

PIA Question 1.5: Has a records retention schedule been approved by the National Archives and Records Administration (NARA)? Explain how long and for what reason the information is retained.

Yes, please see the following record items found in GSA's HRLinks:

1. Job Vacancy Case Files - Records of Onetime Competitive and Senior Executive Service (SES) Announcements/Selections.

Description: Job vacancy case files. Case files an agency creates when posting and filling competitive job vacancies. Also known as case examining, competitive examination, or merit case files. Includes:

- request for lists of eligible candidates
- job announcement
- examination announcement
- job analysis, assessment criteria, and crediting plan
- basis for certification
- applications, resumes, supplemental forms, other attachments
- list of eligible candidates or applicants screened, ranking or ratings assigned, and basis for certification
- certificates, registers or lists of eligible candidates issued to selecting officials
- job-related test records
- mandatory applicant drug test records
- annotated certificates of eligible candidates returned by selecting officials
- job offers
- records of job offer being accepted or declined
- correspondence/documentation of announcement or recruiting operation

Legal citation: 5 CFR 335.103"

Retention Instructions: Temporary. Destroy 2 years after selection certificate is closed or final settlement of any associated litigation; whichever is later.

Disposition Authority: DAA-GRS-2017-0011-0001 (GRS 02.1/050)

2. Job Vacancy Case Files - Records of Standing Register Competitive Files for Multiple Positions Filled Over a Period of Time. .

Description: Job vacancy case files. Case files an agency creates when posting and filling competitive job vacancies. Also known as case examining, competitive examination, or merit case files. Includes:

- request for lists of eligible candidates
- job announcement
- examination announcement
- job analysis, assessment criteria, and crediting plan
- basis for certification
- applications, resumes, supplemental forms, other attachments
- list of eligible candidates or applicants screened, ranking or ratings assigned, and basis for certification
- certificates, registers or lists of eligible candidates issued to selecting officials
- job-related test records
- mandatory applicant drug test records
- annotated certificates of eligible candidates returned by selecting officials
- job offers
- records of job offer being accepted or declined
- correspondence/documentation of announcement or recruiting operation

Legal citation: 5 CFR 335.103.

Retention Instructions: Temporary. Destroy 2 years after termination of register.

Disposition Authority: DAA-GRS-2017-0011-0002 (GRS 02.1/051)

3. Job Application Packages.

Description: Application packages for competitive positions, in USAJobs or its successors, and other systems, whether electronic or analog. Includes:

- application
- resume
- supplemental forms
- other attachments

Note: This item is only for copies of materials submitted to and maintained in systems that receive job applications. Copies of these records used to fill job vacancies are covered under job vacancy case files (Items 050 and 051).

Retention Instructions: Temporary. Destroy 1 year after date of submission.

Disposition Authority: DAA-GRS-2014-0002-0011 (GRS 02.1/060)

4. Requests for Non-Competitive Personnel Action.

Description: Agency copy of requests submitted to OPM for approval of non-competitive personnel action on such matters as promotion, transfer, reinstatement, or change in status.

Retention Instructions: Temporary. Destroy 1 year after approval is granted or denied.

Disposition Authority: DAA-GRS-2014-0002-0013 (GRS 02.1/080)

5. Records Related to Individual Employees Hired Under Special Temporary Authority.

Description: Includes participant agreement, records of mentoring, documentation that employee fulfilled educational and other requirements, and conversion to a permanent position.

Retention Instructions: Temporary. Destroy 2 years after employee is converted to a permanent position or leaves a program but longer retention is authorized if required for business use.

Disposition Authority: DAA-GRS-2014-0002-0017 (GRS 02.1/130)

6. Pre-Appointment Files - Records Documenting Background Investigation or Vetting Of Prospective Employees to Determine Eligibility for Security Clearance and Sensitive Positions.

Description: Records created when vetting a prospective employee between the time a job offer is accepted and the time employee enters on duty. Included are forms in the SF-85 family, fingerprint charts, and related correspondence. Forward to appropriate security office after prospective employee enters on duty, declines appointment, or is no longer a candidate.

Retention Instructions: None; filing instruction only.

Disposition Authority: (GRS 02.1/140)

7. Pre-Appointment Files - Records Appropriate for Inclusion in the OPF - Prospective Employees Who Enter on Duty.

Description: Records created when vetting a prospective employee between the time a job offer is accepted and the time employee enters on duty. Such as designation of beneficiary, life insurance election, and health benefits registration. Forward to appropriate human resources office to include in OPF after employee enters on duty.

Retention Instructions: None; filing instruction only.

Disposition Authority: (GRS 02.1/141)

8. Pre-Appointment Files - Records Appropriate for Inclusion in the OPF - Prospective Employees Who Do Not Enter on Duty.

Description: Records created when vetting a prospective employee between the time a job offer is accepted and the time employee enters on duty. Such as designation of beneficiary, life insurance election, and health benefits registration.

Retention Instructions: Temporary. Destroy 1 year after prospective employee is no longer a candidate.

Disposition Authority: DAA-GRS-2014-0002-0009 (GRS 02.1/142)

9. Pre-Appointment Files - Copies of Records Included in Job Vacancy Case Files (Items 50-51).

Description: Records created when vetting a prospective employee between the time a job offer is accepted and the time employee enters on duty.

Retention Instructions: Temporary. Destroy after prospective employee enters on duty, declines appointment, or is no longer a candidate.

Disposition Authority: DAA-GRS-2014-0002-0010 (GRS 02.1/143)

10. Records of Delegation of Authority for Examination and Certification.

Description: Agreements and related records created under the authority of 5 U.S.C. 1104 by which OPM delegates to an agency the authority to examine and certify applicants for employment.

Exclusion: OPM's records are not covered by this item.

Retention Instructions: Temporary. Destroy 3 years after agreement terminates but longer retention is authorized if required for business use.

Disposition Authority: DAA-GRS-2014-0002-0021 (GRS 02.1/150)

11. Adverse Impact Files: Records Revealing No Adverse Impact.

Description: Records documenting the impact of tests and other selection procedures on peoples' employment opportunities, recorded by sex, race, and ethnic group in order to determine compliance with the Uniform Guidelines on Employee Selection Procedures. Includes records documenting:

- number of applicants by sex, race, and national origin
- number of people hired, promoted, and terminated, by sex, race, and national origin
- selection procedures and their validity

Legal Citation: 29 CFR 1607.15A (2)(b)"

Retention Instructions: Temporary. Destroy when 3 years old, but longer retention is authorized if required for business purposes.

Disposition Authority: DAA-GRS-2018-0008-0001 (GRS 02.1/170)

12. Adverse Impact Files: Records Revealing an Adverse Impact.

Description: Records documenting the impact of tests and other selection procedures on peoples' employment opportunities, recorded by sex, race, and ethnic group in order to determine compliance with the Uniform Guidelines on Employee Selection Procedures. Includes records documenting:

- number of applicants by sex, race, and national origin
- number of people hired, promoted, and terminated, by sex, race, and national origin
- selection procedures and their validity

Legal Citation: 29 CFR 1607.15A (2)(b).

Retention Instructions: Temporary. Destroy 2 years after eliminating the adverse impact, but longer retention is authorized if required for business purposes.

Disposition Authority: DAA-GRS-2018-0008-0002 (GRS 02.1/171)

13. Recruitment Records.

Description: Records documenting agency in-person and on-line recruitment efforts at career fairs, job fairs, visits to colleges, and similar venues. Includes:

- records documenting planning and logistics of individual recruitment events

- record copy of advertisement and materials for distribution (see Exclusion 2)
- contact information and interest areas collected from potential job candidates
- recruitment event reports
- correspondence with prospective candidates

Exclusion 1: Military recruitment advertising records must be scheduled by military establishments.

Exclusion 2: Recruitment posters must be scheduled by agencies.

Retention Instructions: Temporary. Destroy when 1 year old, but longer retention is authorized if required for business purposes.

Disposition Authority: DAA-GRS-2018-0008-0003 (GRS 02.1/180)

14. Employee Incentive Award Records.

Description: Agency awards files, including recommendations, approved nominations, correspondence, and reports about agency-sponsored cash and noncash awards (such as lump-sum cash awards, honorary awards, informal recognition awards, cost savings awards, and time off awards). Also, includes correspondence about awards from other Federal agencies or non-Federal organizations and to former employees.

Exclusion: Records of Department-level awards require agency-specific schedules.

Retention Instructions: Temporary. Destroy when 2 years old or 2 years after award is approved or disapproved, whichever is later, but longer retention is authorized if required for business use.

Disposition Authority: DAA-GRS-2017-0007-0003 (GRS 02.2/030)

15. Notifications of Personnel Actions.

Description: Copies of Standard Form 50, documenting all individual personnel actions such as hiring, promotions, transfers, and separation. Includes chronological files, fact sheets, general correspondence, and forms about pending personnel actions maintained by agency Human Resources offices.

Exclusion: SF-50s filed in the OPF. Items 040 and 041 of this schedule cover these records.

Retention Instructions: Temporary. Destroy when business use ceases.

Disposition Authority: DAA-GRS-2017-0007-0006 (GRS 02.2/050)

16. Employment Eligibility Verification Records.

Description: Employment Eligibility Verification form I-9 and any supporting documentation.

Retention Instructions: Temporary. Destroy 3 years after employee separates from service or transfers to another agency.

Disposition Authority: DAA-GRS-2017-0007-0007 (GRS 02.2/060)

17. Employee Performance File System Records. Acceptable Performance Appraisals of Non-Senior Executive Service Employees.

Description: Employee performance records are ratings of record, the performance plans on which ratings are based, supporting documentation for those ratings, and any other performance-related material required by an agency's performance appraisal system.

Exclusion: Performance records of Presidential appointees are not covered by the GRS. Such records must be scheduled by submitting an agency-specific schedule to NARA.

Performance records for employees as defined in 5 U.S.C. 4301(2)).

Exclusion: Performance records superseded through an administrative, judicial, or quasi-judicial procedure are covered by item 073 of this schedule.

Legal citation: 5 CFR Part 293.404.

Retention Instructions: Temporary. Destroy no sooner than 4 years after date of appraisal, but longer retention is authorized if required for business use.

Disposition Authority: DAA-GRS-2017-0007-0008 (GRS 02.2/070)

18. Employee Performance File System Records. Unacceptable Performance Appraisals of Non-Senior Executive Service Employees.

Description: Employee performance records are ratings of record, the performance plans on which ratings are based, supporting documentation for those ratings, and any other performance-related material required by an agency's performance appraisal system.

Exclusion: Performance records of Presidential appointees are not covered by the GRS. Such records must be scheduled by submitting an agency-specific schedule to NARA.

Appraisals of unacceptable performance for non-senior executive service employees (as defined in 5 U.S.C. 4301(2)), where a notice of proposed demotion or removal is issued but not effected, and all related documents.

Legal citations: 5 U.S.C. section 4303(d) and 5 CFR Part 293.404.

Retention Instructions: 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.

Disposition Authority: DAA-GRS-2017-0007-0009 (GRS 02.2/071)

19. Employee Performance File System Records. Records of Senior Executive Service Employees.

Description: Employee performance records are ratings of record, the performance plans on which ratings are based, supporting documentation for those ratings, and any other performance-related material required by an agency's performance appraisal system.

Exclusion: Performance records of Presidential appointees are not covered by the GRS. Such records must be scheduled by submitting an agency-specific schedule to NARA.

Records of senior executive service employees.

Performance records for employees as defined in 5 U.S.C. 3132a(2). Includes records of performance ratings boards. Exclusion: Performance records superseded through an administrative, judicial, or quasi-judicial procedure are covered by item 073 of this schedule.

Legal citation: 5 CFR Part 293.404.

Retention Instructions: Temporary. Destroy no sooner than 5 years after date of appraisal, but longer retention is authorized if required for business use.

Disposition Authority: DAA-GRS-2017-0007-0010 (GRS 02.2/072)

20. Employee Performance File System Records. Performance Records Superseded Through an Administrative, Judicial, or Quasi-Judicial Procedure.

Description: Employee performance records are ratings of record, the performance plans on which ratings are based, supporting documentation for those ratings, and any other performance-related material required by an agency's performance appraisal system.

Exclusion: Performance records of Presidential appointees are not covered by the GRS. Such records must be scheduled by submitting an agency-specific schedule to NARA.

Performance records superseded through an administrative, judicial, or quasi-judicial procedure.

Superseded performance records of both non-senior executive service employees and senior executive service employees.

Legal citation: 5 CFR Part 293.404.

Retention Instructions: Temporary. Destroy when superseded. This disposition instruction is mandatory; deviations are not allowed.

Disposition Authority: DAA-GRS-2017-0007-0011 (GRS 02.2/073)

21. Skill Set Records.

Description: Records detailing name, contact, and other information for people with specific skill sets, such as foreign languages, notaries, and sign language; used to assign work-related duties to employees and volunteers.

Exclusion: Associated testing records. Those related to non-mission functions are covered by GRS 2.6, Employee Training Records. Those related to agency mission functions must be scheduled by the agency.

Retention Instructions: Temporary. Destroy when business use ceases.

Disposition Authority: DAA-GRS-2017-0007-0018 (GRS 02.2/120)

22. Employee Relations Programs' Administrative Records.

Description: Records documenting routine activities related to programs such as reasonable accommodation, displaced employees, telework/alternative worksite opportunities, anti-harassment, Alternative Dispute Resolution (ADR), Equal Employment Opportunity (EEO), and other avenues for settling disputes. Includes:

- program-related correspondence
- copies of statutes, regulations, directives, and instructions
- timetables and guidelines for processing case files and appealing decisions
- planning records
- meeting minutes
- program evaluations and reports to senior management
- statistical records tracking program participation and participants

- records tracking programs' compliance with relevant Executive Orders and other requirements
- records arranging for outside mediator and facilitator involvement in case settlements

Exclusion 1: Records specific to individual cases (covered by items 020 to 111 in this schedule).

Exclusion 2: Reports to external oversight agencies (covered by GRS 5.7, item 050).

Exclusion 3: Records created by offices responsible for monitoring employee relations programs government-wide (must be scheduled individually by responsible offices).

Retention Instructions: Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use.

Disposition Authority: DAA-GRS-2018-0002-0001 (GRS 02.3/010)

23. Reasonable Accommodation Case Files.

Description: Individual employee files created, received, and maintained by EEO reasonable accommodation, diversity/disability programs, employee relations coordinators, supervisors, administrators, or Human Resource specialists containing records of requests for reasonable accommodation and/or assistive technology devices and services that have been requested for or by an employee. Includes:

- request, approvals and denials
- notice of procedures for informal dispute resolution or appeal processes
- forms, correspondence, records of oral conversations
- policy guidance documents
- medical records
- supporting notes and documentation.

Retention Instructions: Temporary. Destroy 3 years after employee separation from the agency or all appeals are concluded whichever is later, but longer retention is authorized if required for business use.

Disposition Authority: DAA-GRS-2018-0002-0002 (GRS 02.3/020)

24. Dislocated Worker Program Case Files.

Description: Includes applications, registrations, supporting documentation.

Retention Instructions: Temporary. Destroy 1 year after employee eligibility for program expires, but longer retention is authorized if required for business use.

Disposition Authority: DAA-GRS-2018-0002-0003 (GRS 02.3/030)

25. Telework/Alternate Worksite Program Case Files.

Description: Includes:

- agency/employee agreements
- records such as questionnaires relating to the safety of the worksite
- records documenting worksite safety and equipment; hardware, and software installation and use; and offsite use of secure, classified information or data subject to the Privacy Act or agencies' Personally Identifiable Information policies.

Retention Instructions: Temporary. Destroy when superseded or obsolete or 1 year after end of employee's participation in program, whichever is sooner, but longer retention is authorized if required for business use.

Disposition Authority: DAA-GRS-2018-0002-0004 (GRS 02.3/040)

26. Records Used to Calculate Payroll, Arrange Paycheck Deposit, and Change Previously-Issued Paychecks.

Description: Includes:

- additions to paychecks
 - child care subsidies
 - Internal Revenue Service form W-9 (Request for Taxpayer Identification Number)
 - other additions
- deductions from paychecks
 - insurance
 - retirement accounts (e.g. Thrift Savings Plan, my Retirement Account, etc.)
 - flexible spending accounts, such as medical savings and dependent care assistance
 - union dues
 - Combined Federal Campaign
 - garnishments (IRS form 668A—Notice of Levy—and similar records)
 - Treasury bond purchases
- authorizations for deposits into bank accounts
- changes or corrections to previous transactions either at paying agency or payroll processor.
- Fair Labor Standards Act exemption worksheets.

Retention Instructions: Temporary. Destroy 3 years after paying agency or payroll processor validates data, but longer retention is authorized if required for business use.

Disposition Authority: DAA-GRS-2019-0004-0001 (GRS 02.4/010)

27. Tax Withholding and Adjustment Documents.

Description: Employee withholding allowance certificates such as Internal Revenue Service (IRS) W-4 series forms and state equivalents, and records of fringe benefits and expense reimbursements provided to employees.

Legal citation: IRS Publication 15 (2015), (Circular E), Employer's Tax Guide, section on Recordkeeping.

Retention Instructions: Temporary. Destroy 4 years after superseded or obsolete, but longer retention is authorized if required for business use.

Disposition Authority: DAA-GRS-2016-0015-0002 (GRS 02.4/020)

28. Time and Attendance Records.

Description: Sign-in/sign-out records, time cards, leave applications and approvals of all types (annual, sick, family medical, military service, jury duty, leave donations, etc.); overtime, compensatory, and credit time requests and approvals; premium pay authorizations; and other records documenting employees' presence at or absence from work.

Legal citation: 29 CFR 516.5a.

Retention Instructions: Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use.

Disposition Authority: DAA-GRS-2019-0004-0002 (GRS 02.4/030)

29. Phased-Retirement Employees' Overtime Documentation.

Description: Records documenting ordering or permitting phased-retirement employees to work overtime.

Legal citation: 5 CFR 831.1715, section 4.

Retention Instructions: Temporary. Destroy when 6 years old.

Disposition Authority: DAA-GRS-2018-0001-0001 (GRS 02.4/035)

30. Agency Payroll Record for Each Pay Period.

Description: Aggregate records documenting payroll disbursed in each pay period: base pay, additions to and deductions from pay, and leave balances of all civilian employees within an agency or employing entity.

Legal citation: 5 U.S.C. 8466.

Retention Instructions: Temporary. Destroy when 56 years old.

Disposition Authority: DAA-GRS-2016-0015-0004 (GRS 02.4/040)

31. Wage and Tax Statements.

Description: Agency copies of IRS form W-2 (Wage and Tax Statement, IRS form W-3 (Transmittal of Wage and Tax Statements), IRS forms in the 1099 series, and state equivalents.

Legal citations:

- Form W-3, Purpose of Form section states, "The IRS recommends retaining copies of these forms for four years." Agencies attach their copies of form W-2 to form W-3.
- IRS Publication 15 (2014), (Circular E), Employer's Tax Guide, section on Recordkeeping (copies of returns filed and confirmation numbers).

Retention Instructions: Temporary. Destroy when 4 years old, but longer retention is authorized if required for business use.

Disposition Authority: DAA-GRS-2016-0015-0005 (GRS 02.4/050)

32. Payroll Program Administrative Records - Administrative Correspondence Between Agency And Payroll Processor, And System Reports Used for Agency Workload and/or Personnel Management Purposes.

Description: Records produced in administering and operating payroll functions of a general nature and not linked to an individual employee's pay.

Retention Instructions: Temporary. Destroy when 2 years old, but longer retention is authorized if required for business use.

Disposition Authority: DAA-GRS-2016-0015-0006 (GRS 02.4/060)

33. Payroll Program Administrative Records - Payroll System Reports Providing Fiscal Information on Agency Payroll.

Description: Records produced in administering and operating payroll functions of a general nature and not linked to an individual employee's pay.

Retention Instructions: Temporary. Destroy when 3 years old or after GAO audit, whichever comes sooner, but longer retention is authorized if required for business use.

Disposition Authority: DAA-GRS-2016-0015-0007 (GRS 02.4/061)

34. Wage Survey Files.

Description: Records created while conducting periodic surveys of wages paid to non-Government workers in a specified wage area to support and modify the Federal Wage System. Includes survey data, background documents, correspondence and reports on area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and request for an authorization of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).

Retention Instructions: Temporary. Destroy after completing second succeeding survey in the specific wage area (i.e., retain records of the two most recently completed surveys), but longer retention is authorized if required for business use.

Disposition Authority: DAA-GRS-2016-0015-0010 (GRS 02.4/080)

35. Phased Retirement Individual Case Files.

Description: Phased retirement individual case files. Case files of the individual employee participation in phased retirement, such as: application for immediate retirement, evidence of eligibility, reviews/recommendations by supervisor and others, notice of approval or disapproval, retirement benefit estimates, annuity calculations, phased retirement agreement, records documenting knowledge transfer activities, confidentiality agreement with mentees, action/project plans and logs, and correspondence.

NOTE: Agencies may choose to file these records with the employee's retirement file, in which case the agency should retain them according to the retention period for the retirement file, per GRS 2.5, item 020.

Exclusion: This item does not cover records held at OPM concerning staff at other agencies.

Retention Instructions: Destroy 1 year after employee participation concludes or the employee retires, but longer retention is authorized if required for business use.

Disposition Authority: DAA-GRS-2016-0007-0002 (GRS 02.5/051)

36. Non-Mission Employee Training Program Records.

Description: Non-mission employee training program records. Records about planning, assessing, managing, and evaluating an agency's training program: plans, reports, and program evaluations, organizational and occupational needs assessments, employee skills assessments, employee training statistics, notices about training opportunities, schedules, or courses, mandatory training tracking and reporting files, logistics and coordination documents, Authorization, Agreement, and Certification of Training (SF-182) and similar records, registration forms, employee attendance records, syllabi, presentations, instructor guides, handbooks, and lesson plans, reference and working files on course content, other course materials, such as presentations and videos, student, class, or instructor evaluations.

NOTE: Financial records related to purchase of training or travel for training are scheduled under GRS 1.1, item 010.

Exclusion: This item does not cover ethics-related training. Ethics training is scheduled by GRS 2.6, item 020.

Retention Instructions: 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.

Disposition Authority: DAA-GRS-2016-0014-0001 (GRS 02.6/010)

37. Ethics Training Records.

Description: Records include but are not limited to: administration of new employee ethics orientations, annual, and other types of ethics training, agency annual written plans, notices about training requirements and course offerings.

Retention Instructions: Temporary. Destroy when 6 years old or when superseded whichever is later, but longer retention is authorized if required for business use.

Disposition Authority: DAA-GRS-2016-0014-0002 (GRS 02.6/020)

38. Individual Employee Training Records.

Description: Records documenting training required by all or most Federal agencies, such as information system security, anti-harassment training, and training to develop job skills. Records may include: completion certificates or verification documents for mandatory training required of all Federal employees or specific groups of employees

(e.g., supervisors, contractors), Individual Development Plans (IDPs), mentoring or coaching agreements.

Exclusion: Academic transcripts, professional licenses, civil service exams, or documentation of mission-related training are not covered by this item.

Retention Instructions: Temporary. Destroy when superseded, 3 years old, or 1 year after separation, whichever comes first, but longer retention is authorized if required for business use.

Disposition Authority: DAA-GRS-2016-0014-0003 (GRS 02.6/030)

39. Non-Occupational Health and Wellness Program Records.

Description: Records documenting the planning, management, reporting, correspondence with internal agency offices, statistical summaries, and routine operations undertaken by employee health service organizations involving non-occupational worksite health and wellness programs, such as nursing mothers, Automated External Defibrillators (AEDs), alcohol and drug abuse programs, and tobacco cessation. Includes:

- health risk appraisals
- biometric testing
- health coaching
- disease management
- behavioral management
- preventive services
- fitness programs

Retention Instructions: Temporary. Destroy 3 years after the project/activity/ or transaction is completed or superseded, but longer retention is authorized if needed for business use.

Disposition Authority: DAA-GRS-2017-0010-0013 (GRS 02.7/080)

40. Personally Identifiable Information Extracts.

Description: System-generated or hardcopy print-outs generated for business purposes that contain Personally Identifiable Information.

Legal citation: OMB M-07-16 (May 22, 2007), Attachment 1, Section C, bullet "Log and Verify"

Retention Instructions: Temporary. Destroy when 90 days old or no longer needed pursuant to supervisory authorization, whichever is appropriate.

Disposition Authority: DAA-GRS-2013-0007-0012 (GRS 04.2/130)

41. Personally Identifiable Information Extract Logs.

Description: Logs that track the use of PII extracts by authorized users, containing some or all of: date and time of extract, name and component of information system from which data is extracted, user extracting data, data elements involved, business purpose for which the data will be used, length of time extracted information will be used. Also includes (if appropriate): justification and supervisory authorization for retaining extract longer than 90 days, and anticipated disposition date."

Retention Instructions: Temporary. Destroy when business use ceases.

Disposition Authority: DAA-GRS-2013-0007-0013 (GRS 04.2/140)

42. Personnel Security and Access Clearance Records - Records of People Issued Clearances.

Description: Records about security clearances, and other clearances for access to Government facilities or to sensitive data, created to support initial favorable eligibility determinations, periodic reinvestigations, or to implement a continuous evaluation program. Includes:

- questionnaires
- summaries of reports prepared by the investigating agency
- documentation of agency adjudication process and final determination

Note: GRS 3.2, Information Systems Security Records, items 030 and 031, covers Information system access records.

Records of people issued clearances.

Exclusion: Copies of investigative reports covered in items 170 and 171.

Retention Instructions: Temporary. Destroy 5 years after employee or contractor relationship ends, but longer retention is authorized if required for business use.

Disposition Authority: DAA-GRS-2017-0006-0025 (GRS 05.6/181)