

## Request for Records Disposition Authority

Records Schedule Number DAA-0478-2017-0007

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 Merit System Accountability and Compliance (MSAC)

Internal agency concurrences will be provided No

Background Information Merit System Accountability and Compliance (MSAC) at the U.S. Office of Personnel Management (OPM) ensures through rigorous oversight that Federal agency human resources programs are effective and meet merit system principles and related civil service requirements.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0478-2017-0007

Sequence Number	
1	MSAC Program Files Disposition Authority Number: DAA-0478-2017-0007-0001

## Records Schedule Items

Sequence Number	
1	<p><b>MSAC Program Files</b></p> <p>Disposition Authority Number      <b>DAA-0478-2017-0007-0001</b></p> <p>These files contain the records relating to the activities of the Merit System Accountability and Compliance office in directing and carrying out the policies, program functions, and responsibilities of the office. These records include, but are not limited to, planning materials, such as strategic plans and succession plans; policies, guidance, and procedures; program reviews; reports; meeting materials; webpages and other communications; and other related materials.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                      <b>Yes</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Cut off when superseded or obsolete.</b></p> <p>Retention Period                      <b>Destroy 10 years after cutoff or when no longer needed for business, whichever is later.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p>

## 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
05/31/2017	Certify	Bethany Letalien	Management Analyst	Office of the Chief Information Officer - Information Management Division
09/12/2017	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
09/20/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/20/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/22/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist