

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 32 53
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	CENSUS ADMINISTRATIVE RECORDS SCHEDULE 4 PERSONNEL This schedule covers the disposition of personnel records. These records are maintained in accordance with Civil Service Commission regulations where required.		
79	[1.] Official personnel folders. a. Employees transferring to another agency. Forward folder to agency as soon as employee's final leave record has been processed. (GRS #1, Item 1b(1)) b. Employees separated from Federal service. Transfer folder to Federal Records Center, St. Louis, Missouri, 30 days after separation. (GRS #1, Item 1b(2))		
80	[2.] All copies of correspondence and forms maintained as temporary records on the left side of folder in accordance with the Federal Personnel Manual. a. Employees transferring within the Department. Review and transfer with permanent records. b. Employees transferring to another agency or separating from Federal service. Remove from file and forward to the Census Security Office. After final review by the Census Security Office, destroy upon separation or transfer of employee or when 1 year old, whichever is sooner.	GRS 1/10	

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF
33 53

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81	<p>[3.] Notifications of personnel actions, exclusive of those in official personnel folders.</p> <p>Destroy when 2 years old.</p>	GRS 1/14a	
82	<p>[4.] Copies of documents duplicated in official personnel folders and not provided for elsewhere in this schedule.</p> <p>Destroy when 1 year old. (GRS #1, Item 14b)</p>		
83	<p>[5.] Correspondence files relating to the administration and operation of personnel functions.</p> <p>Destroy when 3 years old. Bring forward into the current file material of continuing reference value when file is destroyed. (GRS #1, Item 3a)</p>		
84	<p>[6.] Statistical reports relating to personnel, including staffing reports, accession and loss reports, retention registers, and other periodic tabulations.</p> <p>Destroy when 2 years old. (GRS #1, Item 16)</p>		
85	<p>[7.] Applications for employment and related papers, excluding (a) records relating to appointments requiring senatorial confirmation, and (b) applications resulting in appointment filed in the official personnel folder (covered in Item 1 of this schedule).</p> <p>Destroy upon receipt of Office of Personnel Management report of inspection, or when 2 years old, whichever is earlier, provided the requirements of Chapter 333, sub-chapter 1, of the Federal Personnel Manual are observed. (GRS #1, Item 15)</p>		

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF 34 53
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86	<p>[8.] Communications offering appointment to potential employees.</p> <p>Destroy immediately if appointment is accepted. If appointment is declined: (a) return to Office of Personnel Management with reply and application if name was received from certificate of eligibles; (b) file inside application, if offered as a result of application for temporary or excepted appointment, and destroy when 2 years old, and (c) destroy all others immediately. (GRS #1, Item 4)</p>		
87	<p>[9.] Certificate files including requests for and certificates of eligibles.</p> <p>Destroy 2 years after date of certificate. (GRS #1, Item 5)</p>		
88	<p>[10.] Employee interview records.</p> <p>Place in inactive file on transfer or separation of employee. Destroy 6 months after transfer or separation of employee.</p>	GRS 1/8	
89	<p>[11.] Records such as Form OF-4b, "Employee Record Card," used for information purposes outside personnel offices.</p> <p>Review annually and destroy superseded or obsolete documents; or destroy all documents relating to an individual employee 1 year after separation or transfer.</p>	GRS 1/18a	
90	<p>[12.] Position descriptions used in classification work and in employment control.</p> <p>a. Classification unit copy.</p> <p>Destroy 5 years after position is abolished or description is superseded.</p>	GRS 1/#7(b)(1)	

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	<p>b. Other copies.</p> <p>Destroy when the position is abolished or description is superseded. (GRS #1, Item 7b(2))</p>		
91	<p>[13.] Forms such as SF-70, "Position Identification Strip," used by the various divisions and offices to provide summary data on each position occupied.</p> <p>Destroy when position is cancelled or new strip is prepared. (GRS #1, Item 11)</p>		
92	<p>[14.] Incentive awards reports pertaining to the incentive program.</p> <p>Destroy when 3 years old. (GRS #1, Item 13)</p>		
93	<p>[15.] Duplicate case files of efficiency rating boards of review, copies of which have been forwarded to the Office of Personnel Management.</p> <p>Destroy 1 year after case is closed.</p>		
94	<p>[16.] Employee Performance File System Records</p> <p>See GRS #1, Item 23 and use appropriate dispositions.</p>	GRS 1/23	
95	<p>[17.] Individual health record cards.</p> <p>Destroy 6 years after date of last entry on the individual cards. (GRS #1, Item 19)</p>		
96	<p>[18.] PROP records.</p> <p>a. FOSDIC personnel data sheets.</p> <p>Destroy when 2 months old.</p>		

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 36 53
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>b. FOSDIC microfilm.</p> <p>Destroy when 1 year old.</p> <p>c. PROP printouts (reports).</p> <p>Destroy 2 years after date of report.</p>		
97	<p>[19.] Employee injury files, consisting of records such as CD-137, "Supervisor's Accident Investigation Report"; CA-1, "Employee's Notice of Injury or Occupational Disease"; or any other records regarding individual employee injury.</p> <p>Destroy 6 years after case is closed. (GRS #1, Item 21)</p>		
98	<p>[20.] Records relating to individual employee operation of Government-owned vehicles such as, application for Operator's Identification Card (CD-133), physical fitness inquiry for motor vehicle operators (SF-47), driver tests, authorization to use, safe driving awards, and related correspondence.</p> <p>Destroy 3 years after separation of employee or 3 years after revision of authorization to operate Government-owned vehicle, whichever is earlier. (GRS #10, Item 7)</p>		