

Item 1. File No. 306: Senior Executive Service (SES) Files: Official files related to management of executive resources at NARA. Included are subject files, official position descriptions, records of recruitments and recertifications, reference files, and employee performance files for SES appointees.

a. [NEW] File No. 306-3: SES Recruitment Files: Records relating to recruitments of candidates for SES positions, EXCLUDING any records that duplicate information in the OPF or in any other personnel records. Included are records that document qualification standards, evaluation methods, selection procedures, and evaluations of candidates.

Proposed Disposition: Cut off after the personnel action is completed. Destroy 2 years after cutoff or when no longer needed for reference, whichever is longer.

b. [NEW] File No. 306-4: SES Recertification Files: Records related to recertifications of SES appointees. Included are correspondence, forms, and notes and recommendations of NARA's Performance Review Board.

Proposed Disposition: Cut off upon completion of recertification. Destroy 4 years after cutoff.

Item 2. [NEW] File No. 310-3: Family and Medical Leave Act (FMLA) Files: Records relating to approving and monitoring employees' requests for 3 days or more of leave under the provisions of the FMLA. The files may include applications, medical documentation, and copies of Standard Forms 52, Request for Personnel Action, and Standard Forms 71, Request for Leave or Approved Absence.

Proposed Disposition: Cut off when case is closed. Destroy 1 year after cutoff.

Item 3. [NEW] File No. 329-3: Grievance, Disciplinary, and Adverse Action Files: Merit System Protection Board (MSPB) Appeal Case Files: Records relating to appeals submitted to MSPB by current and former NARA employees. These case files may include statements of witnesses, reports of interviews and hearings, court findings and recommendations, copies of original and final decisions, related correspondence and exhibits, and Optional Forms 283, Merit Systems Protection Board Appeal Form.

Proposed Disposition: Place in inactive file after case is closed. Cut off inactive files annually. Destroy 7 years after cutoff.

Item 4. File No. 336: Personal Injury Files: Forms, reports, correspondence, and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made, EXCLUDING copies filed in the Employee Medical Folder (file no. 333) and copies submitted to the Department of Labor. (GRS 1, item 31)

Proposed Disposition: Cut off on termination of compensation or when deadline for filing a claim has passed. Destroy 5 years after cutoff.

Item 5. Word Processing Files and Electronic Mail (Email) Records

a. [NEW] Word Processing Files: Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media, such as hard disks or floppy diskettes, after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

Disposition: Delete from the word processing system when no longer needed for updating or revision.

b. [NEW] Email Records: Senders' and recipients' versions of email messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

Disposition: Delete from the email system after copying to a recordkeeping system.

NOTE: Along with the message text, the recordkeeping system must capture the names of the sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required.