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 Subdivsion

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.

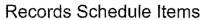
Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	' *	Number of Withdrawn Disposition Items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 O pportunity Announcements, applicant notifications provided by agency TAS Uplo aded 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 extern al 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



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Sequence Number				
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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			
•	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 fa specific opening, and perform resume mining to source candidates.			
	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 email and word processing?	No		
	Withdrawn Status Explanation	Inputs are scheduled under GRS 20/2b.		
	Disposition Instruction			
•	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.		
	Additional Information			
	GAO Approval	Not Required		
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

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 email 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

3

3.1

job opening announcement information,

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 email and word processing?

No

Disposition Instruction

Retention Period

Destroy or delete after 3 years

Additional Information

GAO Approval

Not Required

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

Electronic Records Archives

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 email 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 email and word processing? No

Disposition Instruction

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 email and word processing?

Withdrawn Status Explanation Item is scheduled under GRS 20/11a1.

No

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 No by this item currently exist in

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 No

by this item currently exist in electronic format(s) other than email and word processing?

Withdrawn Status Explanation

Item is scheduled under GRS 24/4a2.

Disposition Instruction

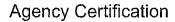
Retention Period Destroy or delete when superseded by a full backup,

or when no longer needed for system restoration,

whichever is later. GRS 24, 4a2.

Additional Information

GAO Approval Not Required



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	Ву	Title	Organization
03/13/2014	Certify	Joel Westphal	Supervisory Records Officer	CIO - Records Management
07/01/2014	Submit for Concur rence	David Weber	for	National Archives and Records Administration - Records Management Services
07/07/2014	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - Records Management Services
07/08/2014	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
07/09/2014	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist