

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-048-08-13</i>	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date Received <i>6/20/08</i>	
FROM (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of the Secretary		In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved or withdrawn" in column 10	
3 MINOR SUBDIVISION N/A			
4 NAME OF PERSON WITH WHOM TO CONTACT Pamala R. Quallich	4 TELEPHONE NUMBER 202-208-3909	DATE: <i>1/27/09</i>	ARCHIVIST OF THE UNITED STATES <i>Susan R. Cummings</i> <i>Acting Director, NISM</i>
5 AGENCY INFORMATION 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 on the attached <u>3</u> page(s) are not needed now 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 Manual for Guidance of Federal Agencies <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE June 13, 2008	SIGNATURE OF AGENCY REPRESENTATIVE <i>Pamala R. Quallich</i>		TITLE Office of the Secretary Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	1301 Routine Personnel Files 1302 Time and Attendance Files 1303 Travel Files 1304 Training Files 1305 Employee Awards Files 1306 Position Descriptions 1307 Interview Records 1308 Notification of Personnel Action [See Attached List of Record Description and Requested Disposition Authority]	[See Attached Crosswalk]	

1300 – General Personnel Records

1301 – Routine Personnel Files. Personnel files utilized by a program office or agency for routine administration and reference. Includes personnel files maintained by supervisors and duplicate personnel documents from the Official Personnel Folder (OPF)

1301.1 Supervisory Personnel Files. Correspondence, forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, and records on individual employees duplicated or not appropriate for the OPF.

Disposition: Temporary. Cut off at close of calendar year. Destroy when superseded or obsolete. Files relating to an employee should be destroyed 1 year after separation of transfer (GRS 1-18a)

1301.2 Duplicate Personnel Files. Other copies of documents duplicated in OPFs not provided for elsewhere in this schedule

Disposition: Temporary. Cut off at close of calendar year. Destroy when 6 months old (GRS 1-18b)

1302 – Time and Attendance Records. Records used to input official time and attendance information with the personnel office. Include source documents and leave applications maintained in the program office or agency.

1302.1 Source Records. All time and attendance records upon which leave input is based, such as time or sign-in sheets; timecards; flextime records, and similar records

Disposition: Temporary. Cut-off at close of pay-period. Destroy after GAO Audit or after 6 years, whichever is sooner. (GRS 2-7)

1302.2 Leave Application Files. SF 71 or equivalent plus any supporting documentation of requests and approvals for leave

Disposition: Temporary. Cut off at the end of the pay-period. Destroy after GAO audit, or when 3 years old, whichever is sooner. (GRS 2-6a, GRS 2-6b)

1303 – Travel Files. Copies of records such as travel orders, per diem vouchers, and other documents showing approval and payment for employee travel. This item covers travel files maintained by a program office for its own reference and does not include the official record copy maintained by the financial branch

Disposition Temporary Cut off at close of fiscal year in which travel is approved and paid for. Destroy 6 years after cut-off (GRS 9-3a)

1304 – Training Files. Documents pertaining to training organized and administered by an agency, and training undertaken by individual employees within the agency.

1304.1 Agency Training. Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training courses and conferences.

Disposition Temporary Cut off after completion of a specific training program Destroy 5 years, or when 5 years old. (GRS 1-29a(1))

1304.2 Employee Training. Correspondence, memoranda, reports, and other records relating to the availability of training and employee participating in training programs sponsored by other government agencies or non-Government institutions

Disposition: Temporary. Cut off when training is complete Destroy 5 years after cut-off, or when superseded/obsolete, whichever is sooner (GRS 1-29b)

1305 – Employee Awards Files. Length of service and sick leave awards; letters of commendation and appreciation; and other general awards, excluding those relating to department-level awards.

1305.1 Agency Awards. General awards pertaining to agency-sponsored cash and noncash awards, such as incentive awards, within-grade merit increases, suggestions, and outstanding performance. Files include recommendations, approved nominations, correspondence, and other pertinent documents

Disposition: Temporary. Cut off when award is approved or disapproved. Destroy after 2 years. (GRS 1-12a(1))

1305.2 Awards from Other Agencies/Organizations. Correspondence concerning awards from other Federal agencies or non-Federal organizations.

Disposition Temporary Cut off when award is made. Destroy after 2 years (GRS 1-12a(2))

1305.3 Length of Service and Sick Leave Awards. Records including correspondence, reports, computations of service and sick leave, and lists of awardees

Disposition. Temporary Cut off when award is issued Destroy after 1 year. (GRS 1-12b)

1305.4 Letters of Commendation and Appreciations. Copies of letters recognizing length of service and retirement and letters of appreciation and commendation for performance, excluding copies filed in the Official Personnel Folder (OPF)

Disposition Temporary Cut off on date of issue Destroy after 2 years (GRS 1-12c)

1305.5 Department Level Honor Awards. Secretary's awards for employees or organizations, i.e. Distinguished Service, Meritorious Service, Interior Conservation, Outside, Safety, Valor, or Presidential, and Foreign (Supersedes Job No NC1-48-79-2)

Disposition: Temporary. Cut off when award is given Destroy 5 years after cutoff (excluding copies filed in employee's Official Personnel Folder)

1306 – Position Descriptions. Record copy of position descriptions that include information on title, series, grade, duties and responsibilities, and related records

Disposition: Temporary. Cut off when position is abolished or description is superseded. Destroy after 2 years (GRS 1-7b)

1307 – Interview Records. Correspondence, reports, and other records relating to interviews with employees.

Disposition: Temporary. Cut off when employee is transferred or departs. Destroy after 6 months. (GRS 1-8)

1308 – Notifications of Personnel Actions. Standard Form 50, documenting all individual personnel actions such as employment, promotions, transfers, separation, exclusive of the copy in the Official Personnel File.

1308.1 Chronological File Copy. Includes fact sheets.

Disposition: Temporary. Cut off when action is completed Destroy when 2 years old. (GRS 1-14a)

1308.2 Other Copies. All other copies of notifications.

Disposition Temporary. Cut off when action is completed Destroy when 1 year old. (GRS 1-14b)

Crosswalk

New Schedule		Old Schedule
1301 Routine Personnel Files		
1301 1 Supervisory Personnel Files	Uses	GRS 1-18a Supervisors' Personnel Files
1301 2 Duplicate Personnel Files	Uses	GRS 1-18b Duplicate OPF Documentation
1302 Time and Attendance Records		
1302 1 Source Records	Uses	GRS 2-7 Time and Attendance Source Records
1302 2 Leave Application Files	Combines and Uses	GRS 2-6a, GRS 2-6b Leave Application Files
1303 Travel Files	Uses	GRS 9-4a General Travel and Transportation Files
1304 Training Files		
1304 1 Agency Training	Uses	GRS 1-29a(1) Training Records, General file of agency-sponsored training
1304 2 Employee Training	Uses	GRS 1-29b Training Records, Employee Training
1305 Employee Awards Files		
1305 1 Agency Awards	Uses	GRS 1-12a(1) Employee Awards Files, General awards records, agency-sponsored
1305 2 Awards from Agencies/Organizations	Uses	GRS 1-12a(2) Employee Awards Files, General awards records, other Federal agencies
1305 3 Length of Service and Sick Leave Awards	Uses	GRS 1-12b Length of service and sick leave awards files
1305 4 Letters of Commendation and Appreciations	Uses	GRS 1-12c Letters of commendation and appreciation
1305 5 Department Level Honor Awards	Replaces	OS D-6 Department Level Honor Awards Files <i>(Supersedes NCI-48-79-2)</i>
1306 Position Descriptions	Uses	GRS 1-7b Position Descriptions
1307 Interview Records	Uses	GRS 1-8 Interview Records
1308 Notification of Personnel Actions		
1308 1 Chronological File Copy	Uses	GRS 1-14a Notifications of Personnel Actions, Chronological file copies
1308 2 Other Copies	Uses	GRS 1-14b Notifications of Personnel Actions, All other copies