

ED Records Schedule

SCHEDULE LOCATOR NO.: 200

REVISION DATE: 12/28/2007

TITLE: Position Classification Files

PRINCIPAL OFFICE: Office of Management

NARA DISPOSITION AUTHORITY: GRS – See disposition instructions

DESCRIPTION:

Records relating to the classification of positions within the Department.

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. Position classification standards files [GRS 1 Item 7.a]

1. Standards and guidelines issued or reviewed by the Office of Personnel Management (OPM) and used to classify and evaluate positions within the Department. [GRS 1 Item 7.a.1]

TEMPORARY

Destroy/delete when superseded or obsolete.

2. Standards and guidelines issued or reviewed by OPM and used to classify and evaluate positions within the agency

Correspondence and other records relating to the development of standards for classification of positions peculiar to the Department, and (OPM) approval or disapproval. [GRS 1 Item 7.a..2]

- a. Case file [GRS 1 Item 7.a.2.a]

TEMPORARY

Cut off after position is abolished or description is superseded. Destroy/delete 5 years after cutoff.

- b. Review file [GRS 1 Item 7.a.2.b]

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TEMPORARY

Cut off annually. Destroy/delete 2 years after cutoff.

b. Position descriptions [GRS 1 Item 7.b]

Record copy of position descriptions that include information on title, series, grade, duties and responsibilities, and related documents.

TEMPORARY

Cut off after position is abolished or description is superseded. Destroy/delete 2 years after cutoff.

c. Survey files [GRS 1 Item 7.c]

1. Classification survey reports on various positions prepared by classification specialists, including periodic reports. [GRS 1 Item 7.c.1]

TEMPORARY

Destroy/delete when 3 years old or 2 years after regular inspection, whichever is sooner.

2. Inspection, audit, and survey files including correspondence, reports, and other records relating to inspections, surveys, desk audits, and evaluations. [GRS 1 Item 7.c.2]

TEMPORARY

Destroy/delete when obsolete or superseded.

d. Appeals files [GRS 1 Item 7.d]

1. Case files relating to classification appeals, excluding OPM classification certificate.[GRS 1 Item 7.d.1]

TEMPORARY

Cut off after case is closed. Destroy/delete 3 years after cutoff.

2. Certificates of classification issued by OPM. [GRS 1 Item 7.d.2]

TEMPORARY

Destroy/delete after affected position is abolished or superseded.

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IMPLEMENTATION GUIDANCE:

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY:

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration/Departmental