

FILE PLAN

Name of Office		Office Acronym	Date Prepared	Page 1 of 4
HR/Employment and Training Administration		ETA/OHR	October 2, 2019	
Name of Records Custodian		Files Location	Approved by and Date	
Yolanda Edmondson		N-4654	 10/10/19	
General Records Schedule (GRS)/ Unique Records Schedule (URS)	File Title	Series and Brief Description	Location	Disposition Instructions
GRS 2.5, Item 020	Individual Employee Separation Case Files	Copy of retiree application	N-4654 File Room	DAA-GRS-2014-0004-0003 Temporary. Destroy 1 year after date of separation or transfer.
GRS 2.2, Item 040	Official Personnel Folder (OPF)/electronic OPF	Long-term records of an employee's Federal career	N-4654 File Room and eOPF	DAA-GRS-2017-0007-0004 Temporary. Destroy when survivor or retirement claims are adjudicated or when records are 129 years old, whichever is sooner, but longer retention is authorized if required for business use.
GRS 2.2, Item 041	Official Personnel Folder (OPF)/electronic OPF	Short-term records of an employee's Federal career	N-4654 File Room and eOPF	DAA-GRS-2017-0007-0005 Temporary. Destroy when superseded or obsolete, or upon separation or transfer of employee, whichever is earlier.
GRS 2.4, Item 010	Employee Compensation and Benefits Records	Records used to calculate payroll, arrange paycheck deposit, and change previously issued paychecks	N-4654 File Room	DAA-GRS-2016-0015-0001 Temporary. Destroy 2 years after employee separation or retirement, but longer retention is

				authorized if required for business use.
GRS 2.4, Item 020	Employee Compensation and Benefits Records	Tax withholding and adjustment documents.	N-4654 File Room	DAA-GRS-2016-0015-0002 Temporary. Destroy 4 years after superseded or obsolete, but longer retention is authorized if required for business use.
GRS 2.4; Item 030	Time and Attendance Records	Leave audits.	N-4654 File Room	DAA-GRS-2016-0015-0003 Temporary. Destroy after GAO audit or when 3 years old, whichever is sooner.
GRS 2.2, Item 070	Performance Appraisals	Acceptable performance appraisals of non-senior executive service employees.	N-4654 File Room	DAA-GRS-2017-0007-0008 Temporary. Destroy no sooner than 4 years after date of appraisal, but longer retention is authorized if required for business use.
GRS 2.2, Item 071	Performance Appraisals	Unacceptable performance appraisals of non-senior executive service employees.	N-4654 File Room	DAA-GRS-2017-0007-0009 Temporary. Destroy after employee completes 1 year of acceptable performance from the date of written advance notice of proposed removal or reduction-in-grade notice. This disposition instruction is mandatory; deviations are not allowed.
GRS 5.6, Item 170	E-Verify	Employee verification	N-4438 Twanna's cube	DAA-GRS-2017-0006-0022 Temporary. Destroy in accordance with the investigating agency

				instruction.
GRS 5.6, Item 181	Security	Background investigations	N-4654 File cabinet by Melissa's cube	DAA-GRS-2017-0006-0025 Temporary. Destroy 5 years after employee or contractor relationship ends.
GRS 2.1, Item 50	Merit Staffing Case Files and Delegated Examining Case Files	Recruitment documents	DOORS (Departmental online recruitment system)/OHR	DAA-GRS-2017-0011-0001 Temporary. Destroy 2 years after selection certificate is closed or final settlement of any associated litigation; whichever is later.
GRS 2.3, Item 50	LRM Files	Labor management relations agreement negotiation records	N-4438 Kevin Basil's cube	DAA-GRS-2015-0007-0014 Temporary. Destroy 5 years after expiration of agreement, but longer retention is authorized if required for business use.
GRS 2.3, Item 060	Administrative Grievance Files	Records relating to grievances raised by covered entities/individuals such as non-bargaining agency employees. Includes formal and informal administrative grievance processes	N-4438 Kevin Basil's cube	DAA-GRS-2015-0007-0017 Temporary. Destroy no sooner than 4 years but no less than 7 years after case is closed.
GRS 2.3, Item 061	Adverse Action Files	Case files and records related to effected adverse actions against employees	N-4438 Kevin Basil's cube	DAA-GRS-2015-0007-0018 Temporary. Destroy no sooner than 4 years but no later than 7 years after case is closed.
GRS 2.3, Item 062	Performance-Based Action Files	Case files and records related to effected	N-4438 Kevin Basil's	DAA-GRS-2015-0007-0023

		performance based actions against employees	cube	Temporary. Destroy no sooner than 4 years but no later than 7 years after case is closed.
GRS 2.3, Item 81	Telework Documents	Agreements and training certificates	N-4438 Kevin Basil's cube	DAA-GRS-2015-0007-0022 Temporary. Destroy 1 year after end of employee's participation in the program, but longer retention is authorized if required for business use.
GRS 2.6, Item 010	Training Forms	Agreements and requests	Learning Link	DAA-GRS-2016-0014-0001 Temporary. Destroy when 3 years old, or 3 years after superseded or obsolete, whichever is appropriate, but longer retention is authorized if required for business use.
URS, N1-369-97-1, Item C	Secretary's Correspondence	Electronic Records - created by electronic mail and word processing applications.	Correspondence Tracking System (CTS)	Temporary. Delete when file copy is generated or no longer needed for reference or updating.
GRS 6.1, Item 010	Capstone	Emails for Capstone Officials	Outlook Office 365 – Capstone	DAA-GRS-2014-0001-0001 Permanent. Cut off in accordance with agency's business needs. Transfer to NARA 15-25 years after cutoff, or after declassification review (when applicable), whichever is later.