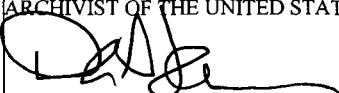
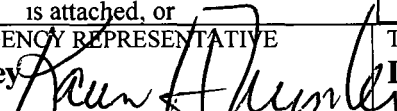


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION WASHINGTON, DC 20408		JOB NUMBER NI-174-09-5	
1 FROM (Agency or establishment) U.S. Department of Labor (DOL)		DATE RECEIVED 9/25/09	
2 MAJOR SUBDIVISION Office of the Assistant Secretary for Administration and Management		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Human Resources Center			
4 NAME OF PERSON WITH WHOM TO CONFER Denise Love	5 TELEPHONE 202-693-7278	DATE 9/25/10	ARCHIVIST OF THE UNITED STATES 

6 AGENCY CERTIFICATION		
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached 4 page(s) are not 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, under the provisions of Title 8 of the GAO Manuel for Guidance of Federal Agencies,		
X is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested		
DATE 9-23-2009	SIGNATURE OF AGENCY REPRESENTATIVE Karen H. Nunley 	TITLE Departmental Records Officer (DOL)

7 ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1-5	See Attached Descriptive List for U.S. Department of Labor Office of the Assistant Secretary for Administration and Management (OASAM) Human Resources Center (HRC) Department of Labor On-line Opportunities Recruitment System (DOORS)		
1	DOORs System Access – Internet Access Portal		
2	DOORs Inputs		
3	DOORs Master File Database		
4	DOORs Outputs		
5	DOORs System Documentation		

**US Department of Labor
Office of the Assistant Secretary for Administration and Management
Human Resources Center (HRC)
Department of Labor's On-line Opportunities Recruitment System (DOORS)
Records Schedule**

Name of System Department of Labor On-line Opportunities Recruitment System (DOORS)

Dates of Operation October 11, 2004 to Present

Background: The mission of the U S Department of Labor (DOL), Office of the Assistant Secretary for Administration and Management (OASAM), Human Resources Center (HRC) is to provide leadership, guidance, and technical expertise in all areas related to management of the Department's human resources, including recruitment and development of staff, management of personnel systems, and leadership in labor management partnership OASAM HRC provides services to Department of Labor employees to improve and support work and family life, and direct human resource support and services for OASAM and OASAM client Agencies

OASAM HRC functions include, but are not limited to assisting managers in attracting, developing, and retaining a highly qualified and diverse workforce, providing recruitment programs and initiatives, orientation for entering employees, and career counseling and progression services and programs, developing human resource programs and providing Departmental leadership and direct client services for staffing, classification, performance management, and pay administration, and assisting DOL managers in executive management and provides advisory services related to organizational design

Purpose of System (Legal Requirement and/or reason system was created): This system satisfies an administrative requirement The Department of Labor's e-Recruit System, called DOL Online Opportunities Recruitment System (DOORS) provides both Department of Labor (DOL) employees and outside job seekers the ability to apply for jobs using the Internet The previous paper-based recruitment process was cumbersome for applicants, managers and Human Resources (HR) Staff and was not competitive with private industry or other federal agencies already using new technology DOL's e-Recruit System (DOORS) significantly improves timeliness, reduces paper, provides an electronic audit trail of recruitment actions, and enhances customer service

DOORS automates the federal hiring process and is fully integrated with the Office of Personnel Management's (OPM's) USAJOBS -Recruitment One-Stop (ROS) System DOORS began operation in DOL on October 11, 2004

DOORS is used by DOL to build and post vacancies directly to USAJOBS and to receive on-line applications from job applicants After a vacancy closes, the HR office uses the system to automatically rate, rank and certify candidates Top-talent is identified and available to be forwarded to the selecting official The application process is the same for Senior Executive Service (SES) positions SES specific search capability is provided at USAJOBS and from DOL websites Specific application requirements and required documentation are identified in the vacancy announcement

Note: The disposition instructions apply to records regardless of physical form or characteristics. Records may be maintained in any format or any medium. The records are media neutral unless otherwise noted herein.

System Access:

1. ~~**Internet Access Portal.** DOORS portal is maintained by Monster Government Solutions (MGS) Changes are made upon request~~

~~**Disposition. TEMPORARY.** Delete or destroy screen shoots when superseded or no longer needed to conduct business.~~

2. **Inputs.** Applicants create at least one Federal resume at USAJOBS The information provided in USAJOBS is general information keyed in by all applicants This information and the Federal resume become part of the official application and are automatically transferred to the DOL E-Recruit System

a. ~~**Official Application.** Applicants key in answers to specific questions necessary to evaluate applicants' qualifications When completed, the information provided at USAJOBS and the answers to the DOORS questions become the official application Other required documentation as specified within the vacancy announcement must also be submitted in person, by fax or mail Human Resources Specialists can add paper applications information to DOORS using the ADD APPLICANT function.~~

b. ~~**Qualifying Questions.** Human Resources Specialists (HRS) work with the Manager and/or Subject Matter Expert to add/use the appropriate ranking questions to be included in the vacancy announcement Questions are loaded into DOORS by use of spreadsheets or the "Add Question" feature~~

c. ~~**Online Request.** Applicants can make requests to receive copies of their responses to application questions and the created resume~~

~~**Disposition. TEMPORARY** Apply to record series Items 2 (a) 2 (c) Cut off annually Delete or destroy 2 years after cut off or when no longer needed to support reconstruction of, or serve as backup to, a master file or database, whichever is later GRS 20, 2b~~

d. ~~**Vacancy Announcements.** Created by keying in required information in VACANCY BUILDER~~

e. ~~**Scoring Data** Applicant scoring data is added to DOORS from spreadsheets~~

~~**Disposition. TEMPORARY** Apply to record series Items 2 (d) 2(e) Destroy after OPM audit or 2 years after the personnel action is completed, whichever is sooner (GRS 1, Item 32)~~

f. ~~**Search Criteria.** Searches for a Department of Labor job opening begins by accessing <http://www.jobs.dol.gov> DOL employees can also access DOL job vacancies via the LaborNet Intranet website~~

~~**Disposition. TEMPORARY.** Transitory file Delete immediately, or when no longer needed for reference, or according to a predetermined time period or business rule (GRS 23, Item 7(b))~~

3 **Master File Database.**

- a. **Resumes.** The USAJOBS system stores up to five resumes per applicant, but the applicant must select one of these five resumes per DOL job application

Disposition. TEMPORARY Cut off annually Delete or destroy 2 years after cut off

- b. ~~UserID and Passwords~~ Applicants create a USAJOBS user account and password HR Users are set up with User ID's and Passwords to the DOORS System, passwords must be reset every 90 days

Disposition. ~~TEMPORARY~~ Destroy when a User Terminates or when no longer needed for administration, legal audit, or other operational purposes (GRS 20, Item 1 (c))

- c. **Recruitment Sources.** The Diversity Initiative Notification feature allows HR Offices to load, save, categorize and store multiple professional associations, educational institutions, or community organizations to receive vacancy announcements

Disposition. TEMPORARY. Delete or destroy when no longer needed to conduct current business

- d. ~~Scoring Data and Certifications.~~ Candidate scoring criteria and results are stored

Disposition. ~~TEMPORARY~~ Destroy after OPM audit or 2 years after the personnel action is completed, whichever is sooner (GRS 1, Item 32).

4. **Outputs.**

- a. ~~Receipt Confirmation~~ Applicants can print the application confirmation screen once the application process is completed

Disposition. ~~TEMPORARY~~ Delete or destroy 90 days after application process is completed—GRS 20, Item 12b

- b. ~~Reports.~~ Applicants can check their application status Once a vacancy closes, the HRC can use DOORS to query for those candidates with related experience for referral to the hiring agency

Disposition. ~~TEMPORARY~~ Delete or destroy when superseded or no longer needed to conduct business—GRS 20, Item 12a

- c. **Vacancy Announcements.** ~~HRC can send vacancy announcements to specific professional associations, educational institutions, or community organizations Vacancy announcements posts automatically from DOORS to USAJOBS~~

Disposition. ~~TEMPORARY~~ Destroy after OPM audit or 2 years after the personnel action is completed, whichever is sooner (GRS 1, Item 32)

- d. ~~Scoring Information.~~ DOORS outputs scoring information to a Weights and Screenouts Report

Disposition. ~~TEMPORARY~~ Apply to record series Items 2 (d) 2(e) Destroy after OPM audit or 2 years after the personnel action is completed, whichever is sooner (GRS 1, Item 32)

- e. ~~**Email Messages**~~ System automatically sends email messages to designated organizations informing them of vacancies if the Diversity Initiative Notification (DIN) feature is used

~~**Disposition. TEMPORARY**~~ Transitory Delete immediately, or when no longer needed for reference, or according to a predetermined time period or business rule (GRS 23, Item 7)

- f. ~~**Certificate of Eligibles Files. HRC can print or view Certifications online.**~~

~~**Disposition. TEMPORARY**~~ Destroy when 2 years old (GRS 1, Item 5)

5. ~~**System Documentation.**~~ System documentation consists of description and operating manuals for the software application, user manuals, description of the operating environment, software and hardware operating requirements, administrative procedures, system administrator operating and maintenance instructions and procedures, business rules, and office operating procedures

~~**Disposition. TEMPORARY**~~ Destroy or delete 1 year after termination of system (GRS 24, Item 3b (1))