

1220 - RECORDS AND INFORMATION MANAGEMENT
GRS/BLM Combined Records Schedules

Schedule 1 - Civilian Personnel Records

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Introduction

This schedule incorporates the records described in General Records Schedule 1, which describes personnel records common to most federal agencies, and adds the following additional personnel records maintained by the Bureau of Land Management (BLM):

- Training aids developed by the BLM.
- The BLM volunteer personnel folders and volunteer administrative program files.
- The BLM fire experience and qualifications files.

Personnel records relate to the supervision over and management of federal civilian employees and volunteers. This schedule covers the disposition of all Official Personnel Folders (OPFs) of the BLM employees and other records relating to personnel and volunteers, regardless of location. Any records created prior to

January 1, 1921, must be offered to the National Archives and Records Administration (NARA) for appraisal before these disposition instructions may be applied.

The most important type of records - OPFs, Service Record Cards, and Employee Medical Folders - are maintained according to The Guide to Personnel Recordkeeping, an Office of Personnel Management (OPM) manual that prescribes a system of recordkeeping for Federal personnel.

A new item has been added to this schedule to authorize the destruction of electronic mail and word processing records maintained by the BLM in addition to the copy in the recordkeeping system. This item covers electronic copies of electronic mail and word processing records created and used solely to produce the recordkeeping copy, and electronic copies of electronic mail and word processing records that are needed in addition to the recordkeeping copy for dissemination, revision, or updating.

Item	Record Series Description		Disposition Authority
1	<p>OFFICIAL PERSONNEL FOLDERS (OPFs) [1400-293]. Records filed on right side of the OPF (see Schedule 1/10 for temporary papers on left side of OPF). Folders covering employment terminated after 12/31/1920, excluding those selected by NARA for permanent retention. Forms: OF-5, 8, 69, 136, 137, 138, 140, 141; SF-14, 15, 49-52, 59, 61, 61b, 66, 75, 85, 85a, 86, 127, 144, 171-172, 176, 177, 180, 182, 813, 1150, 1152, 2800-2804, 2808-2810, 2816-2824, 2824c, 3102, 3104, 3105, 3106a, 3107, 3107-1, 5515; BLM 1400-72, 74, 92, 97; INS I-9; OPM-1170/17, 1367, 1368, 1465, 1514, 1528, 1555, 1560, 1561; TSP-1, TSP-3. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Vital: Legal and financial rights records. Location: WO, Center, SO, and some FO Personnel Offices. Exclusions: Volunteer personnel files (Schedule 1/42), supervisor's copies of OPF documents and other duplicate OPF documentation (Schedule 1/18), and OPFs for employment terminated prior to 01/01/1921 (contact NARA).</p>		
	a.	Transferred Employees.	-See Chapter 7 of <u>The Guide to Personnel Recordkeeping</u> for instructions relating to folders of employees transferred to another agency. GRS 1/1a.
	b.	Separated Employees.	TEMPORARY. Transfer to National Personnel Records Center (NPRC), St. Louis, MO, 30 days after latest separation. NPRC destroys 65 years after separation from federal service. GRS 1/1b.
2	<p>SERVICE RECORD CARDS [1400-290]. Forms: SF-7, 7a, or equivalent. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Location: WO, Center, SO Personnel Offices. NOTE: Effective 12/31/1994, the SF-7 card became obsolete.</p>		

	a.	Employees Separated or Transferred on or before 12/31/1947.	TEMPORARY. Transfer to NPRC, St. Louis, MO. Destroy 60 years after earliest personnel action. GRS 1/2a.
	b.	Employees Separated or Transferred on or after 01/01/1948.	TEMPORARY. Destroy 3 years after separation or transfer of employee. GRS 1/2b.
3	PERSONNEL CORRESPONDENCE FILES [1400]. Correspondence, reports, and other records relating to the general administration and operation of personnel functions. Exclusions: Records specifically described elsewhere in this schedule and records maintained at agency staff planning levels.		TEMPORARY. Destroy when 3 years old. GRS 1/3.
4	OFFERS OF EMPLOYMENT FILES [1400-300]. Correspondence including letters and telegrams offering appointments to potential employees. Forms: OF-5. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Location: All.		
	a.	Employment Offers Accepted.	TEMPORARY. Destroy when appointment is effective. GRS 1/4a.
	b.	Employment Offers Declined.	
		(1) When Name is Received from Certificate of Eligibles.	TEMPORARY. Return to OPM with reply and application. GRS 1/4b(1).
		(2) Temporary or Excepted Appointment.	File with the application (Schedule 1/15). GRS 1/4b(2).
		(3) All Others.	TEMPORARY. Destroy immediately. GRS 1/4b(3).
5	RESERVED		
6	EMPLOYEE RECORD CARDS [1400-293]. Employee record cards used for informational purposes outside personnel offices. Forms: SF-7b, BLM1400-71. NOTE: Effective 12/31/1994, the SF-7 card became obsolete. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Location: All.		TEMPORARY. Destroy on separation or transfer of employee. GRS 1/6.
7	POSITION CLASSIFICATION FILES [1400-511]. Forms: OF-8. Confidentiality: Mixed: Non-public record category 3 and Public record category 1; Privacy Act System Interior/OS-79.		

	a.	Position Classification Standards Files.		
		(1)	Position Classification Standards and Guidelines. Issued or reviewed by OPM and used to classify and evaluate positions within the BLM. Location: All.	TEMPORARY. Destroy when superseded or obsolete. GRS 1/7a(1).
		(2)	Position Classification Standards Correspondence and other records re. development of standards for classification of positions peculiar to the BLM and OPM approval or disapproval. Location: WO, Center, SO Personnel Offices.	
		(a)	Case File.	TEMPORARY. Destroy 5 years after position is abolished or description is superseded. GRS 1/7a(2)(a).
		(b)	Review File.	TEMPORARY. Destroy when 2 years old. GRS 1/7a(2)(b).
	b.	Position Descriptions. Record copy of position descriptions which include information on title, series, grade, duties and responsibilities, and related documents. Location: All. Exclusions: Copies in individual OPFs.		TEMPORARY. Destroy 2 years after position is abolished or description is superseded. GRS 1/7b.
	c.	Survey Files. Location: WO, Center, SO Personnel Offices.		
		(1)	Position Classification Survey Reports. Reports on various positions prepared by classification specialists, including periodic reports.	TEMPORARY. Destroy when 3 years old or 2 years after regular inspection, whichever is sooner. GRS 1/7c(1).
		(2)	Inspection, Audit, and Survey Files. Including correspondence, reports, other records re. inspections, surveys, desk audits, and evaluations. Location: All.	TEMPORARY. Destroy when obsolete or superseded. GRS 1/7c(2).
	d.	Position Classification Appeals Files. Location: WO, Center, SO Personnel Offices.		

		(1)	Case files re. classification appeals, excluding OPM classification certificate.	TEMPORARY. Destroy 3 years after case is closed. GRS 1/7d(1).
		(2)	Certificates of classification issued by OPM.	TEMPORARY. Destroy after the affected position is abolished or superseded. GRS 1/7d(2).
8	PERSONNEL INTERVIEW FILES [1400-300]. Correspondence, reports, and other records re. interviews with employees, including "exit" interviews. Exclusions: employment interview for 1) merit promotion (Schedule 1/32); 2) OPM certificates (Schedule 1/33); 3) all other employment interviews (Schedule 1/15 with applications, etc.). Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Location: All.			TEMPORARY. Destroy 6 months after transfer or separation of employee. GRS 1/8.
9	PERFORMANCE RATING BOARD CASE FILES [1400-430]. Copies of case files forwarded to OPM re. performance rating board reviews. Forms: BLM1400-94, 98-102. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Vital: Legal and financial rights records. Location: WO, Center, SO Personnel Offices.			TEMPORARY. Destroy 1 year after case is closed. GRS 1/9.
10	OPF TEMPORARY INDIVIDUAL EMPLOYEE FILES [1400-293]. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Location: WO, Center, SO Personnel Offices. Exclusions: Performance-related records (Schedule 1/23), and Immigration and Naturalization Service Form I-9 (Schedule 1/10b).			
	a.	All copies of correspondence and forms maintained on left side of OPF in accordance with Chapter 3 of <u>The Guide to Personnel Recordkeeping</u> .		TEMPORARY. Destroy when superseded or obsolete, or upon separation or transfer of employee or when 1 year old, unless specifically required to be transferred with the OPF. GRS 1/10a.
	b.	Immigration and Naturalization Service Form I-9.		TEMPORARY. Destroy 3 years after employee separates from service or transfers to another agency. GRS 1/10b.

11	POSITION IDENTIFICATION STRIPS. Strips used to provide summary data on each position occupied. Forms: former SF-7d (obsolete effective 12/31/1994). Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Location: All.	TEMPORARY. Destroy when superseded or obsolete. GRS 1/11.	
12	EMPLOYEE AWARDS FILES [1400-451]. Forms: OF-163, 164; DI-398, 399-402, 405, 411; BLM 1400-17, 18, 19, 40, 70, 70a, 79, 85, 93, 95. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Vital: Legal and financial rights records. Location: All. Exclusions: Records relating to department-level awards must be scheduled by submitting an SF-115 to NARA and copies of letters of commendation, length of service, and appreciation filed in the OPF (Schedule 1/1).		
	a.	General Awards Files.	
	(1)	Case Files. Including recommendations, approved nominations, correspondence, reports, and related handbooks re. The BLM-sponsored cash and noncash awards such as incentive awards, within-grade merit increases, suggestions, and outstanding performance.	TEMPORARY. Destroy 2 years after approval or disapproval. GRS 1/12a(1).
	(2)	Correspondence. Pertaining to awards from other federal agencies or nonfederal organizations.	TEMPORARY. Destroy when 2 years old. GRS 1/12a(2).
	b.	Length of Service and Sick Leave Awards. Including correspondence, reports, computations of service and sick leave, and lists of awardees.	TEMPORARY. Destroy when 1 year old. GRS 1/12b.
	c.	Letters of Commendation and Appreciation. Copies of letters recognizing length of service and retirement and letters of appreciation and commendation for performance. Exclusions: copies filed in the OPF.	TEMPORARY. Destroy when 2 years old. GRS 1/12c.
	d.	Awards Lists or Indexes to Award Nominations. Lists of nominees and winners and indexes of nominations.	TEMPORARY. Destroy when superseded or obsolete. GRS 1/12d.

13	EMPLOYEE INCENTIVE AWARDS PROGRAM REPORT FILES [1400-451]. Reports re. operation of the incentive awards programs. Forms: OPM 1465; BLM 1400-73. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-26. Location: WO, Center, SO personnel.	TEMPORARY. Destroy when 3 years old. GRS 1/13.
14	NOTIFICATIONS OF PERSONNEL ACTIONS [1400-290]. Documenting all individual personnel actions such as employment, promotions, transfers, separation. Forms: SF-50, 50a, 50b. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Location: All. Exclusions: Copies in OPFs (Schedule 1/1).	
	a. Chronological File Copies. Including fact sheets maintained in personnel offices.	TEMPORARY. Destroy when 2 years old. GRS 1/14a.
	b. All Other Copies.	TEMPORARY. Destroy when 1 year old. GRS 1/14b.
15	EMPLOYMENT APPLICATIONS [1400-333]. Applications and related records, including interview records. Forms: OF-49, 50, 51, 612; SF-171, 171a, 172, 2817, resumes and other applications that agencies may develop for unique jobs with specialized requirements. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Location: All. Exclusions: Copies filed in individual OPFs (Schedule 1/1), records re. appointments requiring Senatorial confirmation and applications resulting in appointment filed in OPF (Schedule 1/1).	TEMPORARY. Destroy upon receipt of OPM inspection report or when 2 years old, whichever is earlier. GRS 1/15.
16	PERSONNEL OPERATIONS STATISTICAL REPORTS [1400-291]. Statistical reports in operating personnel office and subordinate units relating to personnel. Forms: SF-113a, 113e. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Location: All.	TEMPORARY. Destroy when 2 years old. GRS 1/16.
17	EMPLOYEE CORRESPONDENCE AND FORMS FILES [1400-295]. Operating personnel office records re. individual employees not maintained in OPFs and not provided for elsewhere in this Schedule. Forms: SF-127. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Vital: Legal and financial rights records. Location: WO, Center, SO Personnel Offices.	
	a. Employee Correspondence and Forms re. Pending Personnel Actions.	TEMPORARY. Destroy when action is completed. GRS 1/17a.

	b.	Retention Registers and Related Records.	
		(1) Registers and related records used to effect RIF actions.	TEMPORARY. Destroy when 2 years old. GRS 1/17b(1).
		(2) Registers from which no RIF actions have been taken and related records.	TEMPORARY. Destroy when superseded or obsolete. GRS 1/17b(2).
	c.	All Other Employee Correspondence and Forms.	TEMPORARY. Destroy when 6 months old. GRS 1/17c.
18	SUPERVISOR'S PERSONNEL FILES AND DUPLICATE OPF DOCUMENTS [1400-290]. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Location: All.		
	a.	Supervisor's Personnel Files. Correspondence, forms, and other records re. positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF.	TEMPORARY. Review annually and destroy superseded or obsolete documents, or destroy all documents re. an individual employee within 1 year after separation or transfer. GRS 1/18a.
	b.	Duplicate OPF Documentation. Other copies of documents duplicated in the OPFs not provided for elsewhere in this Schedule.	TEMPORARY. Destroy when 6 months old. GRS 1/18b.
19	INDIVIDUAL NONOCCUPATIONAL HEALTH RECORD FILES [1400-293]. Forms, correspondence, and other records, including summary records, documenting individual employee's medical history, physical condition, and visits to Government health facilities, for nonwork-related purposes. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Location: WO, Center, SO Personnel Offices. Exclusions: Employee medical folder records (Schedule 1/21).		TEMPORARY. Destroy 6 years after date of last entry. GRS 1/19.
20	HEALTH UNIT CONTROL FILES [1400-293]. Logs or registers reflecting daily number of visits to dispensaries, first aid rooms and health units. Confidentiality: Non-public records category 3; Privacy Act System Interior/OS-79.		Currently, the BLM does not maintain health unit records. GRS 1/20a & b.

21	EMPLOYEE MEDICAL FOLDER [1400-293] . Forms: CA-1, 2-8, 16, 17, 20; SF-3105c. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Vital: Legal and financial rights records. Location: WO, Center, SO Personnel Offices. Exclusions: Electronic master files and data bases created to supplement or replace the records covered by this item are not authorized for disposal (submit SF-115 to NARA).		
	a.	Long Term Medical Records. As defined in 5 CFR 293, Subpart E.	
		(1)	Transferred Employees.
			See 5 CFR 293, Subpart E for instructions. GRS 1/21a(1).
		(2)	Separated Employees.
			TEMPORARY. Transfer to NPRC, St. Louis, MO, 30 days after separation. NPRC destroys 75 years after birth date of employee; 60 years after date of earliest document in the folder, if the date of birth cannot be ascertained; or 30 years after latest separation, whichever is later. GRS 1/21a(2).
	b.	Temporary or Short Term Records. As defined in the Federal Personnel Manual (FPM).	
			TEMPORARY. Destroy 1 year after separation or transfer of employee. GRS 1/21b.
	c.	Individual Employee Health Case Files Created Prior to the EMF System that have been retired to a NARA records storage facility.	
			TEMPORARY. Destroy 60 years after retirement to a NARA records storage facility. GRS 1/21c.
22	EMPLOYEE HEALTH STATISTICAL SUMMARIES [1400-792] . Copies of statistical summaries and reports with related papers pertaining to employee health, retained by the reporting unit. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Location: All. Exclusions: Electronic master files and data bases created to supplement or replace the records covered by this item are not authorized for disposal (submit SF-115 to NARA).		TEMPORARY. Destroy when 2 years old. GRS 1/22.

23	EMPLOYEE PERFORMANCE FILE SYSTEM FILES [1400-300]. Forms: BLM 1400-90. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-76. Vital: Legal and financial rights records. Location: WO, Center, SO Personnel Offices. Exclusions: Performance records pertaining to Presidential appointees are not authorized for disposal (submit SF-115 to NARA).			
	a.	Non-SES Appointees. As defined in 5 USC 4301(2).		
		(1)	Appraisals of Unacceptable Performance. Where a notice of proposed demotion or removal is issued but not effected, and all related documents.	TEMPORARY. Destroy after employee completes 1 year of acceptable performance from the date of the written advance notice of proposed removal or reduction in grade notice. GRS 1/23a(1).
		(2)	Superseded Performance Files. Superseded through an administrative, judicial, or quasi-judicial procedure.	TEMPORARY. Destroy when superseded. GRS 1/23a(2).
		(3)	Former Employee Performance Files.	
		(a)	Latest Rating of Record 3 Years Old or Less. And performance plan upon which it is based and any summary rating.	TEMPORARY. Place records on left side of OPF and forward to gaining federal agency upon transfer or to NPRC if employee separates (GRS 1/1b). An agency retrieving an OPF from NPRC will dispose of these documents in accordance with GRS 1/23a(3)(b). GRS 1/23a(3)(a).
		(b)	All Other Performance Plans and Ratings.	TEMPORARY. Destroy when 4 years old. GRS 1/23a(3)(b).

		(4)	All Other Summary Performance Appraisal Files. Including performance appraisals and job elements and standards upon which they are based.	TEMPORARY. Destroy 4 years after date of appraisal. GRS 1/23a(4).
		(5)	Supporting Documents.	TEMPORARY. Destroy 4 years after date of appraisal. GRS 1/23a(5).
	b.	SES Appointees. As defined in 5 USC 3132a(2).		
		(1)	Superseded Performance Files. Superseded through an administrative, judicial, or quasi-judicial procedures.	TEMPORARY. Destroy when superseded. GRS 1/23b(1).
		(2)	Former SES Appointee Performance-Related Files.	
		(a)	Latest Rating of Record Less Than 5 Years Old. And performance plan upon which it is based and any summary rating.	TEMPORARY. Place records on left side of OPF and forward to gaining federal agency upon transfer or to NPRC if employee leaves federal service (GRS 1/1b). An agency retrieving an OPF from NPRC will dispose of these documents in accordance with GRS 1/23b(2)(b). GRS 1/23b(2)(a).
		(b)	All Other Performance Ratings and Plans.	TEMPORARY. Destroy when 5 years old. GRS 1/23b(2)(b).
		(3)	All Other Performance Appraisals. Along with job elements and standards (job expectations) upon which they are based. Exclusions: those for SES appointees serving on a Presidential appointment (5 CFR 214).	TEMPORARY. Destroy 5 years after date of appraisal. GRS 1/23b(3).

		(4)	Supporting Documents.	TEMPORARY. Destroy 5 years after date of appraisal. GRS 1/23b(4).
24	RESERVED			
25	EQUAL EMPLOYMENT OPPORTUNITY (EEO) FILES [1400-713]. Forms: SF-278. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-18. Vital: Legal and financial rights records. Exclusions: Electronic master files and data bases created to supplement or replace the records covered by this item are not authorized for disposal (submit SF-111 to NARA).			
	a.		EEO Official Discrimination Complaint Case Files. Originating agency's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222. Cases resolved within the BLM, by DOI, by EEOC, or by a U.S. Court. Location: WO, Centers, SO.	TEMPORARY. Destroy 4 years after resolution of case. GRS 1/25a.
	b.		EEO Complaint Duplicate Files. Duplicate case files or documents re. case files retained in the official discrimination complaint case files. Location: All.	TEMPORARY. Destroy 1 year after resolution of case. GRS 1/25b.
	c.		EEO Preliminary and Background Files. Location: All.	
		(1)	Background records not filed in the official discrimination complaint case files.	TEMPORARY. Destroy 2 years after final resolution of case. GRS 1/25c(1).
		(2)	Records documenting complaints that do not develop into official discrimination complaint cases.	TEMPORARY. Destroy when 2 years old. GRS 1/25c(2).
	d.		EEO Compliance Files. Location: WO, Centers, SO.	
		(1)	EEO Compliance Review Files. Reviews, background documents and correspondence re. contractor employment practices.	TEMPORARY. Destroy when 7 years old. GRS 1/25d(1).
		(2)	EEO Compliance Reports.	TEMPORARY. Destroy when 3 years old. GRS 1/25d(2).

e.	EEO Employee Housing Requests. Forms requesting the BLM assistance in housing matters, such as rental or purchase. Location: WO, Centers, SO.	TEMPORARY. Destroy when 1 year old. GRS 1/25e.
f.	EEO Employment Statistics Files. Record copies of employment statistics re. race and sex. Location: All.	TEMPORARY. Destroy when 5 years old. GRS 1/25f.
g.	EEO General Files. General correspondence and copies of regulations with related records re. the Civil Rights Act of 1964, EEO Act of 1972, and any pertinent later legislation; and BLM EEO Committee meeting records including minutes and reports. Location: All.	TEMPORARY. Destroy when 3 years old or when superseded or obsolete, whichever is applicable. GRS 1/25g.
h.	EEO Affirmative Action Plans (AAPs).	
	(1) AAP Consolidated Files. Headquarters EEO Office copy of consolidated AAPs. Location: WO.	TEMPORARY. Destroy 5 years from date of plan. GRS 1/25h(1).
	(2) AAP Feeder Plans to Consolidated AAPs. Location: All.	TEMPORARY. Destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner. GRS 1/25h(2).
	(3) AAP On-Site Review Reports. Record copies. Location: All.	TEMPORARY. Destroy 5 years from date of report. GRS 1/25h(3).
	(4) Affirmative Action Accomplishment Annual Reports. Record copies. Location: WO.	TEMPORARY. Destroy 5 years from date of report. GRS 1/25h(4).
26	PERSONNEL COUNSELING FILES [1400-700]. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Vital: Legal and financial rights records.	
a.	Personnel Counseling Files. Reports of interviews, analyses, and related records. Location: WO, Center, SO Personnel Offices.	TEMPORARY. Destroy 3 years after termination of counseling. GRS 1/26a.
b.	Alcohol and Drug Abuse Program Files. Records created in planning, coordinating, and directing an alcohol and drug abuse program. Location: All.	TEMPORARY. Destroy when 3 years old. GRS 1/26b.

27	RESERVED		
28	LABOR MANAGEMENT RELATIONS FILES [1400-711]. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Vital: Legal and financial rights records. Location: All.		
	a.	Labor Management Relations General and Case Files. Correspondence, memoranda, reports, and other records re. the relationship between management and employee unions or other groups.	
		(1)	Office Negotiating Agreement.
			TEMPORARY. Destroy 5 years after expiration of agreement. GRS 1/28a(1).
		(2)	Other Offices.
			TEMPORARY. Destroy when superseded or obsolete. GRS 1/28a(2).
	b.	Labor Arbitration General and Case Files. Correspondence, forms, and background papers re. labor arbitration cases.	TEMPORARY. Destroy 5 years after final resolution of case. GRS 1/28b.
29	TRAINING FILES [1400-410]. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-76. Location: All. Exclusions: Records of formally established schools which train employees in specialized program areas, such as law enforcement and national defense.		
	a.	General Files of the BLM-Sponsored Training. Exclusions: General subject files re. training (Schedule 23/1a), reference copies of training catalogs (Schedule 23/21), and record copy of manuals, syllabuses, textbooks and other training aids developed by the BLM (Schedule 1/29p).	
		(1)	Files re. Establishment and Operation of Training Courses and Conferences. Includes correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives. Forms: SF-182.
			TEMPORARY. Destroy when 5 years old or 5 years after completion of a specific training program. GRS 1/29a(1).

		(2)	Background and Working Files.	TEMPORARY. Destroy when 3 years old. GRS 1/29a(2).
	b.		Employee Training - Other Than the BLM. Correspondence, memoranda, reports and other records re. the availability of training and employee participation in training programs sponsored by other government agencies or nongovernment institutions.	TEMPORARY. Destroy when 5 years old or when superseded or obsolete, whichever is sooner. GRS 1/29b.
	c-o		Reserved	
	p.		Training Aids and Indexes - Record Copies. One record copy of each training aid (and related index) from the originating office. Consists of training manuals, syllabuses, textbooks or other aids developed by the BLM for training purposes. Forms: BLM 1400-87. Exclusions: Audiovisual training aids (Schedule 21/28, 29, 31) and reference copies of training aids and training catalogs (Schedule 23/21). Location: All.	
		(1)	Training Aids Relating Specifically to the BLM Policies, Programs, or Activities.	PERMANENT. Cutoff EOFY in which issued. Transfer one copy to FRC 2 years after cutoff. FRC transfers to NARA in 5-year blocks when most recent records are 5 years old (e.g., transfer 1980-84 files in 1990). NARA Job NC1-49-85-2, 1/30a(1).
		(2)	Training Aids Relating to General Management and Administrative Activities.	TEMPORARY. Cutoff EOFY in which issued. Transfer one copy to FRC 2 years after cutoff. FRC destroys 15 years after cutoff. NARA Job NC1-49-85-2, 1/30a(2).

30	<p>ADMINISTRATIVE GRIEVANCE, DISCIPLINARY, AND ADVERSE ACTION FILES [1400-750]. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-78. Vital: Legal and financial rights records. Exclusions: Copies of reprimand letters filed in the OPF. Location: WO, Center, SO Personnel Offices.</p>	
	<p>a. Employee Grievance Files (5 CFR 771). Records re. grievances raised by the BLM 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 re. a reconsideration request.</p>	<p>TEMPORARY. Destroy 5 years after case is closed. GRS 1/30a.</p>
	<p>b. Employee Adverse Action Case Files (5 CFR 752) and Performance-Based Action (5 CFR 432). Case files and records re. adverse actions and performance-based actions (removal, suspension, reduction-in-force, 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.</p>	<p>TEMPORARY. Destroy 5 years after case closed. GRS 1/30b.</p>
31	<p>PERSONAL INJURY (ACCIDENT) CASE FILES [1400-810]. Forms, reports, correspondence, and related medical and investigatory records re. on-the-job injuries, including volunteer-related incidents, whether or not a claim for compensation was made. Forms: DI-134, and reference copies of CA-1, 2-8, 16, 17, 20; OWCP-1500. Confidentiality: Nonpublic record category 3; Privacy Act System Interior/LLM-13. Vital: Legal and financial rights records. Location: All. Exclusions: Copies in Employee Medical Folder (Schedule 1/21) and copies submitted to Department of Labor; OSHA files (Schedule 1/34); motor vehicle accident files (Schedule 10/5); tort claim files (Schedule 6/10a).</p>	<p>TEMPORARY. Cutoff on termination of compensation or when deadline for filing a claim has passed. Destroy 3 years after cutoff. GRS 1/31.</p>

32	<p>EMPLOYEE MERIT PROMOTION CASE FILES [1400-335]. Records re. the promotion of an individual that document qualification standards, evaluation methods, selection procedures, interview records, and evaluations of the candidates. Forms: SF-171, 171a, 172, 2817; BLM 1400-68, 68a, 86, 86a. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Vital: Legal and financial rights records. Location: WO, Center, SO Personnel Offices.</p>	TEMPORARY. Destroy after OPM audit or 2 years after the personnel action is completed, whichever is sooner. GRS 1/32.
33	<p>EMPLOYMENT EXAMINATION AND CERTIFICATION FILES [1400-337]. Delegated agreements and related records created under the authority of 5 USC 1104 between OPM and agencies allowing for the examination and certification of applicants for employment, including interview records. Forms: SF-39, 39A. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Location: WO, Center, SO Personnel Offices.</p>	
	<p>a. Delegated Agreements.</p>	TEMPORARY. Destroy 3 years after termination of agreement. GRS 1/33a.
	<p>b. Correspondence concerning applications, certification of eligibles, and all other examining and recruiting operations. Such correspondence, includes, but not limited to, correspondence from Congress, White House, and the general public, and correspondence regarding accommodations for holding examinations and shipment of test materials.</p>	TEMPORARY. Cutoff EOFY. annually. Destroy 1 year after cutoff. GRS 1/33b.
	<p>c. Correspondence or notices received from eligible indication a change in name, address, or availability</p>	TEMPORARY. Destroy 90 days after updating the appropriate record in the registry or inventory GRS 1/33c
	<p>d. Test Material Stock Control. Stock control records of examination test material including running inventory of test material in stock.</p>	TEMPORARY. Destroy when test is superseded or obsolete. GRS 1/33d.
	<p>e. Application Record Card. Forms: OPM 5000a, or equivalent.</p>	TEMPORARY. Cutoff after examination. Destroy no later than 90 days after cutoff. GRS 1/33e.

f.		Examination Announcement Case Files. Correspondence re. examination requirements, final version of announcement(s) issued, subsequent amendments to announcement(s), public notice documentation, rating schedule, job analysis documentation, record of selective and quality rating factors, rating procedures, transmutation tables, and other documents associated with the job announcement(s) and the development of the register/inventory or case examination (Schedule 1/7a).	TEMPORARY. Cutoff EOFY after termination of related register or inventory or after final action is taken on the certificate generated by case examining procedures. Destroy 2 years after cutoff. GRS 1/33f.
g.		Register of Eligibles. Documenting eligibility of an individual for federal jobs. Forms: OPM 5001c or equivalent.	TEMPORARY. Cutoff EOFY in which the register of inventory is terminated. Destroy 2 years after cutoff. GRS 1/33g.
h.		RESERVED	
i.		Test Answer Sheets. Written test answer sheets for both eligibles and ineligibles. Filed by date of processing.	TEMPORARY. Destroy when 6 months old. GRS 1/33i.
j.		Lost or Exposed Test Material Case Files. Records showing the circumstances of loss, nature of the recovery action and correction action required.	TEMPORARY. Cutoff annually. Destroy 5 years after cutoff. GRS 1/33j.
k.		Cancelled and ineligible applications for positions filled from a register or inventory. Such documents include Optional Form (OF) 612,, resumes, supplemental forms, and attachments, whether in hard copy or electronic format.	TEMPORARY. Cutoff EOFY. Destroy 1 year after cutoff. GRS 1/33k
l.		Eligible applications for positions filled from a register or inventory, including OF 612, resumes, supplemental forms, and attachments, whether in hard copy or electronic format. Forms: SF-59; OPM 648 or equivalent.	TEMPORARY. Cutoff annually. Destroy 1 year after cutoff. GRS 1/33l.

		(1)	On active register or inventory.	TEMPORARY. 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 1/33l(1)
		(2)	On inactive register or inventory.	TEMPORARY. Cut off annually. Destroy 1 year after cut off. GRS 1/33l(2).
	m.		Ineligible or incomplete applications for positions filled by case examining. Such documents include OF 612, resumes, supplemental forms, whether hard copy or electronic format.	TEMPORARY. Cutoff EOFY. Destroy 2 year after cutoff. GRS 1/33m.
	n.		Eligible applications for positions filled by case examining that either are not referred to the hiring official or are returned to the examining office by the hiring official. Such documents include OF 612, resumes, supplemental forms, and attachments, whether in hard copy or electronic format.	TEMPORARY. Cutoff annually. Destroy 2 years after cutoff. GRS 1/33n.
	o.		Requests for Prior Approval. Of personnel actions taken by agencies on such matters as promotion, transfer, reinstatement, or change in status. Forms: SF-59; OPM 648 or equivalent.	TEMPORARY. Cutoff EOFY. Destroy 1 year after cutoff. GRS 1/33o.
	p.		Certificate Files. All papers upon which the certification was based; The list of eligibles screened for the vacancies, ratings assigned, availability statement, the certificate of eligibles that was issued to the selecting official, the annotated certificate of eligibles that was returned from the selecting official, and other documentation material designated by the examiner for retention. Forms: SF-39, 39a, or equivalent.	TEMPORARY. Cutoff EOFY. Destroy 2 years after cutoff. GRS 1/33p.

	q.	Certificate Files, including SF 39, SF 39A, or equivalent, and all papers upon which the certification was based: the list of eligibles screened for the vacancies, ratings assigned, availability statements, the certificate of eligibles that was issued to the selecting official, the annotated certificate of eligibles that was returned from the selecting official, and other documentation material designated by the examiner for retention.	TEMPORARY. Cut off annually. Destroy 2 years after cutoff. GRS 1/33q
	r.	Displaced Employee Program (DEP) and Interagency Placement Program (IPP) application and registration sheet.	TEMPORARY. Destroy upon expiration of employee's DEP eligibility. GRS 1/33r
	s.	DEP control cards, if maintained.	TEMPORARY. Cut off annually. Destroy 2 years after cut off. GRS 1/33s
	t.	Reports of audits of delegated examining operations.	TEMPORARY. Destroy 3 years after date of the report. GRS 1/33t
	b.	Unapproved requests.	TEMPORARY. Destroy 1 year after request is rejected. GRS 1/42b.
34	OCCUPATIONAL INJURY AND ILLNESS FILES [1112]. Reports and logs maintained as prescribed in 29 CFR 1960 and OSHA Pamphlet 2014 to document all recordable occupational injuries and illnesses for each establishment. Includes volunteer occupational injury and illness reports. Forms: OSHA 100, 101, 102, 200; DI-134, or equivalents. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-13. Location: WO, Center, SO Personnel Offices.		
35	HEALTH BENEFITS REQUESTS DENIED UNDER SPOUSE EQUITY [1400-890]. Denied eligibility files consisting of applications, court orders, denial letters, appeal letters, and related papers. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Vital: Legal and financial rights records. Location: All. NOTE: Pursuant to Subchapter S17 of the <u>FEHB Handbook</u> enrollment files of spouses eligible for benefits are transferred to OPM when former spouse cancels the enrollment, when enrollment is terminated by the employing office, or when former spouse begins receiving an annuity payment.		

	a.	Health Benefits Denied - Not Appealed.	TEMPORARY. Destroy 3 years after denial. GRS 1/35a.
	b.	Health Benefits Denied - Appealed to OPM for Reconsideration.	
		(1) Appeal Successful - Benefits Granted.	TEMPORARY. Create enrollment file in accordance with Subchapter S17 of the <u>FEHB Handbook</u> . GRS 1/35b(1).
		(2) Appeal Unsuccessful - Benefits Denied.	TEMPORARY. Destroy 3 years after denial. GRS 1/35b(2).
36	FEDERAL WORKPLACE DRUG TESTING PROGRAM FILES [1400-792]. Drug testing program records created under Executive Order 12564 and PL 100-71, Section 503 (101 Stat. 468). Forms: OMB 9999-0023. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Vital: Legal and financial rights records. Location: WO, Center, SO Personnel Offices. Exclusions: Disciplinary action case files (Schedule 1/30), consolidated statistical and narrative reports including annual reports to Congress, any records relevant to litigation or disciplinary actions (destroy no earlier than the related litigation or adverse action case file(s)).		
	a.	Drug Test Plans and Procedures. The BLM copies of plans and procedures, with related drafts, correspondence, memoranda, and other records re. development of procedures for drug testing programs, including the determination of testing incumbents in designated positions. Exclusions: Documents filed in record sets of formal issuances (directives, procedural handbooks, operating manuals, and the like) (Schedule 16/1a).	TEMPORARY. Destroy when 3 years old or when superseded, obsolete. GRS 1/36a.
	b.	Employee Acknowledgement of Notice Forms. Forms completed by employees whose positions are designated sensitive for drug testing purposes acknowledging that they have received notice that they may be tested.	TEMPORARY. Destroy when employee separates from testing designated position. GRS 1/36b.

	c.	Drug Test Selection and/or Scheduling Files. Records re. selection of specific employees and/or applicants for testing and the scheduling of tests. Included are lists of selectees, notification letters, and testing schedules.		TEMPORARY. Destroy when 3 years old. GRS 1/36c.
	d.	Drug Test Specimens Collection and Handling Files.		
		(1)	Permanent Record Books. Bound books containing identifying data on each specimen, recorded at each collection site in the order in which the specimens were collected.	TEMPORARY. Destroy 3 years after date of last entry. GRS 1/36d(1).
		(2)	Chain of Custody Files. Forms and other records used to maintain control and accountability of specimens from the point of collection to the final disposition of the specimen.	TEMPORARY. Destroy when 3 years old. GRS 1/36d(2).
	e.	Drug Test Results. Records documenting individual test results, including reports of testing, notifications of employees/applicants and employing offices, and documents re. follow up testing.		
		(1)	Positive results.	
			(a) Employees.	TEMPORARY. Destroy when employee leaves the agency or when 3 years old, whichever is later. GRS 1/36e(1)(a).
			(b) Applicants not accepted for employment.	TEMPORARY. Destroy when 3 years old. GRS 1/36e(1)(b).
		(2)	Negative results.	TEMPORARY. Destroy when 3 years old. GRS 1/36e(2).

37	<p>DONATED LEAVE PROGRAM CASE FILES [1400-630]. Case files documenting the receipt and donation of leave for medical emergencies, including recipient applications, agency approvals or denials, medical or physician certifications, leave donation records, supervisor/timekeeper approvals, leave transfer records, payroll notification records, and leave program termination records. Forms: OF-630a. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-85. Vital: Legal and financial rights records. Location: All.</p>	<p>TEMPORARY. Beginning in January 1994, destroy 1 year after the end of the year in which the file is closed. GRS 1/37.</p>
38	<p>WAGE SURVEY FILES [1400-530]. Wage survey reports and data, background documents and correspondence pertaining to 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. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-85. Vital: Legal and financial rights records. Exclusions: Authorized wage schedules and wage survey recapitulation sheets. Location: All.</p>	<p>TEMPORARY. Destroy after completion of second succeeding wage survey. GRS 1/38.</p>
39	<p>RETIREMENT ASSISTANCE FILES [1400-830]. Correspondence, memoranda, annuity estimates, and other records used to assist retiring employee or survivors claim insurance or retirement benefits. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-85. Vital: Legal and financial rights records. Location: All.</p>	<p>TEMPORARY. Destroy when 1 year old. GRS 1/39.</p>
40	<p>HANDICAPPED INDIVIDUALS APPOINTMENT CASE FILES [1400-302]. Case files containing position title and description; fully executed SF-171; medical examiner's report; a brief statement explaining accommodation of impairment; and other documents related to previous appointment, certification, and/or acceptance or refusal, created in accordance with FPM 306-11, subchapter 4-2. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Vital: Legal and financial rights records. Location: All.</p>	<p>TEMPORARY. Destroy 5 years following the date of approval or disapproval of each case. GRS 1/40.</p>
41	<p>PAY COMPARABILITY RECORDS [1400-551]. Records created under implementation of the Federal Employees Pay Comparability Act including written narratives and computerized transaction registers documenting use of retention, relocation, and recruitment bonuses, allowances, and supervisory differentials and casefiles consisting of requests for and approval of recruitment and relocation bonuses and retention allowances. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-85. Vital: Legal and financial rights records. Location: All.</p>	<p>TEMPORARY. Destroy 3 years following the date of approval or upon completion of the relevant service agreement or allowance, whichever is later. GRS 1/41.</p>

42	VOLUNTEER PERSONNEL FILES [1114]. Documenting the administration and operation of the volunteer program and the activities of individuals or organized groups who voluntarily and without compensation or reimbursement provide personal services to BLM. Authority: FPM 308 and 370 DM 308. Forms: SF-50, 171, 171a, 2817; OF-301; BLM 1114-1, 2, 4, 5, 5a; 1400-109. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Vital: Legal and financial rights records. Exclusions: Volunteer personal injury files (Schedule 1/31); volunteer-related motor vehicle accident files (Schedule 10/5); volunteer action plans (Schedule 16/19. Location: All.		
	a.	Volunteer Official Personnel Folders. Personnel files as described in FPM 308.7-6d containing volunteer application, services agreement, performance evaluation, certificate of appreciation, correspondence, and related material.	TEMPORARY. Cutoff EOFY in which services are terminated. Destroy 3 years after cutoff. NARA Job N1-49-90-6, 1/41a.
	b.	Volunteer Program Administrative Files. General correspondence, annual reports, and other material documenting the routine administration, internal procedures, and general activities of the volunteer program. Forms: BLM 1114-7.	TEMPORARY. Cutoff EOFY. Destroy 2 years after cutoff. NARA Job N1-49-90-6, 1/41b.
43	FIRE EXPERIENCE AND QUALIFICATIONS FILES [9215]. Files which document the qualifications of the BLM personnel to perform jobs associated with the fire management program. Authority: 42 USC 1856a. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-76. Vital: Legal and financial rights records. Location: All offices with fire management responsibilities.		TEMPORARY. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. NARA Job N1-49-90-6, 1/43.
44-50	Reserved		
51	ALTERNATIVE WORKSITE RECORDS.		
	a.	Approved requests or applications. To participate in an alternative worksite program; agreements between the agency and the employee; and records re. safety of the worksite, the installation and use of equipment, hardware, and software, and the use of secure, classified information or data subject to the Privacy Act.	TEMPORARY. Destroy 1 year after end of employee's participation in the program. GRS 1/42a.

	b.	Unapproved requests.	TEMPORARY. Destroy 1 year after request is rejected. GRS 1/42b.
	c.	Forms and other Records. Generated by the agency or the participating employee evaluating the alternative worksite program.	TEMPORARY. Destroy when 1 year old, or when no longer needed, whichever is later. GRS 1/42c.
52	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.		
	a.	Copies that have No Further Administrative Value. After the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	TEMPORARY. Destroy/Delete within 180 days after the recordkeeping copy has been produced. GRS 1/43a.
	b.	Copies Used for Dissemination, Revision, or Updating. That are maintained in addition to the recordkeeping copy.	TEMPORARY. Destroy/Delete when dissemination, revision, or updating is completed. GRS 1/43b.

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