

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

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| LEAVE BLANK  |
| JOB NO<br><b>NC1-GRS-85-2</b>  |
| DATE RECEIVED<br><b>7-12-85</b>  |
| 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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 |
| <b>1-27-86</b><br>Date <i>Frank A. Bondy</i><br>Archivist of the United States   |

TO **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)  
**U.S. Office of Personnel Management**

2 MAJOR SUBDIVISION  
**Office of Information Management**

3 MINOR SUBDIVISION  
**Information Systems Plans and Policies Division**

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| 4 NAME OF PERSON WITH WHOM TO CONFER<br><b>Charles R. Chesek</b> | 5 TEL EXT<br><b>632-7714</b> |
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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 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

- A** Request for immediate disposal.
- B** Request for disposal after a specified period of time or request for permanent retention.

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| C DATE<br><b>7/18/85</b> | D SIGNATURE OF AGENCY REPRESENTATIVE<br><i>William C. Duffy</i><br><b>William C. Duffy</b> | E TITLE<br><b>Chief, Information Systems Plans and Policies Division</b> |
|--------------------------|--|--|

| 7 ITEM NO | 8 DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|-----------|--|--------------------|-----------------|
| 1.        | Amend General Records Schedule 1 (Civilian Personnel Records) by adding a record series covering records created through Delegated Agreements (see attached).<br><br>OPM Staffing Group Concurrence<br><i>Mark Bobb</i> 6/2/85<br>Name/Title/Date<br><br>All changes to this proposed schedule have been approved by:<br><br><i>Michelle Pacifico</i> 9/30/85<br>NARA appraiser date<br><br><i>Chas R. Chesek</i> 9/30/85<br>Agency representative date<br><br>GAO concurrence is not necessary. <i>C. R. Chesek</i> 7/30/85 |                    |                 |

34. Delegated Agreements under the authority of 5 U.S.C. 1104. Records created under delegated agreements between the Office of Personnel Management and agencies allowing for the examining and certification of applicants for employment.
- a. Correspondence concerning applications, eligibles, certification, and all other examining and recruiting operations including but not limited to correspondence from the Congress, White House, and general public; and correspondence regarding accommodations for holding examinations and shipment of test materials. Break annually. Destroy 1 year after break.
- b. Stock control records of examination test material including running inventory of test material in stock. Destroy when test is superseded or obsolete.
- c. Application Record Card; (OPM Form 5000A, or equivalent). Break after examination. Destroy no later than 90 days after break.
- d. Examination Announcement Case Files; consisting of correspondence regarding the examination requirements, original drafts of examination, and announcement issued (exclusive of correspondence, and other records concerning qualification standards, job specifications and their development). Destroy 5 years after termination of related register.
- e. Register of eligibles; (OPM Form 5001-C, or equivalent document that records eligibility for an individual for Federal jobs). Break records on individuals with terminated eligibility annually. ~~Transfer to FARC 1 year after break.~~ Destroy 5 years after break.
- When entire register is terminated, ~~transfer to FARC 1 year after termination date.~~ Destroy 5 years after termination date. (Registers established 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.)

- f. Letters to applicants denying transfer of eligibility; (OPM Form 4896, or equivalent). Break annually. Destroy 1 year after break.
- g. Cancelled and ineligible applications, including the application, supplemental forms, and attachments submitted with the applications. Ineligible applications may be returned to the applicant with the notice of ineligibility, unless otherwise directed by the local OPM area office. Destroy ineligible applications not returned and cancelled applications 90 days after date of action or when register is terminated, whichever is sooner.
- h. Written test answer sheets for both eligibles and ineligibles. Filed by date of processing. Destroy ~~after retention of 6 months~~<sup>old</sup> when.
- i. Lost or Exposed Test Material Case Files showing the circumstances of loss, nature of the recovery action and corrective action required. Break closed files annually. Destroy 5 years after break.
- j. Eligible applications.
- (1) On active register. Destroy upon termination of the register (except applications that may be brought forward to new register, if any). ~~Destroy registers established under case examining procedures after audit by local OPM area office or 90 days after final action is taken on the certificate, whichever is sooner.~~
- (2) On inactive register. Destroy 1-12 months after eligibles are placed on inactive register, depending on space availability and difficulty of replacing the application for restoration.
- k. Request for prior approval of personnel actions taken by agencies on such matters as promotions, transfer, reinstatement, change in status, etc., submitted by SF 59, OPM 648, or equivalent forms. Break annually. Destroy 1 year after break.
- l. Certificate Files: Contain SF 39, SF 39A, and all papers upon which the certification was based; that is, detailed rating schedule, record of selective and quality ranking factors used, list of eligibles screened for the vacancies, rating Break annually. Destroy 5 years after break. ~~(Files may be transferred to EARC 2 years after break.)~~

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9/30/85

assigned, availability statements, and other documentation material designated by the examiner of retention. It is recommended that both the file copy and the audited report copy of the certificate be kept in this file. However they are kept, files should be arranged to permit reconstruction or validation of actions taken in the event of appeal or legal action.

- m. Certification request control index. Break annually. Destroy 1 year after break.
- n. Displaced Employee Program (DEP) application and registration sheet. Destroy upon expiration of employee's DEP eligibility.
- o. DEP control cards, if maintained. Break annually. Destroy 2 years after break.
- p. Reports of audits of delegated examining operations. Destroy 3 years after date of the report.