

## Request for Records Disposition Authority

Records Schedule Number DAA-0478-2017-0012

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 Assessment and Evaluation Project files

Internal agency concurrences will be provided No

Background Information The US Office of Personnel Management (OPM) provides assessment and evaluation services to other federal agencies. Assessment and evaluation personnel develop a wide range of assessments, such as surveys, program evaluations, hiring assessments, and job analyses.

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0478-2017-0012

Sequence Number	
1	Assessment and Evaluation Project files Disposition Authority Number: DAA-0478-2017-0012-0001

## Records Schedule Items

Sequence Number	
1	<p><b>Assessment and Evaluation Project files</b></p> <p>Disposition Authority Number      DAA-0478-2017-0012-0001</p> <p>These files contain technical reports and data sets for assessment development and related projects, along with related background materials. These records include, but are not limited to, background information used in developing and administering assessments, personal information, and completed assessments and analyses. Background information includes documents such as correspondence; instructions; pilot study assessments, results, reports, and related data; lists of tasks and competencies; and versions of assessments. Personal information consists of biographical information on subject matter experts who assist in the creation of assessments and information on participants. Completion of assessments and analysis are documented through examples of data collection methods and survey forms, ratings, agency or individual assessment information, and internal and government-wide reports.</p> <p>Final Disposition      Temporary</p> <p>Item Status      Active</p> <p>Is this item media neutral?      Yes</p> <p>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>Do any of the records covered by this item exist as structured electronic data?      Yes</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction      Cut off upon completion of the project or last use of the assessment, whichever occurs later</p> <p>Retention Period      Destroy 10 year(s) after cutoff</p> <p><b>Additional Information</b></p> <p>GAO Approval      Not Required</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
07/25/2017	Certify	Bethany Letalien	Management Analyst	Office of the Chief Information Officer - Information Management Division
05/29/2018	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
06/04/2018	Concur	Sebastian Welch	Supervisory Archives Specialist	National Archives and Records Administration - ACR4
06/14/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/15/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist