

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-GRS-86-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

In Fiscal Year 2013, the GRS Team began a five year project to update and revise the General Records Schedules (GRS) under OMB/NARA M 12 18, Managing Government Records Directive. The old GRS was completely superseded.

See <https://www.archives.gov/records mgmt/grs> for the revised GRS, crosswalks, FAQs, tools, and other resources.

Date Reported: 4/2/2019

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REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-GRS-86-1	
1 FROM (Agency or establishment) U.S. Office of Personnel Management		DATE RECEIVED 5-19-86	
2 MAJOR SUBDIVISION Office of Information Management		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION Information Systems Plans & Policies Division			
4 NAME OF PERSON WITH WHOM TO CONFER Charles R. Chesek			
5 TELEPHONE EXT. 632-7720		DATE 10/21/86	ARCHIVIST OF THE UNITED STATES <i>Frank S. Smith</i>
6 CERTIFICATE OF AGENCY REPRESENTATIVE			

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 1 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 5/12/86 C SIGNATURE *James M. Farron* D TITLE *Director, RADD*
5/9/86 James M. Farron Chief, Reports & Forms Mgmt. Branch

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)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	Amend General Records Schedule 1 (Civilian Personnel Records), item 34 (Delegated Agreements) as per attached. <u>OPM Staffing Group Concurrence</u> Name/Title/Date <i>Richard R. Wood</i> <u>5/9/86</u> Richard R. Wood, Chief Recruiting and Staffing Services Division	NCI-GRS-85-2	<i>1 item</i>

Copy sent to Agency & NCF 10/29/86 Emb.

34. Delegated Agreements under
the authority of 5 U.S.C. 1104.
(OPM and Agency Copies)

Destroy 3 years after
termination of agreement.

The following records may be
created under delegated agree-
ments between the OPM and agencies
allowing for the examination and
certification of applicants for
employment.

- | | |
|---|---|
| Correspondence concerning | Break annually. Destroy |
| applications, eligibles, | 1 year after break. |
| certification, and all other | |
| examining and recruiting | |
| operations including but not | |
| limited to correspondence from | |
| the Congress, White House, and | |
| general public; and correspon- | |
| dence regarding accommodations | |
| for holding examinations and | |
| shipment of test materials. | |
| b. Stock control records of | Destroy when test is |
| examination test material | superseded or obsolete. |
| including running inventory of | |
| test material in stock. | |
| c. Application Record Card; (OPM | Break after examination. |
| Form 5000A, or equivalent). | Destroy no later than 90 days |
| | after break. |
| d. Examination Announcement Case | Destroy 5 years after termination |
| Files; consisting of correspon- | of related register. |
| dence regarding the examination | |
| requirements, original drafts of | |
| examination, and announcement | |
| issued (exclusive of correspon- | |
| dence, and other records con- | |
| cerning qualification standards, | |
| job specifications and their | |
| development). | |
| e. Register of eligibles; (OPM Form | Break records on individuals with |
| 5001-C, or equivalent document | terminated eligibility annually. |
| that records eligibility for an | Transfer to FARC 1 year after break. |
| individual for Federal jobs). | Destroy 5 years after break. |
| | When entire register is terminated, |
| | transfer to FARC 1 year after termi- |
| | nation date. Destroy 5 years after |
| | termination date. (Registers esta- |
| | blished under case examining: Destroy |
| | after audit by local OPM area office |
| | or 90 days after final action is taken |
| | on the certificate, whichever is sooner.) |