

Request for Records Disposition Authority

Records Schedule Number **DAA-0478-2014-0006**

Schedule Status **Approved**

Agency or Establishment **Office of Personnel Management**

Record Group / Scheduling Group **Records of the Office of Personnel Management**

Records Schedule applies to **Major Subdivision**

Major Subdivision **Employee Services**

Minor Subdivision **Recruitment and Diversity**

Schedule Subject **USAJOBS**

Internal agency concurrences will be provided **No**

Background Information **The USAJOBS system/application supports the Federal hiring business processes of Federal agencies, departments, bureaus, offices and other entities. USAJOBS directly supports OPM in its mission to recruit, retain, and honor a world-class workforce to serve the American people.**

The USAJOBS system/application fulfills the statutory requirement under 5 U.S.C. sections 3327 and 3330 to provide public notice of job opportunities in the competitive service of the Federal Government.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	7

GAO Approval

Outline of Records Schedule Items for DAA-0478-2014-0006

Sequence Number	
1	Inputs
1.1	Web-based forms: Job seeker profile and on-line resume XML Data Sets: Job Opportunity Announcements, applicant notifications provided by agency TAS Uploaded binary files: Job seeker supplemental documentation Content management system (web page content and FAQs) Disposition Authority Number: DAA-0478-2014-0006-0001
2	Outputs
2.1	External aggregate reports Disposition Authority Number: DAA-0478-2014-0006-0002
2.2	Ad hoc statistical reports (web site performance) Job posting correspondence: E-mail XML data feeds: Job Opportunity Announcement listings provided to external recipients Disposition Authority Number: DAA-0478-2014-0006-0003
2.3	Audit log data and reports Disposition Authority Number: DAA-0478-2014-0006-0004
3	Master Files
3.1	job opening announcement information, Disposition Authority Number: DAA-0478-2014-0006-0005
3.2	job seeker information (Applicant Data) Disposition Authority Number: DAA-0478-2014-0006-0006
3.3	Supporting Web Site Content Disposition Authority Number: DAA-0478-2014-0006-0007
4	System Documentation Disposition Authority Number: DAA-0478-2014-0006-0008
5	Backup Files
5.1	Full Backups Disposition Authority Number: DAA-0478-2014-0006-0009
5.2	Differential backups Disposition Authority Number: DAA-0478-2014-0006-0010

Records Schedule Items

Sequence Number	
1	Inputs
1.1	<p data-bbox="393 487 1428 631">Web-based forms: Job seeker profile and on-line resume XML Data Sets: Job Opportunity Announcements, applicant notifications provided by agency TAS Uploaded binary files: Job seeker supplemental documentation Content management system (web page content and FAQs)</p> <p data-bbox="393 648 1164 674">Disposition Authority Number DAA-0478-2014-0006-0001</p> <p data-bbox="393 702 1511 993">Job seekers provide profile information, resumes and (optionally) supplemental documentation to agencies during the online application process. Agencies' integrated agency TAS provide job opportunity announcement information and data related to applications submitted and application status information to the USAJOBS system which then populates individual job seeker profile records for the individuals. External agency HR Specialists may also utilize the Employer Services web module to create and post announcements, review applicant data for a specific opening, and perform resume mining to source candidates.</p> <p data-bbox="393 1015 938 1041">Final Disposition Temporary</p> <p data-bbox="393 1069 938 1095">Item Status Withdrawn</p> <p data-bbox="393 1123 844 1149">Is this item media neutral? Yes</p> <p data-bbox="393 1177 827 1289">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="393 1317 1329 1343">Withdrawn Status Explanation Inputs are scheduled under GRS 20/2b.</p> <p data-bbox="393 1386 690 1412">Disposition Instruction</p> <p data-bbox="393 1440 1511 1731">Retention Period GRS 20-2a Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes or to support the reconstruction of or serve as a backup to the electronic records, or (applicable to permanent records only) 60 days after NARA has been provided the notification required by 36 CFR 1225.24(a)(1), whichever is later.</p> <p data-bbox="393 1774 690 1800">Additional Information</p> <p data-bbox="393 1828 971 1854">GAO Approval Not Required</p>
2	Outputs

2.1	External aggregate reports	
	Disposition Authority Number	DAA-0478-2014-0006-0002
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Withdrawn Status Explanation	Item is scheduled under GRS 20/12b.
	Disposition Instruction	
	Retention Period	Destroy or delete after 3 years
	Additional Information	
	GAO Approval	Not Required
2.2	Ad hoc statistical reports (web site performance) Job posting correspondence: E-mail XML data feeds: Job Opportunity Announcement listings provided to external recipients	
	Disposition Authority Number	DAA-0478-2014-0006-0003
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Withdrawn Status Explanation	Item is scheduled under GRS 20/12a
	Disposition Instruction	
	Retention Period	Destroy or delete after 3 years
	Additional Information	
	GAO Approval	Not Required
2.3	Audit log data and reports	
	Disposition Authority Number	DAA-0478-2014-0006-0004
	Final Disposition	Temporary

3	3.1	Item Status	Withdrawn
		Is this item media neutral?	Yes
		Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
		Withdrawn Status Explanation	Item is scheduled under GRS 20/1c.
		Disposition Instruction	
		Retention Period	Destroy or delete after 7 years (per OPM ISPP policy)
		Additional Information	
		GAO Approval	Not Required
		Master Files	
		job opening announcement information,	
3.2	3.2	Disposition Authority Number	DAA-0478-2014-0006-0005
		Job opening announcement information includes all elements required to identify the vacancies, define duties, qualifications and evaluations for Federal positions reflecting workforce competencies, and provide application instructions applicable to the hiring agency.	
		Final Disposition	Temporary
		Item Status	Active
		Is this item media neutral?	Yes
		Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
		Disposition Instruction	
		Retention Period	Destroy or delete after 3 years
		Additional Information	
		GAO Approval	Not Required
3.2	3.2	job seeker information (Applicant Data)	
		Disposition Authority Number	DAA-0478-2014-0006-0006
		Job seeker information includes all data provided by the individual to facilitate the application process through profile creation and maintenance (e.g., username, password, security questions and answers), creation and/or storage of job	

application materials (e.g., resume, transcripts), job search parameters, and application history. If available, notification of applicant status within the hiring process is provided by hiring agencies and stored within the job seeker record. Job seeker information includes all data provided by the individual to facilitate the application process through profile creation and maintenance, creation and/or storage of job application materials, job search parameters, and application history. To support Equal Employment Opportunity Commission reporting by Federal agencies, demographic data for the job seeker (e.g., race, gender, national origin) may be collected (optional) at the time of application, transmitted to the hiring agency, and stored in the job seeker's record. If available, notification of applicant status within the hiring process is provided by hiring agencies and stored within the job seeker record.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Retention Period Destroy or delete after 3 years

Additional Information

GAO Approval Not Required

Supporting Web Site Content

Disposition Authority Number DAA-0478-2014-0006-0007

Supporting web site content includes all public, instructional or informational content introduced through content management processes managed by the USAJOBS Program Office and offered to assist HR Specialists and job seekers in navigating the web site, performing transactions on the system, and understanding the Federal hiring process.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

3.3

4	Retention Period	Destroy no sooner than 3 year(s) after FAQ and Web Content is Superseded but longer retention is authorized
	Additional Information	
	GAO Approval	Not Required
	System Documentation	
	Disposition Authority Number	DAA-0478-2014-0006-0008
	Certification and Accreditation documents, individual user manuals, model descriptors and system data requirements. Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports. System technical requirements and release notes Integration guide System security assessment and authorization package, System CONOPS, Web site instructional and FAQ content	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
5 5.1	Withdrawn Status Explanation	Item is scheduled under GRS 20/11a1.
	Disposition Instruction	
	Retention Period	Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database. (GRS 20, 11a[1])
	Additional Information	
	GAO Approval	Not Required
	Backup Files	
	Full Backups	
	Disposition Authority Number	DAA-0478-2014-0006-0009
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in	No

5.2	electronic format(s) other than e-mail and word processing?	
	Withdrawn Status Explanation	Item is scheduled under GRS 24/4a1.
	Disposition Instruction	
	Retention Period	Destroy or delete when second back up is verified as successful or when no longer needed for system restoration, administrative, legal or other audit purposes, whichever is later. GRS 24, 4a1.
	Additional Information	
	GAO Approval	Not Required
	Differential backups	
	Disposition Authority Number	DAA-0478-2014-0006-0010
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Withdrawn Status Explanation	Item is scheduled under GRS 24/4a2.
	Disposition Instruction	
	Retention Period	Destroy or delete when superseded by a full backup, or when no longer needed for system restoration, whichever is later. GRS 24, 4a2.
	Additional Information	
	GAO Approval	Not Required

Agency Certification

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
03/13/2014	Certify	Joel Westphal	Supervisory Records Officer	CIO - Records Management
07/01/2014	Submit for Concurrence	David Weber	for	National Archives and Records Administration - Records Management Services
07/07/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
07/08/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/09/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist