

### **General Records Schedule 01 - Records Related to Agency/Office-Held Personnel Records**

This schedule covers records District agencies create while carrying out the work of employee management: supervising employees, processing personnel actions, managing employee performance, interview notes and packets, and creating and maintaining personnel and volunteer service records. The DC Department of Human Resources exercises oversight over the employee selection, performance, and adverse action process. Records held by this agency are managed by DC Retention Schedule 18-017 - Department of Human Resources.

Item #	Records Series Description	Disposition Instruction
01	<p><b>Position descriptions.</b>                      Records relating to developing, editing, classifying, and evaluating position descriptions, including information on title, series, grade, duties, and responsibilities.</p> <ul style="list-style-type: none"> <li>a. Agency record copy of position description.</li> <li>b. Notes related to the development or re-writing of position descriptions.</li> </ul>	<p><b>Temporary:</b> Destroy 2 years after position is abolished or description is superseded, but longer retention is authorized if required for business use.</p>

Item #	Records Series Description	Disposition Instruction
02	<p><b>Unofficial Personnel File (UPF) and supervisor’s personnel file.</b>                      Records on positions, authorizations, pending actions, position descriptions, training records, individual development plans, employee evaluations, telework agreements, award recommendations, and records on individual employees not duplicated in or not appropriate for the Department of Human Resources. These records are sometimes called supervisors’ working files, unofficial personnel files (UPFs), and employee work folders or “drop” files.</p> <p><b>Exclusion:</b> Records that become part of a grievance file, an appeal or discrimination complaint file, a performance-based reduction-in-grade or removal action, or an adverse action. These records are covered by DC Retention Schedule 18-017.</p>	<p><b>Temporary.</b> Review annually and destroy superseded documents. Destroy remaining documents 1 year after employee separation or transfer.</p>
03	<p><b>Job vacancy case files.</b>                      Case files an agency creates when posting and filling competitive job vacancies. Also known as case examining, competitive examination, or merit case files.                      Includes:</p> <ul style="list-style-type: none"> <li>• request for lists of eligible candidates</li> <li>• job announcement</li> <li>• examination announcement</li> <li>• job analysis, assessment criteria, and crediting plan</li> <li>• basis for certification</li> <li>• applications, resumes, supplemental forms, other attachments</li> <li>• list of eligible candidates or applicants screened, ranking or ratings assigned, and basis for certification</li> <li>• certificates, registers or lists of eligible candidates issued to selecting officials</li> <li>• job-related test records</li> <li>• annotated certificates of eligible candidates returned by selecting officials</li> <li>• job offers</li> <li>• records of job offer being accepted or declined</li> <li>• correspondence/documentation of announcement or recruiting operation</li> </ul>	<p><b>Temporary.</b> Destroy 2 years after selection certificate is closed or final settlement of any associated litigation; whichever is later.</p>

Item #	Records Series Description	Disposition Instruction
04	<p><b>Job application packages.</b>                      Application packages for competitive positions, or its successors, and other systems, whether electronic or analog. Includes:</p> <ul style="list-style-type: none"> <li>• application</li> <li>• resume</li> <li>• supplemental forms</li> <li>• other attachments</li> </ul> <p><b>Note:</b> This item is only for copies of materials submitted to and maintained in systems that receive job applications and are transmitted to agencies for personnel actions.</p> <p>Records Close on the date of selection or cancellation and Cut-off at the end of the calendar year.</p>	<p><b>Temporary.</b> Destroy 1 year after date of submission.</p>
05	<p><b>Interview records.</b>                      Case files related to filling job vacancies, held by hiring official and interview panel members. Includes:</p> <ul style="list-style-type: none"> <li>• copies of records in the job vacancy case file (item 002 and 003)</li> <li>• notes of interviews with selected and non-selected candidates</li> <li>• reference check documentation</li> </ul>	<p><b>Temporary.</b> Destroy 2 years after case is closed by hire or non-selection, expiration of right to appeal a non-selection, or final settlement of any associated litigation, whichever is later.</p>
06	<p><b>Recruitment records.</b>                      Records documenting agency in-person and on-line recruitment efforts at career fairs, job fairs, visits to colleges, and similar venues. Includes:</p> <ul style="list-style-type: none"> <li>• records documenting planning and logistics of individual recruitment events</li> <li>• record copy of advertisement and materials for distribution (see Exclusion 2)</li> <li>• contact information and interest areas collected from potential job candidates</li> <li>• recruitment event reports</li> <li>• correspondence with prospective candidates</li> </ul>	<p><b>Temporary.</b> Destroy when 1 year old, but longer retention is authorized if required for business use.</p>

Item #	Records Series Description	Disposition Instruction
07	<p><b>Requests for non-competitive personnel action.</b>                      Agency copy of requests submitted to DCHR for approval of non-competitive personnel action on such matters as promotion, transfer, reinstatement, or change in status.</p>	<p><b>Temporary.</b> Destroy 1 year after approval is granted or denied.</p>
08	<p><b>Volunteer service case files.</b>                      Records documenting service performed without compensation by people not under a district government appointment. Includes both students and non-students.                      Records include:</p> <ul style="list-style-type: none"> <li>● volunteer agreements documenting position title, office title, duty location, days/hours on duty</li> <li>● parental approval forms</li> <li>● performance evaluations</li> <li>● training information</li> <li>● certificates of appreciation</li> <li>● correspondence documenting inclusive dates of service and total hours or days worked</li> </ul> <p>a. Case files on volunteers.</p> <p>b. Case files on individuals whose applications were rejected or withdrawn.</p>	<p><b>Temporary.</b> Destroy 4 years after volunteer departs service, but longer retention is authorized if required for business use.</p> <p><b>Temporary.</b> Destroy when 1 year old.</p>

**Non-Records**

Non-record materials are disposable upon agency authority. Please direct questions to the Office of Public Records for assistance.

Description
Duplicate copies of documents
Printed Reports from Computer Programs that can be recreated on-demand
Reference or Convenience Copies of official documents (i.e.: copies of Mayor's orders, or correspondence)
Working papers that don't impact or are not considered essential to a final decision regarding policies, laws, and regulations
Library or other reference materials or records maintained solely for convenience or reference
Blank forms
Materials relating to fringe activities of an agency such as charitable fund drives.