

ED Records Schedule

SCHEDULE LOCATOR NO.: 197

REVISION DATE: 8/29/2007

TITLE: Offers of Employment Files

PRINCIPAL OFFICE: Office of Management

NARA DISPOSITION AUTHORITY: GRS – See disposition instructions.

DESCRIPTION:

Records include correspondence, letters and telegrams, offering appointments to potential employees.

As these records may be maintained in different media formats, this schedule is written to authorize the disposition of the records in any media (media neutral). Records that are designated for permanent retention and are created and maintained electronically will be transferred to NARA in an approved electronic format.

DISPOSITION INSTRUCTIONS:

a. Accepted offers [GRS 1 Item 4.a]

TEMPORARY

Cut off when appointment is effective. Destroy/delete after cutoff.

b. Declined offers [GRS 1 Item 4.b]

1. When name is received from certificate of eligibles

TEMPORARY

Return to the Office of Personnel Management (OPM) with reply and application.

2. Temporary or excepted appointment

TEMPORARY

File with application (see ED 214, items k-n, as appropriate).

3. All others

TEMPORARY

Destroy/delete immediately.

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IMPLEMENTATION GUIDANCE:

Records containing personal information should be shredded to protect confidentiality.

Related schedules: ED 214 Examining and Certification Records

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY:

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration/Departmental