

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0478-2025-0006

Status: APPROVED
Date Approved: 11/18/2025

General Information

Agency or Establishment	Office of Personnel Management
Record/Scheduling Group	0478 - Records of the Office of Personnel Management
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Workforce Policy and Innovation (WPI)
Schedule Subject	United States Government Policy and Supporting Positions (Plum Book)
Additional Schedule Information	The Plum Book is a listing of over 7,000 civil service leadership and support positions (filled and vacant) in the Legislative and Executive branches of the Federal Government that may be subject to noncompetitive appointments. Published every 4 years after the Presidential election.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 0

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0478-2025-0006

Item #	Title	Disposition
0001	Plum Book	Permanent

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Records Schedule Items

DAA-0478-2025-0006-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Plum Book	
Item Description	Listing of civil service leadership and support positions (filled and vacant) in the Legislative and Executive branches of the Federal Government that may be subject to noncompetitive appointments, including grade and pay category.	
Is this item media neutral?	No	
Media limitation	Digital only	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off when presidential administration ends	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives immediately after cutoff	
ADDITIONAL INFORMATION		
Legal citation related to record retention (if applicable)	5 U.S.C. 3330(i)(1)	
Current Records Format	Structured data formats:unknown	
Approximate first year of records covered by this authority	1972	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: 01/01/1973 To: 06/30/2025	
Frequency of transfer	4	
Are any of the records covered by this item subject to a FOIA exemption?	No	

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Signatory Information

Action	User	Date
Approve	Marco Rubio (Acting Archivist)	11/18/2025



Office of the Chief
Records Officer for the
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.