (OPF)	
<b>Group Description</b>	The Official Personnel Folder (OPF) documents an individual's employment history. It contains records such as employment application, personnel actions, benefits, insurance, salary history, etc. The FBI transitioned from maintaining OPFs in hard copy to OPM's eOPF system in 2012. Prior to 2012, other government service records were maintained in a hard copy sub OGS. In 2012, the sub OGS was incorporated into the eOPF. Note: hard copy input source documents will be destroyed upon verification of successful scan and import, in accordance with GRS 4.5, item 010.	
DAA-0065-2023-0003-0001	<b>STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Classification 67E and Subfiles Dated Prior to 2012	
Item Description	These files are maintained primarily in hard copy format. The OPF consists of a main Classification 67E case file with subfiles to retain other government service (OGS) records. Rather than incorporate documentation from other agencies related to an employee's prior federal service into the main OPF, the FBI created a separate OGS subfile. This practice was followed until 2012 when the FBI adopted the eOPF system. This item applies to the entire classification 67E case file, to include sub M, sub S, sub OGS, and sub F.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	<b>Superseded Items</b>	
Superseded Item	Item Superseded in Part?	Explanation
NC1-065-80-010 / 1/A/2	Yes	records prior to 2012
NC1-065-80-010 / 1/A/3	Yes	records prior to 2012
NC1-065-80-010 / 1/A/4	Yes	records prior to 2012
NC1-065-80-010 / 1/A/5	Yes	records prior to 2012
NC1-065-80-010 / 1/H	Yes	records prior to 2012

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Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy when survivor or retirement claims are adjudicated or when records are 129 years old, whichever is sooner.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	Yes
GAO Approval Required	No
<b>DAA-0065-2023-0003-0002</b>	
<b>STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Classification 67E and Subfiles Dated 2012 and Forward
Item Description	Beginning in 2012, the FBI started using the Office of Personnel Management's electronic OPF (eOPF) system to maintain documentation related to an individual's employment. However, the FBI continues to retain classification 67E case files. The main classification 67E case file includes applications, background investigations, onboarding records, benefit enrollments and changes, employment history, military service records, retirement records, etc. and may contain copies of eOPF records as well as other temporary employment records. This item applies only to the main classification 67E case file, sub OGS; and sub M from 2012-2019.
	Note: Sub M records post 2019, Sub F records post 2012, and Sub S records post 2012 are covered by the GRS.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded in Part?      Explanation
NC1-065-80-10 / 1/A/2	Yes      records dated 2012 forward
NC1-065-80-10 / 1/A/3	Yes      records dated 2012 forward
NC1-065-80-10 / 1/A/4	Yes      records dated 2012 forward
NC1-065-80-10 / 1/A/5	Yes      records dated 2012 forward

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NC1-065-80-010 / 1/H	Yes	records dated 2012-2019
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Retention Period	Other: Destroy when survivor or retirement claims are adjudicated or when records are 129 years old, whichever is sooner.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?	Yes	
GAO Approval Required	No	

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Signatory Information

Action	User	Date
Approve	Edward Forst (Acting Archivist)	04/14/2026



Office of the Chief  
Records Officer for the  
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.