

ED Records Schedule

SCHEDULE LOCATOR NO.: 198

REVISION DATE: 8/29/2007

TITLE: Official Personnel Folders (OPF) - Civilian

PRINCIPAL OFFICE: Office of Management

NARA DISPOSITION AUTHORITY: GRS -See disposition instructions

DESCRIPTION:

Records maintained in Official Personnel Folders.

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. Official Personnel Folders (GRS 1 Item 1)

Records filed on the right side of the Official Personnel Folder (OPF). Folders covering employment terminated after December 31, 1920, excluding those selected by the National Archives and Records Administration (NARA) for permanent retention.

1. Transferred employees (GRS 1 Item 1.a)

TEMPORARY

See Chapter 7 of *The Guide to Personnel Recordkeeping* for instructions relating to folders of employees transferred to another agency.

2. Separated employees (GRS 1 Item 1.b)

TEMPORARY

Transfer folder to National Personnel Records Center (NPRC), St. Louis, MO, 30 days after latest separation. NPRC will destroy 65 years after separation from Federal service.

b. Temporary Individual Employee Records (GRS 1 Item 10)

1. All copies of correspondence and forms maintained on the left side of the Official Personnel Folder (OPF) in accordance with Chapter 3 of *The Guide to Personnel Recordkeeping*, **EXCLUDING** the Immigration and Naturalization Service Form I-9 and performance-related records (GRS 1, Item 10.a)

ED Records Schedule

TEMPORARY

Destroy/delete when superseded or obsolete, or upon separation or transfer of employee, unless specifically required to be transferred with the OPF.

2. Immigration and Naturalization Service Form I-9 (GRS 1 Item 10.b)

TEMPORARY

Destroy/delete 3 years after employee separates from service or transfers to another agency.

IMPLEMENTATION GUIDANCE:

Related Schedules: ED 123 Leave, Time and Attendance Records

Records for employees separated for active military duty that have restoration rights and employees transferred to public international organizations with reemployment rights should be kept until reemployment or expiration of restoration or reemployment rights.

Records for employees reached for reduction in force whose names have been entered on the Reemployment Priority List should be kept until employees names are removed from the list.

Records for employees who were involuntarily separated and who appeal their separation should be kept until appeals are resolved.

Records for separated employees for whom permanent records are outstanding or for whom retirement, insurance, or other claims are being adjudicated should be kept for the additional time required to obtain and file the records or to adjudicate claims.

Where there is a work situation, which makes it probable that the same people will be employed repeatedly for short periods of time, records should be kept for a maximum period of two years after the date of their last separation.

Records for employees who were involuntarily separated and who are entitled to severance pay under section 550.702 of the Office of Personnel Management regulations should be kept until the former employee is reemployed under an appointment limited to more than one year, after a break of more than three days, or until the severance pay fund is exhausted, whichever comes sooner.

As required by 36 CFR 1228.58, records with special restrictions such as confidential business information (CBI) or those exempted from disclosure by statute such as the Privacy Act must be shredded or otherwise definitively destroyed with witnessed disposal for records destroyed by contractors.

ARRANGEMENT/ANNUAL ACCUMULATION:

ED Records Schedule

PREVIOUS NARA DISPOSITION AUTHORITY:

SPECIFIC LEGAL REQUIREMENTS:

5 U.S.C. 552a, Sections 1103, 1104, 1302, 4302a and 4315
Executive Orders 12107, 9830 and 10450

SPECIFIC RESTRICTIONS: Privacy Act

LINE OF BUSINESS: Administration/Departmental