

Request for Records Disposition Authority

Records Schedule Number DAA-0478-2018-0004

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 Combined Federal Campaign

Internal agency concurrences will be provided No

Background Information The Combined Federal Campaign is a workplace giving program designed to allow federal employees, military personnel, and postal employees to give to charitable organizations through their jobs. Federal retirees may also participate in the CFC. CFC campaigns are delineated geographically along county lines. Until January 2017, the campaigns were largely decentralized, but 5 CFR 950 was updated to centralize management of the campaigns.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	1	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0478-2018-0004

Sequence Number	
1	CFC Case and Reporting Files Disposition Authority Number: DAA-0478-2018-0004-0001
2	CFC Program Files Disposition Authority Number: DAA-0478-2018-0004-0002
3	CFC Headquarters Final Pledge and Distribution Reports Disposition Authority Number: DAA-0478-2018-0004-0003

Records Schedule Items

Sequence Number	
1	<p>CFC Case and Reporting Files</p> <p>Disposition Authority Number DAA-0478-2018-0004-0001</p> <p>These files support the CFC's activities in providing opportunities for federal employees, military personnel, and postal employees to donate to eligible non-profit organizations through their jobs. The case files include, but are not limited to, applications submitted by charitable organizations, documentation supporting decisions regarding charitable organizations' eligibility to participate in the CFC, pledges submitted by donors, payroll deduction records, other evidence of funds disbursement, and related documentation. The reporting files include, but are not limited to, headquarters reports compiled from individual campaigns' reports; routine, periodic, ad hoc, and situational reports; responses to data calls; substantive background information; and other reporting materials. These records do not include records of CFC payroll deductions of OPM employees, which are scheduled under GRS 2.4, item 010 (DAA-GRS-2016-0015-0001). GRS 2.4, item 010 supersedes NC1-146-84-02, item 9a.</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>GRS or Superseded Authority Citation N1-146-90-1, item 1</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off upon completion of all campaign activities, including audits.</p> <p>Retention Period Destroy 3 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>CFC Program Files</p> <p>Disposition Authority Number DAA-0478-2018-0004-0002</p>

These records include, but are not limited to plans and strategic plans; policies, guidance, and procedures; meeting materials; program reviews; and other related materials. These files also include records relating to communications, training, and outreach activities: webpages, brochures, flyers, posters, newsletters, publications, materials for training keyworkers, and other related materials. The records are held by and pertain to CFC headquarters and individual CFCs.

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 or when no longer needed for business occurs, whichever is later

Additional Information

GAO Approval Not Required

CFC Headquarters Final Pledge and Distribution Reports

Disposition Authority Number DAA-0478-2018-0004-0003

These records consist of final reports on pledges, distribution of contributions, and history files compiled upon the completion of a campaign

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

3

Cutoff Instruction

Cut off upon completion of all campaign activities,
including audits

Transfer to the National Archives
for Accessioning

Transfer in 3 year blocks when the most recent
record in block is 15 years old.

Additional Information

First year of records accumulation 1982

What will be the date span of the
initial transfer of records to the
National Archives? From 1982 To 2003

How frequently will your agency
transfer these records to the
National Archives? Every 3 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	15 GB	150 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

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
08/31/2018	Certify	Bethany Letalien	Management Analyst	Office of the Chief Information Officer - Information Management Division
10/25/2019	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
11/06/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/06/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
11/08/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist