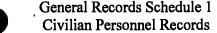
REQUEST	FOR RI	ECORDS DISI	JOB NUMBER 1 11-GR 5-02-1		
To: NATIO)NAI. AR	CHIVES & RECORDS A	71-GR5-02-1 Date received 7-9-02		
		I ROAD COLLEGE PAR	7-9-02		
4 50014 (4		- U- b	NOTIFICATION TO ACENOY		
National Archi	ives and	Records Administration	PERSONAL WITH THE PROVISIONS OF 44 U.S.C. 3303a, to disposition, request including amendments is approximately including amendments.		
			disposition request, including amendments is approved except for items that may be marked disposition not approved" or "withdrawn" in column 10.		
2. MAJOR SUB		-	<u> </u>	Special distribution of the second of the se	
Modern Reco	ords Pro	ogram			
3. MINOR SUBI	DIVISION				
o. Will Con Cobi	BIVIOIOIV				
4 . NAME OF PE	RSON WIT	H WHOM TO CONFER	4. TELEPHONE NUMBER	DATE ARCHIVIST OF THE UNITED STATES	
				VANIDA A	
Larry Baume			301-837-1505	11-22-02 Month. Carl	
	-	<u>, </u>		1 / / /	
6. AGENCY CER			this account in	sing to the diamonished of its assets and that the	
nereby ce	rtity that or disposa	I am authorized to act to I on the attached 3 t	or this agency in matters pertain page(s) are not needed now for t	ning to the disposition of its records and that the recor he business for this agency or will not be needed after t	
retention pe	eriods spe	ecified; and that written of	concurrence from the General A	Accounting Office, under the provisions of Title 8 of t	
GAO Manu	ıal for Gu	idance of Federal Agencie	es,		
				,	
	⊠ is r	not required	is attached; or	has been requested.	
DATE		SIGNATURE OF AGENCY	REPRESENTATIVE	TITLE	
1/8/2002 Jany Baum				Cuchinist	
7. ITEM NO.	8	B. DESCRIPTION OF ITEM A	ND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED 10. ACTION TAKEN	
				JOB CITATION (NARA USE ONLY)	
•		SEE ATTACHEL	SHEET(S) FOR:		
		See A	ttached		
	ľ	SAL	A ATILIPA A L. I		
		1NA	ACTIVE - ALL ITEMS SUPER	SEDED	
	C.C.	Harrice n	RNWMWA		
/		/ (THE THE PERSON TO THE PERSON T	<u> </u>	



Civilian Personnel Records INACTIVE - ALL ITEMS SUPERSEDED isposition

Title and Description of Records

tables, and other documents associated with

Item

Number

GRS or Superseded Job Citation

15 Destroy upon-receipt of OPM Delete from **Employment Applications** inspection report or when two GRS vears old, whichever is earlier. Cut off annually. Destroy 2 years after cutoff. 33 **Examining and Certification Records** uperseded by: Destroy 3 years after termination DATE (MM/DD/) a. Delegated agreements of agreeement. Cut off annually. Destroy 1 year b. Correspondence concerning applications, after cutoff. eligibles certification certification of eligibles, and all other examining and recruiting operations. Such correspondence includes, but Superseded by: is not limited to, correspondence from Congress, White House, and the general public, and correspondence regarding accomodations for holding examinations and shipment of test materials. Superseded by: Destroy 90 days after updating c. Correspondence or notices received from eligibles indicating a change in name, address, the appropriate record in the or availability. registry or inventory. d. Test material stock control. Destroy when test is superseded Resunded 728 Stock control records of examination test material including running inventory of test material in stock. e. Application Record Card (OPM Form Cut off after examination. Destroy no later than 90 days 5000A, or equivalent). DAA-6025-2017-001 after cutoff. f. Examination Announcement Case Destroy 5 years after termination Revision Documentation Files. of related register. Cut off after Correspondence regarding examination termination of related register or requirments, original drafts of examination, inventory, or after final action is and anyouncements issued EXCLUDING taken on the certificate generated records concerning qualification standards, job by case examining prosuperseded by: DAA-Ge5specifications, and their development. final Destroy 2 years after cutoff. yesion of announcements(s) issued, subsequent 0007 amendments to announcement(s), public notice documentation, rating schedule, job analysis documentation, record of selective and quality rating factors, rating procedures, transmutation INACTIVE - ALL ITEMS SUPERSEDED



General Records Schedule 1 : Civilian Personnel Records



Item Number

INACTIVE - ALL ITEMS SUPERSEDED Title and Description of Records Dispo

Disposition

GRS or Superseded Job Citátion

the job announcement(s) and the development		
of the register/inventory or case examination.		
g. Register or inventory of eligibles (OPM	Cut off records on inviduals with Revision	
Form 5001-C or equivalent, documenting	terminated eligibilty annually.	
eligibility of an individual for Federal jobs).	Destroy 5 years after cutoff. Superseded	hyr
	When the entire register is DAA-Cons-	0/10002
		01 /000 Z
	termination date: Registers	, , , ,
	established under case 07/01	179
	examining: Destroy after audit by	
	local OPM service center or 90	
	days after final action is taken on the certificate, whichever is	
	l ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' '	
	sooner. Destroy 2 years after the date on which the register of	
	inventory is terminated.	
	9uperseded by	<u>γ</u> :
h. Letters to applicants denying transfer of	Cut off annually. Destroy 1 year	111
eligibility (OPM Form 4896 or equivalent).	after cutoff (DATE (MM/DD	/ YYYY):
	RESCINDED TZB	
h. Cancelled and/or ineligible applications,	Destroy ineligible applications Delete from	n
supplemental forms, and attachments.	not returned and canceled GRS	
Ineligible applications may be returned to the	applications 90 days after date of	
applicant with the notice of ineligibilty, unless	action or when register is	
otherwise directed by the local OPM area	terminated, whichever is sooner.	
office.	DAA-6125-2017-0	011-0001
i. Test answer sheets.	Destroy when 6 months old. DATE (MM/DD/)	YYY):
Written test answer sheets for both eligibles	07/01/20	
and ineligibles. Filed by date of processing.		- / -
	Superseded by: Cut off files annually. Destroy 5	c -2014-
j. Lost or exposed test material case files.	Cut off files annually. Destroy 5 DATE	2 secont
Records showing the circumstances of loss,	years after cutoff. DATE (MM/DD/YY	17.01C
nature of the recovery action, and corrective	07/01/201	7
action required.	<u></u>	
k. Cancelled and ineligible applications for	Cut off annually Destroy I year New	
positions filled from a register or inventory.	Cut off annually. Destroy 1 year up a seded by:	0002-
Such documents include Optional Form (OF)	after cutoff. DAA -GRS - Z014- DATE (MM/DD/)	0011
612 resumes, supplemental forms, and	DATE (MM/DD/)	(YYY):
attachements, whether in hard copy or	07/01/2	
electronic format.		
/	NACTIVE - ALL ITEMS SUPERSEDED	
I. Eligible applications for positions filled	Revision	
from a register or inventory, including OF-612,		
resumes, supplemental forms, and		

Item Number

Title and Description of ACCIVE - ALL ITEMS SUPERSEDED position

Superseded

Lob-Grapher 7

·	Superseded by:	
attachements, whether in hard copy or	GNS Z-1	
electronic format.	DATE (MM/DD/YY	YY/12017
(1) On active register or inventory.	Destroy upon 90 days after 07/10 termination of register or inventory, (except for those applications that may be brought forward to a new register or inventory, if any)	2014-0002- 2014-0002-
(2) On inactive register or inventory.	Destroy 1-12 months after eligibles are placed on inactive register, depending on space availability and difficulty of replacing the application for	DAA-CRS- 2014-002 - 001)
	rectoration Cut off annually	DAIA-GRS-
m. Ineligible or incomplete applications for positions filled by case examining. Such documents include OF-612, resumes, supplemental forms, and attachments, whether in hard copy or electronic format.		DA19-GRS- New 2014- 0002-0011
n. Eligible applications for positions filled by case examining that either are not referred to the hiring official or are returned to the examining office by the hiring official. Such documents include OF-612, resumes, supplemental forms, and attachments, whether in hard copy or electronic format.		New- GR5- DAA-GR5- QU-0002-0011
o. Request for prior approval of personnel actions taken by agencies on such matters as promotion, transfer, reinstatement, or change in status, submitted by SF-59, OPM-648, or equivalent form.	Cut off annually. Destroy 1 year after cutoff.	DAA-GRS 2014-0002- 0013
p. Certificate files, including SF-39, SF-39A, or equivalent, and all papers upon which the certification was based: detailed rating schedule, record of selective and quality ranking factors used, the list of eligibles screened for the vacancies, ratings assigned, availbility statements, the certificate of	Cut off annually. Destroy 5 2 years after cutoff. DAA 0 6 !	Revision 7-00 1-00 1-00 7-
eligibles that was issued to the selecting official, the annotated certificate of eligibles	ACTIVE - ALL ITEMS SUPERSEDED	

GRS or

Superseded Item Job Citation **Disposition** Number Title and Description of Records <u> ૩તperseded by:</u> that was returned from the selecting official, and other documentation material designated by the examiner of for retention. It is recommended that both the file copy and the audited report of the certificate be kept in this file. Files should be arranged to permit reconstruction or validation of actions taken in the event of appeal or legal action. Cut off annually. Destroy 12 q. Certification request control index. years after cutoff. Certificate control log system. Records of information (e.g., receipt date, series, and grade of position, duty station, etc.) pertaining to requests for lists of eligibles from a register Destroy uopn expiration of employee's DEP eligibility.

Cut off annually. Destroy 2 DATAGES 7015 years after cutoff.

Destroy 3 years after date of the report. or inventory. r. Interagency Placement Program (IPP) application and registration sheet. s. DEP control cards, if maintained. t. Reports of audits of dlegated examining operations.