

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

92 items *RF 269*

**TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1 FROM (AGENCY OR ESTABLISHMENT)
General Services Administration

2 MAJOR SUBDIVISION
Management Services Division

3 MINOR SUBDIVISION
Records Management Branch

4 NAME OF PERSON WITH WHOM TO CONFER
Martin Rogin

5 TEL EXT
183-5132

6 CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
DATE RECEIVED <i>2/11/74</i>	DB NO <i>NC-174-142</i>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10	
<i>4-12-74</i> Date	<i>James B. Choudhury</i> Archivist of the United States

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

2-4-74 *Michael G. Barbour*
 (Date) Michael G. Barbour Chief, Records Management Branch (BRAR)
 (Signature of Agency Representative) (Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	Files Descriptions and requested disposition authorizations are contained in the attached proposed changes to chap. 18, of the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2). The proposed changes are identified by vertical lines in the right margin.	<i>NN168-136</i> <i>NN169-444</i>	

58 items

CENTRAL SERVICES ADMINISTRATION

OAD P 1820.2 CHGE

(Date)

CHAPTER 18. PERSONNEL PROGRAM FILES

1. General. This chapter provides for documentation, maintenance, and disposition of personnel program files. These instructions are contained in:

- a. Appendix 18-A General Personnel Files
- b. Appendix 18-B Classification and Compensation Program Files
- c. Appendix 18-C Employee Relations Program Files
- d. Appendix 18-D Incentive Awards Program Files
- e. Appendix 18-E Employment Program Files
- f. Appendix 18-F Training and Development Program Files
- g. Appendix 18-G GSA Executive Manpower Resources Program Files
- h. Appendix 18-H Processing and Records Files
- i. Appendix 18-I Health Service Unit Files

2. Reserved.

(Do NOT Type text below this line)

Distribution

Center PAGE 1 and 2 NUMBER in box

CHAP 18-1

*Used on first page of order ONLY.

**CHAP is a full block page.

**Insert DATE and ORDER NO aligned at top on all odd pages other than page 1

This appendix provides documentation, maintenance, and disposition instructions for general personnel files. For the purpose of this appendix, general personnel includes coordinating, conducting, reviewing, and reporting on personnel inspections, research, and actions that are not covered in other appendixes to this chapter. General personnel files are created according to GSA orders and handbooks in the 6000 subject classification series. They are accumulated in the Central Office by the Office of Personnel and its counterparts in regional offices.

Appendix 18-A. General Personnel Files

18A1. Personnel management evaluation files. Documents accumulated as a result of Civil Service Commission (CSC), joint, or GSA evaluations of personnel management in GSA. Included are self-evaluation checklists, advance notices of evaluation, evaluation reports, notifications of compliance, survey notifications, survey reports, and related papers.

Cut off annually after completion of a survey cycle, hold until superseded by another evaluation or survey cycle, and destroy.

18A2 - 18A4. Reserved.

18A5. Personnel information systems. Documents accumulated in the development and implementation of personnel and manpower information systems on a local, agencywide, or Government-wide basis. Included are correspondence, instructions, and other documents on the Manpower and Payroll Statistics System (MAPS); the Central Personnel Data File (CPDF); and Interagency Advisory Group work groups concerned with personnel data standards, personnel statistics, or personnel management informations systems. Excluded are specific reports generated under such systems.

Hold until termination of study, supersession or termination of system, or until documents are no longer needed for reference purposes, and then destroy.

18A6. Special studies file. Documents created in preparing and conducting personnel management studies (at the request of the Administrator, members of the Congress, the Office of Management and Budget, or the Civil Service Commission) to answer congressional inquiries, carry out training programs, change personnel policies, and practices, or measure effectiveness of personnel programs. Included are correspondence, questionnaires, workpapers, study reports, and related papers.

a. Studies requiring substantive research with related correspondence.
Cut off annually after completion of study, ~~hold 3 years~~, PERMANENT, and destroy.

b. Workpapers, questionnaires routine studies, and related papers.
18A7 - 18A9. Reserved. Destroy 3 years after completion of study. *27 Mar 74*

18A10. Appeal and grievance examiner designations. Documents accumulated in selecting and designating appeal and grievance examiners. Included are recommendations for training, approvals, appointment and related papers, but not appeal and grievance case records.

Cut off annually, hold 4 years, and destroy.

18A11 - 18A14. Reserved.

Appendix 18-A

18A15. Military reserve status files. Documents created in reviewing the reserve status of "key" employees and in certifying their essentiality to the responsible military service for determination or removal of their reserve status. Included are statements of military reserve status and certificates of essentiality, reserve reports, and related papers.

Cut off annually, hold 6 months, and destroy.

GENERAL SERVICES ADMINISTRATION

OAD P 1820.2 CHGE

This appendix describes program files relating to the classification and compensation function. Classification and compensation are concerned with describing, classifying, allocating, evaluating, and structuring all positions in GSA, including General Schedule and Wage System positions and those to which Civil Service Commission (CSC) classifications do not apply. Files relating to payroll operations and the related recording and reporting of leave, time, and attendance are not included. Classification and compensation documents are accumulated pursuant to GSA orders and handbooks in the 6000 and 6400 subject classification series, the GSA Administrative Manual (OAD P 5410.1), and the Federal Personnel Manual. They are accumulated in the Compensation Division and Central Office Operations Division, Office of Personnel, OAD, and counterparts in the regional offices. Files relating to classification and compensation accumulated by other offices are described in chap. 9 of this handbook.

Appendix 18-B. Classification and Compensation Program Files

* Distribution Center PAGE 1 and 2 NUMBER in box PAR

*Used on first page of order ONLY.

**CHAP if a handbook page

***Insert DATE and ORDER NO aligned at top on all odd pages other than page 1

18B1. Position descriptions. Documents created to describe official duties, responsibilities, and supervisory relationships of each position within the organization. Included are copies of position descriptions of General Schedule and Wage System positions, position description amendments, certifications, checklists or fill-in descriptions, multiple-level or standard descriptions, and related papers.

Master position descriptions: Hold 5 years after position is abolished or superseded, then destroy.

Position description copies: Destroy when position is abolished or superseded.

18B2 - 18B4. Reserved.

18B5. Position classification surveys. Documents created to record the systematic examination of the essential aspects of all positions, position design, and structuring within an area. Included are position survey reports, records of classification surveys, position review certifications, Whitten Amendment review papers, recommendations, and related papers.

Cut off at end of year following completion of subsequent survey, hold 3 years, and destroy.

18B6 - 18B9. Reserved.

18B10. Position classification appeals. Documents created when employees appeal classification, or Wage System job grade decisions. Included are copies of appeals, supervisors' comments, supporting records, appeal decisions, and related papers.

Cut off annually following final decision, hold 3 years, and retire. Destroy after 4 additional years.

18B11 - 18B14. Reserved.

18B15. Position guidelines. Documents created in preparing, clearing, and issuing guidelines for classifying General Schedule and Wage System positions. Included are classification guidelines, clearances, and related papers.

Destroy when superseded, canceled, obsolete, or no longer needed.

18B16. Schedule C files. Documents accumulated to record creation of positions in the non-competitive service requiring approval of the Civil Service Commission. Included are forms, letters, current position job

(Use Appendix 18-B)

Distribution

Center PAGE

3

NUMBER in pages

*Used on first page of order ONLY

*(GSA) if a hand-book page.

**Insert DATE and ORDER NO aligned at top on all odd pages other than page 1

(Use reverse for LEFT PAGE)

CSA 1820.2

OAD P 1820.2 CHGE

(Date)

descriptions, copies of Civil Service Commission's approval of the positions published in the Federal Register, and related papers.

Destroy when superseded, obsolete or no longer needed.

18B17 - 18B19. Reserved.

18B20. Classification recommendations and assistance. Documents created in making recommendations and evaluations to the Central Office or the Civil Service Commission regarding classification of positions, and in requesting and providing guidance, decisions, advice, and assistance concerning classification of positions. Included are recommendations, requests, background papers, analyses, decisions, concurrences, other responses, instructional and advisory communications, and related papers.

Cut off annually, hold 2 years, and retire. Destroy after 3 additional years.

18B21 - 18B24. Reserved.

18B25. Classification and qualification standards reviews. Documents created in presenting, reviewing, analyzing, experimentally applying, and commenting upon proposed new and revised classification standards and supplements. Included are initial and followup communications from the Central Office and regional offices of both CSC and GSA.

Destroy when obsolete or no longer needed.

18B26 - 18B29. Reserved.

18B30. Wage surveys, schedules, and rates. Documents created in determining need for, requesting, authorizing, directing, conducting, and analyzing wage surveys; developing and implementing wage schedules; and requesting and authorizing specific rates. Included are general wage correspondence, instructions, survey work sheets, GSA wage schedules, wage schedules of other agencies, and related papers.

Destroy when obsolete or no longer needed.

18B31 - 18B34. Reserved.

(Do not write on this line) Appendix 18-B

PAR Center PAGE 4 NUMBER in box

*CHAP if a handbook page

(Use reverse for RIGHT PAGE)

Use broken paper for page lines

18B35. Report of Wage System jobs and employees. Documents created in reporting numbers of Wage System positions and incumbents, by pay plan, grade, and rate affected by newly implemented local wage schedules. Included are detailed and summary reports, and related papers.

Destroy when superseded.

18B36 - 18B39. Reserved.

18B40. Pay administration assistance. Documents created to provide assistance in interpreting and implementing pay administration programs. Included are pay plans, pay fixing rules, authorizations, reconsiderations, and related papers.

Central Office: Cut off annually, hold 2 years, and retire.
Destroy after 3 additional years.

Other offices: Cut off annually, hold 4 years, and destroy.

18B41 - 18B44. Reserved.

18B45. Differentials and allowances. Documents created in commenting (to CSC and other Federal agencies) on the development, interpretation, and application of regulations and other papers concerning post differentials, overseas allowances, evacuation payments, and comparable matters. Included are authorizations, interpretations, reports, vouchers, and related papers.

Cut off annually, hold 2 years, and retire. Destroy after 3 additional years.

(Do Appendix 18-B)

Use on first page of order ONLY

Insert DATE and ORDER NO. aligned at top on all odd pages other than page 1

Use reverse for LEFT PAGE

**On AP if a handbook page

GENERAL SERVICES ADMINISTRATION

OAD P 1820.2 CHGE

This appendix provides documentation, maintenance, and disposition instructions for employee and labor relations program files. The employee and labor relations program relates to informing, assisting, counseling, promoting, and otherwise acting as liaison between GSA and its personnel regarding employee organizations; employee performance, discipline, grievances, and appeals; health, insurance, and retirement programs; charitable contribution and savings bond drives; and employee services. These files are created pursuant to the GSA Administrative Manual (OAD P 5410.1), Federal Personnel Manual, and GSA orders and handbooks of the 3600, 6000, and 6200 subject classification series. They are accumulated by the Employee and Labor Relations Division and the Central Office Operations Division, Office of Personnel, OAD; by Personnel Divisions of the regions; and by offices of individuals assigned responsibility for coordinating personnel matters on a service-wide or staff office-wide basis. This appendix is not applicable to personnel files accumulated by other offices. Such files are covered in chap. 9 of this handbook.

Use broken line for drawing change lines

----- Appendix 18-C. Employee Relations Program Files -----

Distribution

Center PA 1 and 2

PAR

* Used on first page of order ONLY

** CHAP if a handbook page

** Insert DATE and ORDER NO aligned at top on all odd pages other than page 1

18C1. Intramangement communication and consultation. Documents created in improving intramangement communications and consultation with GSA supervisors as individuals and for establishing a consultative relationship with associations of supervisors. Included are minutes, resumes, letters, reports, issuances, agreements, bylaws, membership lists, and related papers.

Cut off annually, hold 3 years, and destroy.

18C2 - 18C3. Reserved.

18C4. Adverse actions. Documents created in notifying employees of hearings to be held, and related reports concerning them and in making decisions regarding proposed suspensions, demotions, removals, and other adverse personnel actions. Included are notices of proposed actions, replies from employees concerning notices of decisions, and related papers.

Cut off annually after effective date of action, hold 3 years, and retire. Destroy after 4 additional years.

18C5. Appeals files. Documents related to reviewing, hearing, and disposing of employee appeals of major adverse personnel actions and disciplinary measures but not necessarily filed in the official personnel folder. Included are notices of proposed action, employee's replies, employee's appeal notices of proposed adverse action, transcripts of hearings, designation of examiner or arbitrators, examiners or arbitrators reports, notices of appellate decision, notices of termination of appeal, CSC reports, and related papers.

Cut off annually after final decision, hold 2 years, and retire. Destroy after 3 additional years.

18C6. Grievance files. Documents created in dealing with matters of dissatisfaction, concern, or complaint of employees, and the measures taken to resolve these grievances according to regulatory requirements of the CSC. Included are written communications, transcripts of hearings, depositions, appointment of examiners or arbitrators, records of final decision, and related papers.

Cut off annually after final decision, hold 2 years, and retire. Destroy after 3 additional years.

18C7 - 18C9. Reserved.

18C10. Labor organization files. Documents created in receiving requests for, granting, or denying recognition of unions. Included are copies of requests for recognition; accordances; denials or withdrawals of recognition requests; elections, appeals, investigations, and final decisions

Appendix 18-C

Distribution

Center PAGE 3

NUMBER in box

PAR

Entered on first page of order ONLY

ENCAP if a handbook page

Insert DATE and ORDER NO. shown at top on all odd pages other than page 1

OAD P 1820.2 CHGE

(Date)

regarding recognition; arbitration decisions on unit or majority representation; and related papers.

Recognized unions: Retain for duration of recognition.

Other documents: Cut off annually after final decision on withdrawal or denial of recognition, hold 3 years, and destroy.

18C11 - 18C14. Reserved

18C15. Labor and management liaison. Documents accumulated in advising, assisting, or otherwise acting as liaison between labor organizations and GSA management, CSC, or Department of Labor. Included are documents reflecting advice regarding negotiations of agreements and propriety of literature distribution; membership campaign papers; complaints of unfair labor practices and alleged standard of conduct violations; written agreements, memorandums of understanding, requests for exceptions, and final decisions; CSC reports; dues withholding documents; and related papers.

Negotiated agreements: Cut off at end of year following termination, hold 3 years, and destroy.

Other documents: Cut off annually, hold 3 years, and destroy.

18C16. Employee associations and benefits files. Documents accumulated to record actions taken to ensure that the interests of the Government, GSA, and GSA employee members of the employee welfare and recreations associations are protected. Included are investigative reports, fund audits, special reports, and related papers.

Cut off annually, hold 1 year, and destroy.

18C17. Employee alcoholism and other drug related programs. Documents accumulated in ensuring that persons afflicted with alcoholism or other drug related problems receive the opportunity for treatment and rehabilitation. Included are correspondence, reports, lists of rehabilitation facilities, telephone numbers of individuals to be contacted at the facilities, lists of counselors on alcoholism, statistical reports, literature, and related papers.

Destroy when superseded, obsolete, or no longer needed.

18C18 - 18C19. Reserved

18C20. Health and insurance. Documents created in informing, counseling, and assisting employees and claimants regarding health, insurance, and retirement programs. Included are contracts for health units, health unit reports, notices of inoculation programs, and related papers.

(Do not Appendix 18-C)

PAR

Center PAGE 4 NUMBER in box

* CHAP if a handbook page

GENERAL SERVICES ADMINISTRATION

OAD P 1820.2 CHGE

Contract files: Cut off annually upon completion of the contract, hold 2 years, and retire. Destroy after 4 additional years.

Other papers: Cut off annually, hold 3 years, and destroy.

18C21 - 18C24. Reserved.

18C25. Retirement and separation assistance. Documents related to assisting retiring employees and surviving claimants regarding insurance and retirement benefits to which they may be entitled. Included are annuity estimates, separation checklists, and related papers.

Cut off annually, hold 1 year, and destroy.

18C26 - 18C29. Reserved.

18C30. Employee services. Documents created in informing and counseling employees on available services and acting as liaison between employee services and employees. Included are complaints against credit union and other creditors; emergency assistance fund applications, notes, approvals, and related papers.

Cut off annually, hold 2 years, and destroy.

18C31 - 18C34. Reserved.

18C35. Charitable contribution campaigns. Documents accumulated in managing and coordinating charitable contribution drives such as the Combined Federal Campaign and others. Included are copies of notices of campaigns, communications concerning the campaigns, and related papers.

Cut off annually, hold 2 years, and destroy.

18C36 - 18C39. Reserved

18C40. Savings bond promotion. Documents created in developing and disseminating material and otherwise promoting and reporting on participation in the U.S. Savings Bond program, but excluding background papers to GSA issuances pertaining to such programs. Included are copies of posters, flyers, and related papers.

Cut off annually, hold 1 year, and destroy.

Appendix 18-C

Distribution

Order 5 and 6

ORDER box

DATE

Use only for a price or order ONLY

**CHART is a handbook page

Insert DATE and ORDER NO. aligned at top on all odd pages other than page 1

33

18D1. Award committee meetings. Documents created to record the proceedings of meetings. Included are minutes of meetings, agenda, lists of members, recommendations, and related papers.

Cut off at end of each fiscal year, hold 3 years, and destroy.

18D2 - 18D4. Reserved.

18D5. Award ceremonies. Documents created in arranging and publicizing ceremonies for the presentation of awards. Included are posters, placards, and related papers.

Cut off at end of fiscal year, hold 3 years, and destroy.

18D6 - 18D9. Reserved.

18D10. Award controls. Documents used in registering and controlling employee suggestions and performance award recommendations. Included are cards, logs, registers, and related papers.

Cut off at end of each fiscal year, hold 3 years, and destroy.

18D11 - 18D14. Reserved.

18D15. Award case files. Documents created in the granting of awards, for suggestions, special acts, service, or superior performance. Included are suggestions, recommendations, acknowledgements, evaluations, notices of adoption or rejection, letters of refusal or return of awards, and related papers.

Cut off at end of the fiscal year following closing of case, hold 2 years, and destroy.

18D16 - 18D19. Reserved.

18D20. Award reports. Documents created to provide statistical information on participation in, awards approved under, and savings resulting from the awards program.

Cut off at end of fiscal year, hold 3 years, and destroy.

Appendix 18-D

Distribution

Center PAC 3 and 4

PAP

*Used on first page of order ONLY

**CHAP if a handbook page

**Insert DATE and ORDER NO. angled at top on all odd pages other than page 1

GENERAL SERVICE ADMINISTRATION

OAD P 1820.2 CHGE

This appendix provides documentation, maintenance, and disposition instructions for employment program files. The employment program is concerned with recruiting, examining, placing, promoting, and assisting in separation of employees. Employment files are created pursuant to provisions of GSA orders and handbooks in the 3800 and 6000 subject classification series, the GSA Administrative Manual (OAD P 5410.1), and the Federal Personnel Manual. They are accumulated by the Manpower Management Division, Special Recruiting and Training Division and Central Office Operations Division, Office of Personnel, OAD; counterparts in the regional offices; and by offices of individuals assigned responsibility for coordinating personnel matters on a service-wide or staff office-wide basis. Related documents accumulated by other offices are not covered by this appendix but are described in chap. 9 of this handbook.

Use broken line for drawing change lines

Appendix 18-E. Employment Program Files

Distribution

Center PAGE 1 and 2 ORDER in box

CHAP

*Used on first page of order ONLY

**CHAP if a handbook page

***Insert DATE and ORDER NO aligned at top on all odd pages other than page 1

GENERAL SERVICES ADMINISTRATION

OAD P 1820.2 CHGE

18E1. Active applications. Documents created in receiving applications, conducting interviews, making selections, and placing applicants qualified and available for employment. Included are applications for Federal employment, qualification rating sheets, control logs, registers, applicant referrals, and related papers.

NOTE: Hold until applicant is selected, then transfer the selected applicant application to the official personnel folder, transfer the remainder of applications and related documents to the inactive application file (18E5) for disposition.

18E2 - 18E4. Reserved.

18E5. Inactive applications. Files established when decision is made that an applicant is not qualified or will not be selected for appointment for other reasons. Included are applications for Federal employment and related papers.

Cut off annually, hold 2 years or until receipt of CSC report of inspection, whichever is earlier, providing the requirements in the Federal Personnel Manual are observed, and then destroy.

18E6 - 18E9. Reserved.

18E10. Promotions. Documents accumulated in administering and evaluating the GSA Promotion Plan. Included are temporary records of each promotion made under the plan, such as position identifications, vacancy announcements, evaluations of candidates, listings of names of candidates as they appeared in the final ranking, certifications showing referrals and selections, and other documents required to allow reconstruction of the promotion action.

Cut off annually, hold 3 years or until receipt of CSC report of inspection, whichever is earlier, providing the requirements in the Federal Personnel Manual are observed, and then destroy.

18E11 - 18E14. Reserved.

18E15. Career tenure listings. Documents used in determining retention rights, eligibility for reemployment rights, or conversion to career or career-conditional status. Included are listings, card files, and related papers.

Listings from which reduction-in-force (RIF) actions have been taken: Cut off annually, hold 2 years, and destroy.

Other listings: Destroy when superseded.

(Do not use Appendix 18-E)

Distribution

Center PAGE **3** NUMBER in box

PAR

*Used on first page of order ONLY.

**CHAP if a handbook page

***Insert DATE and ORDER NO aligned at top on all odd pages other than page 1

OAD P 1820.2 CHGE

(Date)

18E16 - 18E19. Reserved.

18E20. Separations, demotions, and reduction in force actions. Documents created in reviewing recommendations, determining actions, and notifying employees regarding demotion, reduction in force, and termination of employment, but excluding documents required for filing in the appeals or grievances files and the official personnel folder. Included are notices of RIF, demotion, or removal actions, control record cards, letters of charges, and related papers.

Cut off annually after final decision, hold 1 year, and destroy.

18E21 - 18E24. Reserved.

18E25. Disadvantaged employee utilization. Documents created in coordinating a program for the maximum utilization of the capabilities of the handicapped and underprivileged. Included are statistical reports, promotional materials, and related papers.

Cut off annually, hold 2 years or until CSC inspection, whichever is sooner, then destroy.

18E26 - 18E29. Reserved.

18E30. Approval actions. Documents accumulated by the Office of Personnel, OAD, in reviewing, processing, and controlling all personnel actions which require Central Office or CSC approval. Included are higher grade placement actions, within grade raise actions, suspensions, demotions, and removals; appointments of experts, consultants, and uncompensated employees; and related papers.

Cut off annually, hold 1 year, then destroy.

18E31. Recruitment files. Documents accumulated relating to general recruitment of personnel not identified elsewhere in this chapter. Included are plans for special recruitment goals, general recruitment plans, special studies relating to recruitment problems such as the use of temporary appointments, other problems as they may arise and related papers.

Cut off annually after completion of project, hold 1 year and retire. Destroy after 3 additional years.

18E32 - 18E34. Reserved.

18E35. Recruitment advertising. Documents created in preparing, reviewing, and clearing proposed paid advertisements and informational materials

(Do not Appendix 18-E / this line)

PAR

Center PAGE 4 NUMBER in box

*CHAP if a handbook page

OAD P 1820.2 CHGE

(10)

18E60. Details. Documents accumulated in receiving and acting on requests for approvals of temporary assignment of GSA employees to other offices within GSA, to other Federal agencies, to congressional committees, or to world organizations without change in civil service status or pay status. Included are requests for personnel actions, requests for extensions, referrals, and related papers.

Cut off annually, hold 2 years, and destroy.

18E61 - 18E64. Reserved.

18E65. Youth opportunity employment. Documents accumulated in publicizing and coordinating recruitment, training, and evaluation of the summer and youth opportunity employment programs. Included are applications, CSC rosters, reports to the CSC, and related papers.

Cut off annually, hold 2 years, and destroy.

18E66 - 18E69. Reserved.

18E70. Congressional correspondence. Documents created in obtaining and transmitting information for, and developing replies to, congressional inquiries. Included are copies of congressional inquiries, replies, and related papers.

Cut off annually, hold 1 year, and destroy.

Note: This file is to be a reference file. Record copies should be filed in their appropriate functional categories.

Use brief - line for dth

(Do NOT Appendix 18-E this line)

PAR

Center PAGE 6 NUMBER in box

*CHAP if a handbook page

57

This appendix describes files accumulated in developing policies, procedures, and guidelines for the training and development of GSA employees; conducting agencywide surveys of training needs; planning and coordinating agencywide training activities in areas such as general orientation, office skills, supervisory development, middle management, and executive development; developing or assisting in the development of courses of instructions for training; assisting in the development of agencywide, regional, or individual training agreements and negotiating them with the Civil Service Commission (CSC); preparing, reviewing, and commenting on proposed training contracts; and reporting of training activities. This appendix also describes files accumulated as a result of assisting in the development and conduct of training programs for personnel outside of GSA. These files, hereafter referred to as training and development program files, are accumulated by the Office of Personnel and by regional Personnel Divisions. They are also accumulated by offices of career development officers and officials responsible for coordinating service-wide and staff office-wide training activities. Instructions governing the creation of these files are provided in 5 U.S.C. 1308 and 4101-4118 (the Government Employees Training Act); the Federal Personnel Manual; the GSA Administrative Manual, chap. 3, parts 4 and 5 (OAD P 5410.1); and the HB, Employee Development (OFA P 3610.1); and other GSA issuances in the 3610 subject classification series. This appendix is not applicable to files created as a result of training activities conducted by, and relating to program functions of, services and staff offices. Files of this nature are described in the chapters of this handbook applicable to the program functions concerned.

Appendix 18-F. Training and Development Program Files

18-F-1 and 2

Based on the... of order...

Insert DATA and ORDER...

...

...

GENERAL SERVICES ADMINISTRATION

OAD P 1820.2 CHGE

18F1. Training administrative files. Documents created in the general administration of employee training programs. Included are inventories of available training resources, requests for information on training activities, and related papers not described elsewhere in this appendix.

Cut off annually, hold 2 years, and destroy.

18F2 - 18F4. Reserved.

18F5. Training authorization controls. Documents created to control and record the assignment of document numbers to employee training authorizations. Included are registers, log sheets or similar control documents, and related papers.

Cut off at end of fiscal year, hold 2 years, and destroy.

18F6. Training authorization and record. Documents reflecting numerical identification of training authorization, name of trainee's organizational element, training course title and description, concurrence and approvals of responsible officials, and related papers.

Cut off at end of fiscal year in which training is completed, hold 2 years, and destroy.

18F7 - 18F9. Reserved.

18F10. Training courses and programs. Documents accumulated by personnel divisions in establishing and conducting training courses and programs; advising and assisting services and staff offices in establishing and conducting training programs; and negotiating with the CSC, other Federal agencies, and non-Government organizations for the establishment and provision of training courses and programs. Included are contracts, records of meetings and discussions, announcements of training courses, course outlines and tests, handout material and instruction sheets.

Cut off annually when superseded, training program or course is completed, or contract is terminated, hold 2 years, and retire. Destroy after 3 additional years.

18F11. Federal executives training. Records accumulated in the selection of candidates from GSA to participate in training programs sponsored by Government agencies. Included are invitations from program sponsors to GSA to submit names of candidates, letters of application, recommendations, selection and rejection of candidates, personnel summaries, and related papers.

Cut off at end of fiscal year, hold 2 years, and destroy. Maintain list of selectees until no longer needed.

(Use Appendix 18-F.)

Distribution Center PAGE 3 NUMBER in box **PAR

*Used on first page of order ONLY **CHAP if a handbook page
**Insert DATE and ORDER NO aligned at top on all odd pages other than page 1

62

OAD P 1820.2 CHGE

(Date)

18F12 - 18F14. Reserved.

18F15. Individual training files. Documents accumulated to record personal data and progress of individual employees participating in the management intern or other formal professional, technical, or clerical training program under a training agreement. Included are evaluations, correspondence, and other papers showing progress of trainees; training timetables; and similar information as well as semiannual ADP listings of training courses attended by individual trainees, and related papers.

Records of management interns, and other trainees: Cut off at end of fiscal year following completion of training, hold 3 years, and destroy.

ADP listings (record of employee training): Destroy when no longer needed.

18F16 - 18F19. Reserved.

18F20. Training agreements. Documents accumulated by the Office of Personnel and regional personnel divisions in negotiating nationwide, Central Office, regional, or individual training agreements with the CSC. Included are correspondence, record copies of agreements, and related papers.

When superseded or obsolete: Cut off annually, hold 1 year, and retire. Hold 3 additional years and destroy.

18F21 - 18F24. Reserved.

18F25. Training needs and plans. Documents accumulated in conducting studies to determine training needs, developing plans for training, and recording major accomplishments. Included are progress reports, studies, correspondence, and related papers.

Cut off annually, hold 3 years, and destroy.

18F26 - 18F29. Reserved.

18F30. Training reports. Documents reflecting actual training and accomplishments. Included are quarterly, semiannual, or annual reports of training accomplishments; summary reports (including the annual report to CSC); special training reports; study reports; and related papers.

Central Office: Cut off annually, hold 2 years, and retire. Destroy after 3 additional years.

Appendix 18-F
(Do NOT type over this line)

PAR

Center PAGE 4 NUMBER in box

*CHAP if a handbook page

Do not broken by for data in office files

67

GENERAL SERVICES ADMINISTRATION

OAD P 1820.2 CIIG

(D) Other offices: Cut off annually, hold 2 years, and destroy.

18F31 - 18F34. Reserved.

18F35. Training facilities and equipment. Documents accumulated in the acquisition and use of training and conference rooms and training equipment. Included are purchase requisitions, descriptive literature, and related papers.

Destroy when superseded or obsolete.

18F36 - 18F39. Reserved.

18F40. Interagency and other training. Documents accumulated in assisting in the development and conduct of training programs for employees of other Federal agencies, contract employees, employees of international organizations, and foreign nationals who are engaged in activities of functional interest to GSA. Included are records of meetings and discussions about training activities, correspondence reflecting advice and assistance, requests for information and replies, and related papers.

Cut off annually following completion of training program or course, hold 2 years, and destroy.

(D) Appendix 18-F

Distribution

Center PAC5 and 6 NUMBER in box

PAR

*Used on first page of order ONLY

**CIAP if a handbook page

**Insert DATE and ORDER NO. stamped at top on all odd pages other than page 1

Use for printing of the right page

GENERAL SERVICES ADMINISTRATION

OAD P 1820.2 CHGE

This appendix describes files accumulated in identifying, selecting, developing, and assigning candidates for GSA executive development programs. Files accumulated under the former APEX program are subject to disposition instructions included in this appendix. Also included are all files created by the GSA Career Development Program and related programs. Executive manpower resources program files are created pursuant to orders and other issuances in the 3610 subject classification series. They are accumulated by the Office of Personnel and by regional Personnel Divisions. Related documents accumulated by other offices are not covered in this appendix but are described in chapter 9 of this handbook.

Use left page for an order, right page for

Appendix 13-G. GSA Executive Manpower Resources Program Files

Distribution _____ Center PAGE 1 and 2 NUMBER in box _____ PAR _____

*Used on first page of order ONLY.

**CHAP in a handbook page

***Insert DATE and ORDER NO aligned at top on all odd pages other than page 1

GENERAL SERVICES ADMINISTRATION

OAD P 1820.2 CHGE

18G1. GSA National Executive Manpower Resources Board activities files. Documents created as a result of meetings of the GSA National Executive Board and selection panels. These meetings were held to direct and review the Manpower Resources program, recommend changes in the program, and develop plans for training and evaluating candidates. Included are agenda, minutes and reports of meetings, lists of members, and other documentation of discussions held or actions taken.

GSA National Executive Manpower Resources Board: Cut off annually, hold 3 years, and retire. Destroy after 5 additional years.

Selection panels: Cut off annually, hold 3 years, and destroy.

18G2 - 18G4. Reserved.

18G5. Program planning and promotion. Documents accumulated in the development and execution of plans for the operation of executive development programs. Included are plans for executive training and seminars, correspondence and other documents used in announcing and promoting the program and arranging for the allocation of funds or facilities, and related papers. Excluded are formal issuances, including background papers, which are described elsewhere in this handbook.

Destroy when superseded or obsolete.

18G6 - 18G9. Reserved.

18G10. Executive corps rosters. Lists, cards, or registers showing names of GSA Executive Corps members.

Destroy when superseded or obsolete.

18G11 - 18G14. Reserved.

18G15. Executive assignment applications. Documents pertaining to individual candidates for, or members of the GSA Executive Corps. Included are applications; recommendations; documents reflecting performance evaluations, assignments, and results of executive training; and related papers.

Place in inactive file following separation from the agency, hold 3 years, and destroy.

18G16 - 18G19. Reserved.

(Do Not Appendix 18-G / (no line))

Distribution

Center PAGE

3

NUMBER in box

**PAGE

*Used on first page of order ONLY

**CHAP if a handbook page

**Insert DATE and ORDER NO aligned at top on all odd pages other than page 1

(Use reverse for LEFT PAGE)

CSA 1820.2 1820.2

OAD P 1820.2 CHGE

(Date)

18G20. Executive assignment referral certificates. Listings of candidates who were referred for consideration for executive assignment positions.

Cut off annually, hold 3 years, and destroy.

18G21 - 18G24. Reserved.

18G25. Executive development training agreements. Agreements and other documents accumulated in arranging for executive training.

Cut off annually when superseded, canceled, or obsolete, hold 2 years, and retire. Destroy after 3 additional years.

18G26 - 18G29. Reserved.

18G30. Executive manpower staffing goal files. Documents created to record the number of high-potential midmanagers and incumbent executives required to ensure qualified executive replacements. Included are routine and special reports, evaluation studies, individual career plans, pamphlets, agenda and minutes of meetings, and related papers.

Destroy when superseded or obsolete.

18G31 - 18G34. Reserved.

18G35. Career development files. Documents created in developing a career plan program for individual participants. Included are staffing requirements, career objectives, training programs consisting of formal training, job rotation development details, cross-training assignments, understudy assignments, correspondence, and related papers.

Destroy when superseded or obsolete.

18G36 - 18G39. Reserved.

18G40. Career folders file. Individual folders maintained for each participant containing personal data statement, summary of the counseling session, the individual career plan, a tentative schedule of development assignments, and related papers.

Place in inactive file following separation, hold 1 year and destroy.

18G41 - 18G44. Reserved.

18G45. Executive interchange plan file. Documents created in broadening the experiences and capabilities of GSA executives and potential executives

(Do not write below this line)

PAR

Center PAGE 4 NUMBER in box

*CHAP if a handbook page.

Use for only to draw a copy

79

GENERAL SERVICES ADMINISTRATION

OAD P 1820.2 CHGE

through a variety of development experiences in GSA, other Federal agencies, State and local governments, or in private industry. Included are exchange agreements, nomination lists, and related papers.

Cut off annually when superseded, canceled, or obsolete, hold 1 year, and destroy.

SUBJECT

18G46 - 18G49. Reserved.

18G50. Executive manpower program files. Documents created in reviewing the GSA Executive Manpower Resources Program and recommendations to the Administrator; assessing executive capability; coordinating nationwide executive training for GSA executives; establishing priorities and arranging for allocations of the necessary ceilings funds; providing training facilities to carry out program objectives; and related activities. Included are correspondence on training arrangements, executive inventory lists, applications, assignments, and related papers.

Cut off annually, hold 3 years, and retire. Destroy after 5 additional years.

18G51 - 18G54. Reserved.

18G55. Executive manpower resources reports. Documents accumulated in evaluating the effectiveness of the manpower resources program objectives and the requirements of the Civil Service Commission. Included are Quarterly Executive Manpower Resources Reports; Consolidated Service or Staff Office Executive Manpower Resources Reports; special reports as requested; and related papers.

Cut off annually, hold 3 years, and destroy.

(Do not use Appendix 13-G)

DESCRIPTION

CENTER PAGE

5 and 6

NUMBER in box

PAR

*Used on first page of order ONLY

**CIRAP if a handbook page

***insert DATE and ORDER NO aligned at top on all odd pages other than page 1

(Use reverse for LEFT PAGE)

This appendix provides documentation, maintenance, and disposition instructions for files accumulated in processing personnel records. More specifically, these files are accumulated in processing, controlling, and maintaining official personnel folders; answering inquiries regarding employees; controlling personnel reports; and technically reviewing personnel files maintained for independent agencies and commissions. These files are created pursuant to GSA orders and handbooks of the 6000 subject classification series, and the Federal Personnel Manual. They are accumulated in the Processing and Records Branch, Central Office Operations Division, Office of Personnel, OAD, and its counterpart in each regional office. This appendix does not apply to personnel files accumulated by offices engaged in other programs. Maintenance and disposition instructions for files of this nature are described in chap. 9 of this handbook.

Use broken line for drawing copy files

Appendix 18-H. Processing and Records Files

Distribution Center PAGE and NUMBER in box PAR

*Used on first page of order ONLY **CHAP if a handbook page.
***Insert DATE and ORDER NO aligned at top on all odd pages other than page 1

GENERAL SERVICES ADMINISTRATION

OAD P 1820.2 CHGE

18H1. Official personnel folders. Documents accumulated to provide an official record of personnel actions pertaining to an employee's status and service. The Federal Personnel Manual specifies the documents required for inclusion in official personnel folders.

SUBJECT: Records filed on right sides of folder: When employee separates, cut off, hold 30 days, and transfer to the National Personnel Records Center, 111 Winnebago St., St. Louis, Missouri 63318, except as provided in the Federal Personnel Manual. When employee transfers, send to gaining office.

Records filed on left side of folder: Destroy if replaced or revoked, after 1 year, or before transferring folder, whichever is sooner.

18H2 - 18H4. Reserved.

18H5. Personnel action reports. Documents created in the preparation, coordination, and consolidation of regular and special reports to the CSC. Included are reports on Federal civilian employment, acquisition of handicapped persons, and geographical distribution of employment, biennial reports on occupations; other comparable reports; and related papers.

Cut off annually, hold 2 years, and destroy.

18H6 - 18H9. Reserved.

18H10. Chronological journal. Copies of notifications of personnel action accumulated to provide a record for inspections, work measurement statistics, reference, preparation of reports, and other purposes.

Cut off annually, hold 3 years, and destroy.

18H11 - 18H14. Reserved.

18H15. Service control file. Documents created to provide an official summary of employment history for each employee maintained outside the personnel folder to provide summary data on each position occupied. Included are service record cards or their equivalent, and position identification strips.

Service record card or equivalent: Cut off annually, on separation or transfer of employee, hold 5 years, and destroy.

Position identification strip: Destroy after position is canceled or new strip is prepared.

(D) Appendix 18-H (this one)

Distribution

Center PAGE

NUMBER in box

PAR

3

*Used on first page of order ONLY

**CHAP if a handbook page.

**Insert DATE and ORDER NO aligned at top on all odd pages other than page 1

(Use reverse for LEFT PAGE)

GSA 4950 1073

This appendix provides documentation, maintenance, and disposition instructions for files accumulated by health service units. Health service units are established to promote and maintain the physical and mental health of Federal employees. Health service unit files are created only by GSA health service units established and operated pursuant to 5 U.S.C. 150 and GSA orders and handbooks of the 6000 subject classification series.

Appendix 18-I. Health Service Unit Files

1811. Health records files. Documents created to record individual employee medical history. Included are forms, correspondence, record of blood donations, and related papers. Excluded are documents relating to pre-employment physical examinations, health qualification placements, disability retirement examinations, and fitness for duty examinations which become a part of the official personnel folder on separation of employee but may be maintained separately prior to separation.

Cut off annually following transfer or separation, hold 6 years, and destroy (or transfer to gaining unit on request of individuals).

1812 - 1814. Reserved.

1815. Health unit reports. Copies of statistical summaries, reports, and papers relating to employee health.

Cut off annually, hold 2 years, and destroy.

1816 - 1819. Reserved.

18110. Daily health log. Documents created in recording individual treatment given and other daily basic data regarding the operation of the health facility. Included are logs, registers, and related papers.

When information is summarized: Destroy 3 months after last date on log or register.

When information is not summarized: Cut off annually, hold 2 years, and destroy.

Appendix 18-I