

ED Records Schedule

SCHEDULE NO.: 214

REVISION DATE: 12/15/2007

TITLE: Examining and Certification Records

PRINCIPAL OFFICE: Office of Management

NARA DISPOSITION AUTHORITY: GRS – See disposition instructions.

DESCRIPTION:

Delegated agreements and related records created under the authority of 5 U.S.C. 1104 between the OPM and agencies, allowing for the examination and certification of applicants for employment.

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. Delegated agreements [GRS 1, Item 33.a]

TEMPORARY

Cut off after termination of agreement. Destroy/ delete 3 years after cutoff.

- b. Correspondence concerning applications, certification of eligibles, and all other examining and recruiting operations [GRS 1, Item 33.b]

Correspondence includes but is not limited to, correspondence for Congress, White House, and the general public, and correspondence regarding accommodations for holding examinations and shipment of test materials.

TEMPORARY

Cut off annually. Destroy/ delete 1 year after cutoff.

- c. Correspondence or notices received from eligibles indicating a change in name, address, or availability [GRS 1, Item 33.c]

TEMPORARY

Cut off after updating the appropriate record in the registry or inventory. Destroy 90 days after cutoff.

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d. Test material stock control [GRS 1, Item 33.d]

Stock control records of examination test material including running inventory of test material in stock.

TEMPORARY

Destroy/ delete when test is superseded or obsolete.

e. Application record card (OPM Form 5000A, or equivalent) [GRS 1, Item 33.e]

TEMPORARY

Cut off after examination. Destroy/ delete no later than 90 days after cutoff.

f. Examination announcement case documentation files [GRS 1, Item 33.f]

Correspondence regarding examination requirements, final version of announcement(s) issued, subsequent amendments to announcement(s), public notice documentation, rating schedule, job analysis documentation, record of selective and quality rating factors, rating procedures, transmutation tables, and other documents associated with the job announcement(s) and the development of the register/inventory or case examination.

TEMPORARY

Cut off after termination of related register or inventory or after final action is taken on the certificate generated by case examining procedures. Destroy/ delete 2 years after cutoff.

g. Register or inventory of eligibles (OPM Form 5001-C or equivalent, documenting eligibility of an individual for Federal jobs) [GRS 1, Item 33.g]

TEMPORARY

Cut off after the date on which the register or inventory is terminated. Destroy/ delete 2 years after cutoff.

h. Letters to applicants denying transfer of eligibility (OPM Form 4896 or equivalent) [GRS 1, Item 33.h]

TEMPORARY

Cut off annually. Destroy/ delete 1 year after cutoff.

i. Test Answer Sheets [GRS 1, Item 33.i]

Written test answer sheets for both eligibles and ineligibles. Filed by date of processing.

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TEMPORARY

Destroy/ delete when 6 months old.

j. Lost or Exposed Test Material Case Files [GRS 1, Item 33.j]

Records showing the circumstances of loss, nature of the recovery action, and corrective action required.

TEMPORARY

Cut off files annually. Destroy/ delete 5 years after cutoff.

k. Cancelled and ineligible applications for positions filled from a register or inventory [GRS 1, Item 33.k]

Such documents include Optional form (OF) 612, resumes, supplemental forms, and attachments, whether in hard copy or electronic format.

TEMPORARY

Cut off annually. Destroy/ delete 1 year after cutoff.

l. Eligible applications for positions filled from a register or inventory [GRS 1, Item 33.l]

Including OF 612, resumes, supplemental forms, and attachments, whether in hard copy or electronic format.

1. On active register or inventory

TEMPORARY

Destroy/ delete 90 days after termination of the register or inventory, (except for those applications that may be brought forward to a new register or inventory, if any).

2. On inactive register or inventory

TEMPORARY

Cut off annually. Destroy/ delete 1 year after cut off.

m. Ineligible or incomplete applications for positions filled by case examining [GRS 1, Item 33.m]

Such documents include OF 612, resumes, supplemental forms, whether in hard copy or electronic format.

TEMPORARY

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Cutoff annually. Destroy/ delete 2 years after cutoff.

- n. Eligible applications for positions filled by case examining that either are not referred to the hiring official or are returned to the examining office by the hiring official [GRS 1, Item 33.n]

Such documents include OF 612, resumes, supplemental forms, whether in hard copy or electronic format.

TEMPORARY

Cutoff annually. Destroy/ delete 2 years after cutoff.

- o. Request for prior approval of personnel actions taken by agencies on such matters as promotion, transfer, reinstatement, or change in status, submitted by SF 59, OPM 648, or equivalent form [GRS 1, Item 33.o]

TEMPORARY

Cutoff annually. Destroy/ delete 1 year after cutoff.

- p. Certificate Files [GRS 1, Item 33.p]

Certificate Files, including SF 39, SF 39A, or equivalent, and all papers upon which the certification was based: the list of eligibles screened for the vacancies, ratings assigned, availability statements, the certificate of eligibles that was issued to the selecting official, the annotated certificate of eligibles that was returned from the selecting official, and other documentation material designated by the examiner for retention.

TEMPORARY

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

- q. Certification request control index. Certificate control log system [GRS 1, Item 33.q]

Records of information (e.g. receipt date, series, and grade of position, duty station, etc.) pertaining to requests for lists of eligibles from a register or inventory.

TEMPORARY

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

- r. Interagency Placement Program (IPP) application and registration sheet [GRS 1, Item 33.r]

TEMPORARY

Destroy/ delete upon expiration of employee's DEP eligibility.

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- s. DEP control cards [GRS 1, Item 33.s]

TEMPORARY

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

- t. Reports of audits of delegated examining operations [GRS 1, Item 33.t]

TEMPORARY

Cut off after date of the report. Destroy/ delete 3 years after cutoff.

IMPLEMENTATION GUIDANCE:

Related Schedules: ED 197 Offers of Employment Files

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS DISPOSITION AUTHORITY/CONTACT:

SPECIFIC LEGAL REQUIREMENTS:

5 USC 1104

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration/Departmental