

OLD CODE	NEW (USDA) CODE	TITLE/DESCRIPTION	DISPOSITION	DISPOSITION AUTHORITY
	<b><u>HRMS</u></b>	<b><u>HUMAN RESOURCES MANAGEMENT/PERSONNEL</u></b>		
PER	HRMS – 1	Official Personnel Folder (OPF) Transferred Employee  Correspondence and reports.	<b><u>TEMPORARY:</u></b>  See Chapter 7 of the Guide to Personnel Recordkeeping for instruction relating to folders of employees transferred to another agency.	GRS 1, Item 1(a)
PER	HRMS – 2	Official Personnel Folder (OPF) Separated Employee  Correspondence and reports.	<b><u>TEMPORARY:</u></b>  Transfer folder to National Personnel Records Center (NPRC), St. Louis, MO, 30 days after latest separation, NPRC will destroy 65 years after separation from Federal Service.	GRS 1, Item 1(b)
	HRMS – 3	Service Card – Before December 31, 1947  Correspondence, Reports and Service Card	<b><u>TEMPORARY:</u></b>  Transfer to NPRC (CPR), St. Louis, MO. Destroy 60 years after earliest personnel action.	GRS 1, Item 2(a)
	HRMS – 4	Service Card – After January 1, 1948  Correspondence, Reports, Service Cards	<b><u>TEMPORARY:</u></b>  Destroy 3 years after separation or transfer of employee.	GRS 1, Item 2(b)
	HRMS – 5	Personnel Correspondence  Correspondence and Reports	<b><u>TEMPORARY:</u></b>  Destroy when 3 years old.	GRS 1, Item 3
PER 6		a. Employee Activities  Includes correspondence and related material on Combined Federal Campaign, credit unions, social clubs, welfare organizations, savings bond drives, blood donations, etc.		
	HRMS – 6	Employment Offers – Accepted  Correspondence, Reports and Offers.	<b><u>TEMPORARY:</u></b>  Destroy when appointment is effective.	GRS 1, Item 4(a)
	HRMS – 7	Employment Offers – Declined from Certificate of Eligibles  Correspondence, Reports, and Offers.	<b><u>TEMPORARY:</u></b>  Return to OPM with reply and application.	GRS 1, Item 4(b)(1)

OLD CODE	NEW (USDA) CODE	TITLE/DESCRIPTION	DISPOSITION	DISPOSITION AUTHORITY
	HRMS – 8	Employment Offers – Declined – Temporary or Excepted Appointments  Correspondence, Reports, and Offers.	<u>TEMPORARY:</u>  File with applications (See GRS 1, Items 33k, 33l, 33m or 33n, as appropriate).	GRS 1, Item 4(b)(2)
	HRMS – 9	Employment Offers – Declined – All Others  Correspondence, Reports, Offers.	<u>TEMPORARY:</u>  Destroy immediately.	GRS 1, Item 4(b)(3)
	HRMS – 10	Certificate of Eligible Files  Correspondence, Reports and Cards.	<u>TEMPORARY:</u>  Destroy when 2 years old.	GRS 1, Item 5
	HRMS – 11	Employee Record Card  Correspondence, Reports, and Cards.	<u>TEMPORARY:</u>  Destroy on separation or transfer from employment.	GRS 1, Item 6
PER 4-3	HRMS – 12	Position Classification – Standards  Correspondence, Reports and Position Classification Standards	<u>TEMPORARY:</u>  Destroy when superseded or obsolete.	GRS 1, Item 7(a)(1)
PER 4	HRMS – 13	Position Classification – Standards Development Case Files  Correspondence, Reports and Position Classification Standards	<u>TEMPORARY:</u>  Destroy 5 years after position is abolished or description is superseded.	GRS 1, Item 7(a)(2)(a)
	HRMS – 14	Position Classification – Standards Review File  Correspondence, Reports and Position Classification Standards	<u>TEMPORARY:</u>  Destroy when 2 years old.	GRS 1, Item 7(a)(2)(b)
PER 4-5	HRMS – 15	Position Classification Position Descriptions  Correspondence, Reports and Position Descriptions.	<u>TEMPORARY:</u>  Destroy 2 years after position is abolished or description is superseded.	GRS 1, Item 7(b)
	HRMS – 16	Position Classification Survey Reports  Correspondence, Reports and classification Survey	<u>TEMPORARY:</u>  Destroy when 3 years old or 2 years after regular inspection, whichever is sooner.	GRS 1, Item 7(c)(1)
PER 4-4	HRMS – 17	Position Classification Inspection Audit and Survey Files	<u>TEMPORARY:</u>  Destroy when obsolete or superseded.	GRS 1, Item 7(c)(2)

OLD CODE	NEW (USDA) CODE	TITLE/DESCRIPTION	DISPOSITION	DISPOSITION AUTHORITY
PER 4-1	HRMS – 18	Position Classification Appeals Files Correspondence and Reports	<u>TEMPORARY:</u> Destroy 3 years after case is closed.	GRS1, Item 7(d)(1)
	HRMS – 19	Position Classification Certificate of Classification issued by OPM Correspondence and Reports	<u>TEMPORARY:</u> Destroy after affected position is abolished or superseded.	GRS 1, Item 7(d)(2)
	HRMS – 20	Interview Records Correspondence and Reports	<u>TEMPORARY:</u> Destroy 6 months after transfer or separation of employee.	GRS 1, Item 8
	HRMS – 21	Performance Rating Board Case Files Correspondence and Reports.	<u>TEMPORARY:</u> Destroy 1 year after case is closed.	GRS 1, Item 9
	HRMS – 22	Temporary Employment Individual Employee Records Correspondence and Reports.	<u>TEMPORARY:</u> Destroy when superseded or obsolete, or upon separation or transfer of employee, unless specifically required to be transferred with OPF item 10b for disposition of I-9 forms and item 23 of this schedule for disposition of temporary performance related records.	GRS 1, Item 10(a)
	HRMS – 23	Temporary Employment Individual Immigration and Naturalizing Service Form (I-9) Correspondence, Reports and Form I-9	<u>TEMPORARY:</u> Destroy 3 years after employee separation from service or transfers to another agency.	GRS 1, Item 10(b)
	HRMS – 24	Position Identification Strips Correspondence, Reports and Strips.	<u>TEMPORARY:</u> Strips, such as the former SF-7D, containing summary data on each position.	GRS 1, Item 11
PER 7	HRMS – 25	Employee Awards Correspondence, Reports, Case Files and Awards.	<u>TEMPORARY:</u> Destroy 2 years after approval or disapproval.	GRS 1, Item 12(a)(1); 12(a)(2); 12(b); 12(c); 12(d)
PER 7	HRMS – 26	Incentive Awards Programs Reports Correspondence and Reports	<u>TEMPORARY:</u> Destroy when 3 years old.	GRS 1, Item 13

OLD CODE	NEW (USDA) CODE	TITLE/DESCRIPTION	DISPOSITION	DISPOSITION AUTHORITY
PER 13	HRMS – 27	Notifications of Personnel Actions and Operations Statistical Reports  (Not OPF Copy)  Correspondence, Reports and SF-50	<u>TEMPORARY:</u>  Destroy when 2 years old.	GRS 1, Item 14(a); 14(b); 16
	HRMS – 28 ★	Retention Registers  Correspondence, Reports and Registers	<u>TEMPORARY:</u>  Destroy 2 years after date of program closure.	GRS 2.5, Item 011
	HRMS – 29	Supervisor's Personnel Files and Duplicate OPF Documentation  Correspondence, Reports, OPF and Case File	<u>TEMPORARY:</u>  Review annually and destroy superseded or obsolete documents, or destroy relating to an employee within 1 year after separation or transfer.	GRS 1, Item 18(a); 18(b)
	HRMS – 30	Individual Non-Occupational Health Records  Correspondence and Reports	<u>TEMPORARY:</u>  Destroy 6 years after date of last entry.	GRS 1, Item 19
	HRMS – 31	Health Unit Control Files  Correspondence, Reports, Logs and Registers.	<u>TEMPORARY:</u>  Information summarized on statistical reports destroy 3 months after last entry; information is not summarized destroy 2 years after last entry.	GRS 1, Item 20(a), 20(b)
	HRMS – 32	Employee Medical Folder (EMF) - Long-Term - Transferred Employee  Correspondence, Reports and EMF	<u>TEMPORARY:</u>  See 5 CFR Part 293, Subpart E for instructions.	GRS 1, Item 21(a)(1)
	HRMS – 33	Employee Medical Folder (EMF) - Long-Term Separated Employee  Correspondence, Reports and EMF	<u>TEMPORARY:</u>  Transfer to NPRC, St. Louis, MO, 30 days after separation. NPRC will destroy 75 years after birth date of employee; 60 years after date of the earliest document in the folder, if the date of birth cannot be ascertained; or 30 years after separation, whichever is later.	GRS 1, Item 21(a)(2)

OLD CODE	NEW (USDA) CODE	TITLE/DESCRIPTION	DISPOSITION	DISPOSITION AUTHORITY
	HRMS – 34	Employee Medical Folder (EMF) - Temporary or Short-Term  Correspondence, Reports and EMF	<u>TEMPORARY:</u>  Destroy 1 year after separation or transfer of employee.	GRS 1, Item 21(b)
	HRMS – 35	Employee Medical Folder (EMF) Case Files Prior to Establishment of EMF  Correspondence and Reports	<u>TEMPORARY:</u>  Destroy 60 years after retirement to the NARA records storage facility.	GRS 1, Item 21(c)
	HRMS – 36	Employee Health Statistical Reports  Correspondence and Reports	<u>TEMPORARY:</u>  Destroy 2 years after date of summary or report.	GRS 1, Item 22
	HRMS – 37	Employee Performance Non-SES Unacceptable Appraisals  Correspondence, Reports and Unacceptable Appraisals.	<u>TEMPORARY:</u>  Destroy after the employee completes 1 year of acceptable performance from the date of the written advance notice of proposed removal or reduction-in-grade notice.	GRS 1, Item 23(a)(1)
	HRMS – 38	Employee Performance Non-SES Superseded by Judicial Procedures  Correspondence, Reports and unacceptable Appraisals.	<u>TEMPORARY:</u>  Destroy when superseded.	GRS 1, item 23(a)(2)
	HRMS – 39	Employee Performance Non-SES Former Employee Performance Records  Correspondence, Reports and Appraisals.	<u>TEMPORARY:</u>  Place records on left side of the OPF and forward to gaining agency upon transfer or to NPRC if employee separates (see item 1b of this schedule). An agency retrieving an OPF from NPRC will dispose of these documents in accordance with items 23(a) 30(b) of this schedule. Other performance plans and ratings destroy when 4 years old.	GRS 1, Item 23(a)(3)(2); 23(a)(3)(b)
	HRMS – 40	Employee Performance NON-SES Summary and Supporting Documents for Performance Appraisals  Correspondence, Reports and Appraisals	<u>TEMPORARY:</u>  Destroy 4 years after date of appraisals.	GRS 1, Item 23(a)(4); 23(a)(5)

OLD CODE	NEW (USDA) CODE	TITLE/DESCRIPTION	DISPOSITION	DISPOSITION AUTHORITY
	HRMS – 41	Employee Performance SES Superseded by Judicial Procedures  Correspondence, Reports and Appraisals.	<u>TEMPORARY:</u>  Destroy when superseded.	GRS 1, Item 23(b)(1)
	HRMS – 42	Employee Performance SES Former Employee Performance Records  Correspondence, Reports and Appraisals.	<u>TEMPORARY:</u>  Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee leaves Federal service (see item 1b of this schedule). An agency retrieving an OPF from NPRC will dispose of those documents accordance with item 23(b)(2)(b) of this schedule; Other performance ratings and plans destroy when 5 years old.	GRS 1, Item 23(b)(2)(a), 23(b)(2)(b)
	HRMS – 43	Employee Performance Summary and Supporting Documents for Performance Appraisals  Correspondence, Reports and Appraisals.	<u>TEMPORARY:</u>  Destroy 5 years after date of appraisal.	GRS 1, Item 23(b)(3); 23(b)(4)
	HRMS – 44	Reasonable Accommodation Requests  Correspondence and Reports.	<u>TEMPORARY:</u>  General Files – Destroy 3 years after supersession or when no longer needed for reference, whichever is later;  Employee Case Files – Destroy 3 years after employee separation from agency or all appeals are concluded, whichever is later;  Supplemental Files – Destroy 3 years after end of fiscal year in which accommodation is decided or all appeals are concluded, whichever is later;  Tracking System – Destroy/delete 3 years after compliance report is filed or when no longer needed for reference.	GRS 1, Item 24(a); 24(b); 24(c); 24(d)

OLD CODE	NEW (USDA) CODE	TITLE/DESCRIPTION	DISPOSITION	DISPOSITION AUTHORITY
	HRMS – 45	Examining and Certification – Examination Announcement  Correspondence, Reports, Examination and Announcements.	<u>TEMPORARY:</u>  Cut off after termination of related register or inventory or inventory or after final action is taken on the certificate generated by case examining procedures. Destroy 2 years after cut off.	GRS 1, Item 33(f)
	HRMS – 46	Examining and Certification – Inventory of Eligible  Correspondence, Reports and Eligible	<u>TEMPORARY:</u>  Destroy 2 years after the date on which the register of inventory is terminated.	GRS 1, Item 33(g)
	HRMS – 47	Examining and Certification – Test Answer Sheets  Correspondence, Reports and Test Answer Sheets.	<u>TEMPORARY:</u>  Destroy when 6 months old.	GRS 1, Item 33(i)
	HRMS – 48	Examining and Certification – Lost or Exposed Test Material Case Files  Correspondence, Reports, Lost and Exposed.	<u>TEMPORARY:</u>  Destroy 5 years after cutoff.	GRS 1, Item 33(j)
	HRMS – 49	Examining and Certification – Cancelled and Ineligible Applications  Correspondence, Reports, Cancelled and Ineligible.	<u>TEMPORARY:</u>  Destroy 1 year after cutoff.	GRS 1, Item 33(k)
	HRMS – 50	Examining and Certification – Active Register Eligible Applications  Correspondence, Reports and Active Registers	<u>TEMPORARY:</u>  Destroy 90 days after termination of the register or inventory, (except for those applications that may be brought forward to a new register or inventory, if any).	GRS 1, Item 33(l)(1)
	HRMS – 51	Examining and Certification – Inactive Register Eligible Applications  Correspondence, Reports, Ineligible and Eligible	<u>TEMPORARY:</u>  Destroy 1 year after cutoff.	GRS 1, Item 33(l)(2)
	HRMS – 52	Examining and Certification – Applications for Position Filled by Case Examining  Correspondence, Reports, Ineligible and Eligible	<u>TEMPORARY:</u>  Destroy 2 years after cutoff.	GRS 1, Item 33(m); 33(n)
	HRMS – 53	Examining and Certification – Request for Prior Approval of Personnel Action  Correspondence, Reports and Forms	<u>TEMPORARY:</u>  Destroy 1 year after cutoff.	GRS 1, Item 33(o)

OLD CODE	NEW (USDA) CODE	TITLE/DESCRIPTION	DISPOSITION	DISPOSITION AUTHORITY
	HRMS – 54	Examining and Certification – Files and Request Control Index  Correspondence, Reports and Forms	<u>TEMPORARY:</u>  Destroy 2 years after cutoff.	GRS 1, Item 33(p); 33(q)
	HRMS-55	Examining and Certification – Interagency Placement Program  Correspondence, Reports Applications and Registers.	<u>TEMPORARY:</u>  Destroy upon expiration of employee’s DEP eligibility.	GRS 1, Item 33(r)
	HRMS-56	Examining and Certification – DEP Control Cards  Correspondence, Reports and DEP Cards	<u>TEMPORARY:</u>  Destroy 2 years after cutoff.	GRS 1, Item 33(s)
	HRMS-57	Examining and Certification – Audit Reports of Delegated Examining Operations  Correspondence and Reports	<u>TEMPORARY:</u>  Destroy 3 years after date of the report.	GRS 1, Item 33(t)
	HRMS-58	Denied Health Benefits Requests Under Spouse Equity  Correspondence, Reports and Requests.	<u>TEMPORARY:</u>  Destroy 3 years after denial.	GRS 1, Item 35(a); 35(b)(1); 35(b)(2)
	HRMS-59	Drug Testing – Program Plans and Procedures  Correspondence, Reports, Plans and Procedures.	<u>TEMPORARY:</u>  Destroy when 3 years old or when superseded or obsolete. See note (2) after item 35(e)(2).	GRS 1, Item 36(a)
	HRMS-60	Drug Testing – Employee Acknowledgement of Notice  Correspondence, Reports and Notices.	<u>TEMPORARY:</u>  Destroy when employee separates from testing-designed position. See note (2) after items 36(e)(2).	GRS 1, 36(b)
	HRMS-61	Drug Testing – Selection/Schedule Records  Correspondence, Reports and Selection Schedules	<u>TEMPORARY:</u>  Destroy when 3 years old.	GRS 1, Item 36(c)
	HRMS-62	Drug Testing – Record Books  Correspondence, Reports and Record Books	<u>TEMPORARY:</u>  Destroy 3 years after date of last entry.	GRS 1, Item 36(d)(1)
	HRMS-63	Drug Testing – Chain of Custody Records  Correspondence, Reports and Chain of Custody	<u>TEMPORARY:</u>  Destroy when 3 years old.	GRS 1, Item 36(d)(2)

OLD CODE	NEW (USDA) CODE	TITLE/DESCRIPTION	DISPOSITION	DISPOSITION AUTHORITY
	HRMS-64	Drug Testing – Results – Positive For Employees Correspondence, Reports and Test Results	<u>TEMPORARY:</u> Destroy when employee leaves the agency or when 3 years old, whichever is later.	GRS 1, Item 36(e)(1)(a)
	HRMS-65	Drug Testing – Results – Positive For Applicants Correspondence, Reports and Test Results	<u>TEMPORARY:</u> Destroy when 3 years old.	GRS 1, Item 36(e)(1)(b)
	HRMS-66	Drug Testing – Results – Negative Correspondence, Reports and Test Results	<u>TEMPORARY:</u> Destroy when 3 years old.	GRS 1, Item 36(e)(2)
	HRMS-67	Donated Leave Program Correspondence, Reports and Donated Leave.	<u>TEMPORARY:</u> Beginning in January 1994, destroy 1 year after the end of the year in which the file is closed.	GRS 1, Item 37
	HRMS-68	Wage Survey Correspondence, Reports and Surveys	<u>TEMPORARY:</u> Destroy after completion of second succeeding wage survey.	GRS 1, Item 38
PER 2-3	HRMS-69 ✦	Retirement Assistance Correspondence, Reports and Assistance a. Retirement Assistance	<u>TEMPORARY:</u> Destroy 1 year after date of separation or transfer.	GRS 2.5, Item 020
	HRMS-70	Handicapped Individuals Appointment Case File Correspondence, Reports and Case Files	<u>TEMPORARY:</u> Destroy 5 years following the date of approval or disapproval of each case.	GRS 1, Item 40
	HRMS-71	Pay Comparability Records Correspondence and Reports	<u>TEMPORARY:</u> Destroy 3 years following the date of approval upon completion of the relevant service agreement or allowance, whichever is later.	GRS 1, Item 41
	HRMS-72	Alternative Worksite – Approved Requests Correspondence, Reports and Requests	<u>TEMPORARY:</u> Destroy 1 year after end of employee's participation in the program.	GRS 1, Item 42(a)

OLD CODE	NEW (USDA) CODE	TITLE/DESCRIPTION	DISPOSITION	DISPOSITION AUTHORITY
	HRMS-73	Alternative Worksite – Unapproved Request  Correspondence, Reports and Requests	<u>TEMPORARY:</u>  Destroy 1 year after request is rejected.	GRS 1, Item 42(b)
	HRMS-74	Alternative Worksite – Program Evaluation  Correspondence, Reports and Evaluations	<u>TEMPORARY:</u>  Destroy when 1 year old, or when no longer needed, whichever is later.	GRS 1, Item 42(c)
PER 2	HRMS – 75	Employee Benefits	<u>TEMPORARY:</u>  Cut off files at the end of the FY. Destroy when 3 FYs old.	GRS 1, Item 3
PER 2-1		a. Health Insurance		
PER 2-1		b. Life Insurance		
PER 2-4		c. Severance Pay		
PER 2-5		d. Unemployment Compensation		
	HRMS – 76	Administrative Grievance, Disciplinary, and Adverse Action Files		
		a. Administrative Grievance Files  Records relating to grievances raised by agency employees, except EEO complaints. These case files include statements of witnesses, reports of interviews and hearings, examiner’s findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request.	<u>TEMPORARY:</u>  Cut off files at the end of the FY. Destroy no sooner than 4 years but no later than 7 years after case is closed.	GRS 1, Item 30a
		b. Adverse Action Files and Performance-Based Actions.  Case files and records related to adverse actions and performance-based actions (removal, suspension, reduction-in-grade, furlough) against employees. The file includes a copy of the proposed adverse action with supporting documents; statements of witnesses; employee’s reply; hearing notices, reports, and decisions; reversal of action; and appeal records, EXCLUDING letters of reprimand which are filed in the OPF.	<u>TEMPORARY:</u>  Cut off files at the end of the FY. Destroy no sooner than 4 years but no later than 7 years after case is closed.	GRS 1, Item 30b