

Request for Records Disposition Authority

Records Schedule Number DAA-0478-2017-0002

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 Agency-wide

Schedule Subject Files of the Office of the Director

Internal agency concurrences will
be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	3	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0478-2017-0002

Sequence Number	
1	Program Files Disposition Authority Number: DAA-0478-2017-0002-0001
2	Presidential Transition Program Files Disposition Authority Number: DAA-0478-2017-0002-0002
3	Council and Committee Files Disposition Authority Number: DAA-0478-2017-0002-0003
4	International Affairs Files
4.1	International Affairs Files Not Related to Visits of OPM Employees to Foreign Countries Disposition Authority Number: DAA-0478-2017-0002-0004
4.2	Records of Visits of OPM Employees to Foreign Countries Disposition Authority Number: DAA-0478-2017-0002-0005

Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 545 411">Program Files</p> <p data-bbox="345 432 1149 464">Disposition Authority Number DAA-0478-2017-0002-0001</p> <p data-bbox="345 485 1528 1020">These files document the activities of the Director and Office of the Director of the US Office of Personnel Management in directing the agency's mission and responsibilities, and in carrying out the policies, program functions, and responsibilities of the office. These records include plans and strategic plans; organizational charts and related background materials not held by OPM Human Resources; official communications to internal and external audiences in support of the agency's mission and responsibilities; substantive drafts and pre-deliberative materials; decisional records; reports and associated background information and justifications; policies and procedures; records related to hearings, speeches, and other presentations not held by the Office of Communications; meeting and briefing materials, including trip and visit materials not held by the Office of the Chief Financial Officer or covered by the International Affairs Files items in this schedule; daily and weekly binders, calendars, appointment books, logs, and diaries of the Director; and notes and comments of the Director.</p> <p data-bbox="345 1041 919 1073">Final Disposition Permanent</p> <p data-bbox="345 1094 849 1125">Item Status Active</p> <p data-bbox="345 1146 816 1178">Is this item media neutral? Yes</p> <p data-bbox="345 1199 816 1325">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="345 1346 816 1440">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="345 1461 1097 1755">GRS or Superseded Authority Citation NC1-146-77-1/ADM1 NC1-146-77-1/ADM2a NC1-146-77-1/ADM3 NC1-146-77-1/ADM6 NC1-146-77-1/ADM7 NC1-146-77-1/ADM8a NC1-146-77-1/ADM9a NC1-146-77-1/ADM11a</p> <p data-bbox="345 1797 659 1829">Disposition Instruction</p> <p data-bbox="345 1850 1463 1921">Cutoff Instruction Cut off at the end of the Director's tenure or when superseded or obsolete, whichever is later.</p>

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff

Additional Information

First year of records accumulation 1996

What will be the date span of the initial transfer of records to the National Archives? From 1996 To 2003

How frequently will your agency transfer these records to the National Archives? Unknown
Depends on the frequency of directors. Expect at least every four years.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1.5 GB	0.5 GB
Paper	50 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

2

Presidential Transition Program Files

Disposition Authority Number DAA-0478-2017-0002-0002

These files contain materials created to prepare incoming staff during a transition between presidential administrations. These records include substantive drafts and finalized briefing materials regarding OPM's organization, functions, and priorities, as well as issues affecting OPM, that are provided to incoming staff.

Final Disposition Permanent

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? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction

Cut off at the end of the transition or when superseded or obsolete, whichever is later.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 15 year(s) after cutoff

Additional Information

First year of records accumulation 2004

What will be the date span of the initial transfer of records to the National Archives?

From 2004 To 2004

How frequently will your agency transfer these records to the National Archives?

Every 4 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	36 MB	9 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

3

Council and Committee Files

Disposition Authority Number DAA-0478-2017-0002-0003

These files pertain to councils and committees on which the OPM Director or designee serves as a member or decision maker. These records include charters; bylaws; standard operating procedures and guidelines; meeting minutes and agendas; memoranda, findings, recommendations, and advisory materials; correspondence; training and outreach materials; decisional records; plans; reports; and records regarding council and committee initiatives. Federal Advisory Committee records are covered by the General Records Schedule, not this item.

Final Disposition

Permanent

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?

Yes

Do any of the records covered by this item exist as structured electronic data?

Yes

GRS or Superseded Authority Citation

NC1-146-77-1/ADM4a

Disposition Instruction

Cutoff Instruction

Cut off at the end of the Director's tenure, or when superseded or obsolete, whichever is later.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 15 year(s) after cutoff

Additional Information

First year of records accumulation 1996

What will be the date span of the initial transfer of records to the National Archives?

From 1996 To 2003

How frequently will your agency transfer these records to the National Archives?

Every 4 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 MB	0.25 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

International Affairs Files

These files pertain to visits of foreign delegations to OPM and trips to foreign destinations by OPM employees on official business.

International Affairs Files Not Related to Visits of OPM Employees to Foreign Countries

Disposition Authority Number

DAA-0478-2017-0002-0004

These files include information accumulated in controlling, administering, and facilitating visits of foreign nationals to OPM and general international affairs correspondence. Records include, but are not limited to, plans, agendas, invitations, acceptances, itineraries, background and briefing materials, clearances,

4

4.1

referrals, requests to visit; information on meetings scheduled and conducted, such as meeting minutes; reports; audiovisual materials documenting visits; and correspondence relating to foreign countries and nationals.

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? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation N1-478-91-0001/1
N1-478-91-0001/2

Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year.

Retention Period Destroy 3 year(s) after cutoff

Additional Information

GAO Approval Not Required

4.2

Records of Visits of OPM Employees to Foreign Countries

Disposition Authority Number DAA-0478-2017-0002-0005

These files include personal information of employees traveling on official government business to foreign countries to acquire official passports and visas, and for country clearances required by Department of State. This information includes: tourist passport number, official passport number, date and place of birth, contact information, pay grade, type of security clearance, and photographs. It also includes places of personal travel and dates outside the U.S. This item covers only those records that are not covered by GRS 2.2, items 010 (DAA-GRS-2017-0007-0001), 090 (DAA-GRS-2017-0007-0013), 91 (DAA-GRS-2017-0007-0014), or 92 (filing instructions).

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? Yes

Do any of the records covered by this item exist as structured electronic data?	Yes
Disposition Instruction	
Cutoff Instruction	Cut off when superseded or obsolete.
Retention Period	Destroy 3 year(s) after cutoff
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
11/22/2016	Certify	Alicia Hoefke	Agency Records Officer	Chief Information Officer - Records Management
05/01/2017	Return for Revision	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/10/2018	Submit For Certification	Bethany Letalien	Management Analyst	Office of the Chief Information Officer - Information Management Division
07/10/2018	Certify	Bethany Letalien	Management Analyst	Office of the Chief Information Officer - Information Management Division
04/25/2019	Return for Revision	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/03/2019	Submit For Certification	Bethany Letalien	Management Analyst	Office of the Chief Information Officer - Information Management Division
05/03/2019	Certify	Bethany Letalien	Management Analyst	Office of the Chief Information Officer - Information Management Division
04/14/2020	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/11/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program

				- ACNR Records Management Services
05/20/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
06/03/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist