

PERSONNEL MANAGEMENT

| Class Code | Title | Retention after folder closure | Security Code* |
|-------------------|--|---------------------------------------|-----------------------|
| PER-1.00 | Personnel Management Policy | Permanent | |
| PER-1.10 | Personnel Management General Files | 6 years | PA |
| PER-1.11 | Reserved – Use PER-1.10 | | |
| PER-2.00 | Personnel Management Reports | 3 years | PA |
| PER-4.00 | Position Classification Standards | 5 years | |
| PER-4.10 | Position Descriptions | 2 years | |
| PER-4.20 | Position Surveys and Audits | 3 years | PA |
| PER-4.30 | Position Description Appeals | 3 years | PA |
| PER-5.00 | Employment Staffing Methods and Practices | 3 years | PA |
| PER-5.10 | Appointment and Tenure | 3 years | PA |
| PER-5.20 | Recruitment, Selection, and Placement | 3 years | PA |
| PER-5.40 | Details and Dual Employment | 5 years | PA |
| PER-6.00 | Personnel Actions and Data Processing | 3 years | PA |
| PER-6.10 | Official Personnel Files (OPF) – Separated Employees | See Schedule | PA |
| PER-6.20 | Official Personnel Files (OPF) – Transferred Employees | See Schedule | PA |
| PER-6.30 | Supervisor’s Personnel Files | 1 year | PA |
| PER-6.40 | Service Record Card | 3 years | PA |
| PER-6.50 | Employee Medical Files (EMF) – Transferred Employees | See Schedule | PA |
| PER-6.60 | Employee Medical Files (EMF) – Separated Employees | See Schedule | PA |
| PER-6.70 | Employee Medical Files (EMF) – Temporary or Short-Term Records | 1 year | PA |
| PER-6.80 | Individual Employee Health Files Created Prior to Employee Medical File (EMF) System | See Schedule | PA |
| PER-6.90 | Job Corp Personnel Files | 75 years | PA |
| PER-7.00 | Personnel Audits, Inspections, and Surveys | See Schedule | PA |
| PER-8.00 | Pay Rates | 6 years | PA |
| PER-9.00 | Reduction in Force (RIF) and Employee Separation Procedures | 6 years | PA |

PERSONNEL MANAGEMENT

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|-----------|---|--------------|----|
| PER-10.00 | Employee Benefits | 3 years | PA |
| PER-11.00 | Leave and Attendance | 3 years | PA |
| PER-12.00 | Employee Performance and Utilization | 3 years | PA |
| PER-12.10 | Incentive Awards Program | 3 years | PA |
| PER-13.00 | Merit Promotions | 2 years | PA |
| PER-14.00 | Training | 5 years | PA |
| PER-14.10 | Reserved – Use PER-14.00 | | |
| PER-14.20 | Reserved – Use PER-14.00 | | |
| PER-15.00 | Employee Relations, Activities, and Welfare | 3 years | PA |
| PER-15.10 | Reserved – Use ADM-25.10 | | |
| PER-15.20 | Standards of Conduct | See Schedule | PA |
| PER-15.30 | Personnel Security Clearance | 5 years | PA |
| PER-15.40 | Investigative Reports | See Schedule | PA |
| PER-15.50 | Personnel Security Clearance Status | See Schedule | PA |
| PER-16.00 | Labor Management Relations | 5 years | PA |
| PER-17.00 | Grievance and Appeals | 7 years | PA |
| PER-17.10 | Adverse Actions and Performance-Based Actions | 7 years | PA |

*Documents under these codes could be:

FOUO – For Official Use Only

PA = Privacy Act

No designation = Public

PERSONNEL MANAGEMENT

| CLASS CODE | DESCRIPTION | RETENTION AFTER FOLDER CLOSURE |
|-----------------|--|--|
| PER-1.00 | <p>Personnel Management Policy</p> <p>Case file for official policy (including final rules and solicitor opinions), guidelines, and procedures that govern personnel management activities that are not included in the master set of directives. Includes correspondence, memorandums, e-mail, and other documentation relating to the creation and implementation of official policy, guidance, and procedures.</p> | DISPOSAL NOT AUTHORIZED |
| | <p style="text-align: right;">Official File Copy -</p> <p style="text-align: center;">Transfer Medium – Paper/Film -</p> <p style="text-align: center;">Transfer Medium – Electronic -</p> <p style="text-align: right;">Reference Copy -</p> | <p>PERMANENT - Close files at the end of calendar year when policy is superseded, canceled, or revoked.</p> <p>Hardcopy records (other than nonrecurring series) – Transfer to the Federal Records Center 3 years from cutoff or as volume warrants; transfer to the National Archives 30 years from closure.</p> <p>Transfer to the National Archives 3 years from cutoff, as volume warrants, or other event (dependent on how the electronic record is generated or the system that generates the electronic record).</p> <p>Retain working reference copy in agency and destroy when no longer required for current business needs.</p> |
| | <p>Security Code: None</p> <p>Vital Record: Yes</p> | <p>NARA Disposal Authority: N1-115-94-3</p> |

PERSONNEL MANAGEMENT

| CLASS CODE | DESCRIPTION | RETENTION AFTER FOLDER CLOSURE |
|-----------------|--|--|
| PER-1.10 | <p>Personnel Management General Files</p> <p>General subject files including correspondence, memorandums, e-mail, and other documentation relating to all phases of personnel administration. This classification code is to be used by NONPERSONNEL offices.</p> | |
| | <p>NOTE: Use case files for program specific documentation.</p> | |
| | <p style="text-align: center;">Official File Copy -</p> <p style="text-align: center;">Disposal Instructions -</p> <p style="text-align: center;">Reference Copy -</p> | <p>Temporary - Close files at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 6 years after closure.</p> <p>Retain working reference copy in agency and destroy when 6 years old or sooner if no longer required for current business needs.</p> |
| | <p>Security Code: Privacy Act - OPM-1 Vital Record: No</p> | <p>NARA Disposal Authority: N1-115-94-3</p> |

PERSONNEL MANAGEMENT

| CLASS CODE | DESCRIPTION | RETENTION AFTER FOLDER CLOSURE |
|-----------------|---|---|
| PER-2.00 | Personnel Management Reports Reports relating to personnel management. Including: > Nationwide unemployment, statistics, plans, and relief programs > Reports of area trends in employment and unemployment > Employment forecasts > Incentive Awards Program Reports | |
| | Official File Copy - Disposal Instructions - Reference Copy - | Temporary - Close files at the end of each calendar year. Paper/film/electronic: Destroy in agency 3 years after closure. Retain working reference copy in agency and destroy when 3 years old or sooner if no longer required for current business needs. |
| | Security Code: Privacy Act - DOI-58, DOI-85 Vital Record: No | NARA Disposal Authority: N1-115-94-3 |

PERSONNEL MANAGEMENT

| CLASS CODE | DESCRIPTION | RETENTION AFTER FOLDER CLOSURE |
|-----------------|--|--|
| PER-4.00 | <p>Position Classification Standards</p> <p>Correspondence, memorandums, e-mail, and other documentation relating to the development of standards for classification of positions. Including:</p> <ul style="list-style-type: none"> > Purpose of determining the salary or wage placement of classified GS/GM employees > Wage grade employees > Position reviews and reporting requirements of section 1310(d) of the supplemental Appropriations Act of 1952 (Whitten Amendment) | |
| | <p>Official File Copy -</p> <p>Disposal Instructions -</p> <p>Reference Copy -</p> | <p>Temporary - Close files at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 5 years after closure.</p> <p>Retain working reference copy in agency and destroy when 5 years old or sooner if no longer required for current business needs.</p> |
| | <p>Security Code: None</p> <p>Vital Record: No</p> | <p>NARA Disposal Authority: N1-115-94-3 GRS 1.7a(2)(a)</p> |

PERSONNEL MANAGEMENT

| CLASS CODE | DESCRIPTION | RETENTION AFTER FOLDER CLOSURE |
|-----------------|---|---|
| PER-4.10 | <p>Position Descriptions</p> <p>Descriptions maintained in Reclamation personnel offices which describe duties, responsibilities, and relationships of each position within the organization. Including:</p> <ul style="list-style-type: none"> > Position descriptions/amendments > Certifications > Checklists or fill in descriptions | |
| | <p>Official File Copy -</p> <p>Disposal Instructions -</p> <p>Reference Copy -</p> | <p>Temporary - Close files when position is abolished or description is superseded.</p> <p>Paper/film/electronic: Destroy in agency 2 years after closure.</p> <p>Retain working reference copy in agency and destroy when 2 years old or sooner if no longer required for current business needs.</p> |
| | <p>Security Code: None</p> <p>Vital Record: No</p> | <p>NARA Disposal Authority: N1-115-94-3 GRS 1.7b</p> |

PERSONNEL MANAGEMENT

| CLASS CODE | DESCRIPTION | RETENTION AFTER FOLDER CLOSURE |
|-----------------|---|--|
| PER-4.20 | <p>Position Surveys and Audits</p> <p>Classification survey reports on various positions prepared by classification specialists, including periodic reports.</p> | |
| | <p>Official File Copy -</p> <p>Disposal Instructions -</p> <p>Reference Copy -</p> | <p>Temporary - Close files at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 3 years after closure.</p> <p>Retain working reference copy in agency and destroy when 3 years old or sooner if no longer required for current business needs.</p> |
| | <p>Security Code: None</p> <p>Vital Record: No</p> | NARA Disposal Authority: N1-115-94-3 GRS 1.7c(1) |

PERSONNEL MANAGEMENT

| CLASS CODE | DESCRIPTION | RETENTION AFTER FOLDER CLOSURE |
|-----------------|--|---|
| PER-4.30 | Position Description Appeals Case files relating to position description classification appeals. | |
| | Official File Copy - Disposal Instructions - Reference Copy - | Temporary - Close files at the end of each calendar year. Paper/film/electronic: Destroy in agency 3 years after closure. Retain working reference copy in agency and destroy when 3 years old or sooner if no longer required for current business needs. |
| | Security Code: Privacy Act - OPM-9 Vital Record: No | NARA Disposal Authority: N1-115-94-3 GRS 1.7(d)(1) |

PERSONNEL MANAGEMENT

| CLASS CODE | DESCRIPTION | RETENTION AFTER FOLDER CLOSURE |
|-----------------|---|--|
| PER-5.00 | <p>Employment Staffing Methods and Practices</p> <p>Correspondence, memorandums, e-mail, and other documentation relating to employment staffing methods, procedures, and practices:</p> <ul style="list-style-type: none"> > Reviews and determinations of staffing ceilings and limitations > Loans of positions under ceilings > Staffing adjustments > Work staff analyses > Review, establishment, or abolishment of positions Employment forecasts > Employment in the excepted service, competitive service, executive assignment system, etc. > Special purpose employment > Military employment > Overseas employment > Employment of experts and consultants > Applications for employment from applicants outside Reclamation > Material on work conditions such as duty hours, breaks, lunch periods, work week, and flexitime > Corps member enrollment > Tour of duty | |
| | <p>Official File Copy -</p> <p>Disposal Instructions -</p> <p>Reference Copy -</p> | <p>Temporary - Close files at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 3 years after closure.</p> <p>Retain working reference copy in agency and destroy when 3 years old or sooner if no longer required for current business needs.</p> |
| | <p>Security Code: Privacy Act - DOI-58</p> <p>Vital Record: No</p> | NARA Disposal Authority: N1-115-94-3 |

PERSONNEL MANAGEMENT

| CLASS CODE | DESCRIPTION | RETENTION AFTER FOLDER CLOSURE |
|-----------------|--|--|
| PER-5.10 | <p>Appointment and Tenure</p> <p>Correspondence, memorandums, e-mail, and other documentation relating to the appointment and tenure or career, career-conditional, temporary, and indefinite employees. Include information on such related considerations as:</p> <ul style="list-style-type: none"> > The employment of relatives (nepotism) > Conversion of career and career-conditional employment from other types of employment > Probationary periods > Employment reinstatement > Term of employment and duration authority > Appointments and separations of summer and part-time employees > Appointments to unclassified or upgraded positions such as notaries public and law enforcement officers > Appointments through special means such as political endorsements and presidential appointments. > Selective placement program | |
| | <p>Official File Copy -</p> <p>Disposal Instructions -</p> <p>Reference Copy -</p> | <p>Temporary - Close files at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 3 years after closure.</p> <p>Retain working reference copy in agency and destroy when 3 years old or sooner if no longer required for current business needs.</p> |
| | <p>Security Code: Privacy Act - DOI-58, OPM-5</p> <p>Vital Record: No</p> | NARA Disposal Authority: N1-115-94-3 |

PERSONNEL MANAGEMENT

| CLASS CODE | DESCRIPTION | RETENTION AFTER FOLDER CLOSURE |
|-----------------|--|--|
| PER-5.20 | <p>Recruitment, Selection, and Placement</p> <p>Correspondence, memorandums, e-mail, and other material relating to recruitment efforts and practices used for selecting and placing persons to fill job vacancies. Related topical material includes:</p> <ul style="list-style-type: none"> > Appointments from reemployment priority lists > Position restriction to reference eligible > Positions filled through certifications and competitive examination > The placement of persons without competitive status who are receiving compensation for work injuries or who are recovered disability annuitants or who are rehired annuitants > Recruitment of shortage occupations, few-of-a-kind positions, off-the-street, and register type positions, and at colleges and universities > Vacancy notices including completed packages | |
| | <p>Official File Copy -</p> <p>Disposal Instructions -</p> <p>Reference Copy -</p> | <p>Temporary - Close files at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 3 years after closure.</p> <p>Retain working reference copy in agency and destroy when 3 years old or sooner if no longer required for current business needs.</p> |
| | <p>Security Code: Privacy Act - DOI-58, OPM-5</p> <p>Vital Record: No</p> | NARA Disposal Authority: N1-115-94-3 |

PERSONNEL MANAGEMENT

| CLASS CODE | DESCRIPTION | RETENTION AFTER FOLDER CLOSURE |
|-----------------|--|--|
| PER-5.40 | <p>Details and Dual Employment</p> <p>Correspondence, memorandums, e-mail, and other material regarding restrictions and allowances regarding details and dual employment of Federal employees.</p> | |
| | <p>Official File Copy -</p> <p>Disposal Instructions -</p> <p>Reference Copy -</p> | <p>Temporary - Close files at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 5 years after closure.</p> <p>Retain working reference copy in agency and destroy when 5 years old or sooner if no longer required for current business needs.</p> |
| | <p>Security Code: Privacy Act - DOI-58</p> <p>Vital Record: No</p> | NARA Disposal Authority: N1-115-94-3 |

PERSONNEL MANAGEMENT

| CLASS CODE | DESCRIPTION | RETENTION AFTER FOLDER CLOSURE |
|-----------------|---|--|
| PER-6.00 | <p>Personnel Actions and Data Processing</p> <p>Correspondence, memorandums, e-mail, and other material relating to the methods for gathering and processing personnel actions.</p> <ul style="list-style-type: none"> > Application for service credits > Verification of service records > Armed service credits > Summaries > Profiles > Outlines > Requests for personnel actions > Methods for documenting personnel data such as: <ul style="list-style-type: none"> >> Chronological journal files >> Birth records >> Fingerprints >> Proof of citizenship >> Oaths and other agreements | |
| | <p>Official File Copy -</p> <p>Disposal Instructions -</p> <p>Reference Copy -</p> | <p>Temporary - Close files at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 3 years after closure.</p> <p>Retain working reference copy in agency and destroy when 3 years old or sooner if no longer required for current business needs.</p> |
| | <p>Security Code: Privacy Act - DOI-58</p> <p>Vital Record: No</p> | NARA Disposal Authority: N1-115-94-3 |

PERSONNEL MANAGEMENT

| CLASS CODE | DESCRIPTION | RETENTION AFTER FOLDER CLOSURE |
|-----------------|--|---|
| PER-6.20 | <p>Official Personnel Files (OPF) – Transferred Employees</p> <p>Official folders maintained by personnel offices having personnel management responsibilities, e.g., authority to request or take a personnel action, such as recruitment, promotion, evaluation, or disciplinary action. Includes information and correspondence relating to requests or plans for changes in assignment, resume of pertinent experience and education, performance appraisals, training or career development plans, and other records of this type.</p> | |
| | Official File Copy - | See Chapter 7 of the Guide to Personnel Recordkeeping for instructions relating to folders of employees transferred to another Agency/Bureau. |
| | <p>Security Code: Privacy Act – DOI-72, DOI-79 OPM-1, OPM-2, OPM-3, OPM-7</p> <p>Vital Record: No</p> | NARA Disposal Authority: N1-115-94-3 GRS 1.1a |

PERSONNEL MANAGEMENT

| CLASS CODE | DESCRIPTION | RETENTION AFTER FOLDER CLOSURE |
|-----------------|---|---|
| PER-6.30 | <p>Supervisor's Personnel Files</p> <p>Correspondence, memorandums, e-mail, forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF.</p> | |
| | <p>NOTE: Supervisors must review personnel files annually and dispose of superseded, obsolete, or adverse materials relating to employee performance.</p> | |
| | <p style="text-align: center;">Official File Copy -</p> <p style="text-align: center;">Disposal Instructions -</p> <p style="text-align: center;">Reference Copy -</p> | <p>Temporary - Close files after employee separation, termination, or transfer.</p> <p>Paper/film/electronic: Destroy in agency 1 year after closure.</p> <p>Retain working reference copy in agency and destroy when 1 year old or sooner if no longer required for current business needs.</p> |
| | <p>Security Code: Privacy Act - DOI-58, DOI-76, OPM-1, OPM-2, OPM-3, OPM-7</p> <p>Vital Record: No</p> | <p>NARA Disposal Authority: N1-115-94-3 GRS 1.18</p> |

PERSONNEL MANAGEMENT

| CLASS CODE | DESCRIPTION | RETENTION AFTER FOLDER CLOSURE |
|-----------------|---|--|
| PER-6.40 | <p>Service Record Card</p> <p>Cards such as SF-7B or other manual or automated systems maintained for ready reference which show jobs, grades, and similar information relating to an individual's employment.</p> | |
| | <p style="text-align: center;">Official File Copy -</p> <p style="text-align: center;">Disposal Instructions -</p> <p style="text-align: center;">Reference Copy -</p> | <p>Temporary - Close files after separation of employee.</p> <p>Paper/film/electronic: Destroy in agency 3 years after closure.</p> <p>Retain working reference copy in agency and destroy when 3 years old or sooner if no longer required for current business needs.</p> |
| | <p>Security Code: Privacy Act - DOI-72, DOI-79, OPM-1</p> <p>Vital Record: No</p> | <p>NARA Disposal Authority: N1-115-94-3</p> <p>GRS 1-2b</p> |

PERSONNEL MANAGEMENT

| CLASS CODE | DESCRIPTION | RETENTION AFTER FOLDER CLOSURE |
|-----------------|---|--|
| PER-6.50 | Employee Medical Files (EMF) – Transferred Employees Long-term medical records as defined in 5 CFR Part 293, subpart E. | |
| | Official File Copy - | See 5 CFR Part 293, subpart E for instructions. |
| | Security Code: Privacy Act - DOI-72, OPM-10 Vital Record: No | NARA Disposal Authority: N1-115-94-3 GRS-1.21a(1) |

PERSONNEL MANAGEMENT

| CLASS CODE | DESCRIPTION | RETENTION AFTER FOLDER CLOSURE |
|-----------------|---|---|
| PER-6.60 | Employee Medical Files (EMF) – Separated Employees Long-term medical records as defined in 5 CFR Part 293, subpart E. | |
| | Official File Copy - | Transfer to National Personnel Records Center (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 latest separation, whichever is later. |
| | Security Code: Privacy Act - DOI-72, OPM-10 Vital Record: No | NARA Disposal Authority: N1-115-94-3 GRS 1.21a(2) |

PERSONNEL MANAGEMENT

| CLASS CODE | DESCRIPTION | RETENTION AFTER FOLDER CLOSURE |
|-----------------|--|---|
| PER-6.70 | Employee Medical Files (EMF) – Temporary or Short-Term Records As defined in 5 CFR Part 293, subpart E | |
| | Official File Copy - Disposal Instructions - Reference Copy - | Temporary - Close files after separation or transfer of employee. Paper/film/electronic: Destroy in agency 1 year after closure. Retain working reference copy in agency and destroy when 1 year old or sooner if no longer required for current business needs. |
| | Security Code: Privacy Act – DOI-60, DOI-72, OPM-10 Vital Record: No | NARA Disposal Authority: N1-115-94-3 GRS 1.21b |

PERSONNEL MANAGEMENT

| CLASS CODE | DESCRIPTION | RETENTION AFTER FOLDER CLOSURE |
|-----------------|---|--|
| PER-6.80 | <p>Individual Employee Health Files Created Prior to Employee Medical File (EMF) System</p> <p>Records created prior to August 1984 that have been retired to a NARA records storage facility.</p> | |
| | Official File Copy - | Temporary – Destroy 60 years after retirement to the NARA records storage facility. |
| | Security Code: Privacy Act - DOI-72, OPM-10 Vital Record: No | NARA Disposal Authority: N1-115-94-3 GRS 1.21c |

PERSONNEL MANAGEMENT

| CLASS CODE | DESCRIPTION | RETENTION AFTER FOLDER CLOSURE |
|-----------------|---|---|
| PER-6.90 | <p>Job Corp Personnel Files</p> <p>Case files relating to conduct, discipline, educational and vocational training, awards, assignments, investigations, and health.</p> | |
| | NOTE: For use by Job Corps Centers only. | |
| | <p>Official File Copy -</p> <p>Transfer/Disposal Instructions -</p> | <p>Temporary - Close files after termination.</p> <p>Paper/film: Transfer to FRC (boxed by birth year). FRC destroy 75 years after corps member date of birth.</p> |
| | <p>Security Code: Privacy Act - DOI-72, DOI-79, OPM-1, OPM-2, OPM-3, OPM-7</p> <p>Vital Record: No</p> | <p>NARA Disposal Authority: DOL NC 369-76-2</p> |

PERSONNEL MANAGEMENT

| CLASS CODE | DESCRIPTION | RETENTION AFTER FOLDER CLOSURE |
|-----------------|---|--|
| PER-7.00 | <p>Personnel Audits, Inspections, and Surveys</p> <p>Correspondence, memorandums, e-mail, and other material relating to inspections, surveys, and audits of personnel administration, actions, records, and procedures performed by the Civil Service Commission and the Office of Personnel Management (OPM). Including:</p> <ul style="list-style-type: none"> > Findings and corrective actions > Personnel management evaluations | |
| | <p style="text-align: center;">Official File Copy -</p> <p style="text-align: center;">Disposal Instructions -</p> <p style="text-align: center;">Reference Copy -</p> | <p>Temporary - Close files upon completion of activity.</p> <p>Paper/film/electronic: Destroy when obsolete or when no longer needed for reference.</p> <p>Destroy working reference copy when obsolete or when no longer needed for reference.</p> |
| | <p>Security Code: Privacy Act - DOI-58</p> <p>Vital Record: No</p> | <p>NARA Disposal Authority: N1-115-94-3 GRS 1.7c(2)</p> |

PERSONNEL MANAGEMENT

| CLASS CODE | DESCRIPTION | RETENTION AFTER FOLDER CLOSURE |
|-----------------|---|--|
| PER-8.00 | <p>Pay Rates</p> <p>Correspondence, memorandums, e-mail, and other material relating to the administration of wage and salary pay rates. Include:</p> <ul style="list-style-type: none"> > Wage surveys > Pay scales > Transfer of groups of employees from classified to unclassified service > Establishment and activities of wage boards > Lump-sum pay for unused annual leave > Types of premium pay, including night differential pay, Sunday pay, holiday pay, hazardous pay, overtime pay, and severance pay > Special allowances such as cost of living, foreign living, and uniform bonus pay > Allotments and assignments of pay to financial institutions > Savings bonds > Salary offsets > Garnishments > Charitable contributions > Employee income tax deductions > Correspondence and forms related to withholding of Federal and state income taxes | |
| | <p>Official File Copy -</p> <p>Disposal Instructions -</p> <p>Reference Copy -</p> | <p>Temporary - Close files at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 6 years after closure.</p> <p>Retain working reference copy in agency and destroy when 6 years old or sooner if no longer required for current business needs.</p> |
| | <p>Security Code: Privacy Act - DOI-58, DOI-85</p> <p>Vital Record: No</p> | NARA Disposal Authority: N1-115-94-3 |

PERSONNEL MANAGEMENT

| CLASS CODE | DESCRIPTION | RETENTION AFTER FOLDER CLOSURE |
|-----------------|--|--|
| PER-9.00 | <p>Reduction in Force (RIF) and Employee Separation Procedures</p> <p>Correspondence, memorandums, e-mail, and other material relating to reductions in force and separation procedures, exit interviewing, and resignation processes. Include:</p> <ul style="list-style-type: none"> > Appeal procedures and actions > Assignment rights > Retention registers and periods > Scope of competition > Competitive levels involuntary separations and furloughs other than military > Surplus employee lists > Reemployment rights | |
| | <p>Official File Copy -</p> <p>Disposal Instructions -</p> <p>Reference Copy -</p> | <p>Temporary - Close files at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 6 years after closure.</p> <p>Retain working reference copy in agency and destroy when 6 years old or sooner if no longer required for current business needs.</p> |
| | <p>Security Code: Privacy Act - DOI-58</p> <p>Vital Record: No</p> | NARA Disposal Authority: N1-115-94-3 |

PERSONNEL MANAGEMENT

| CLASS CODE | DESCRIPTION | RETENTION AFTER FOLDER CLOSURE |
|------------------|---|--|
| PER-10.00 | <p>Employee Benefits</p> <p>Correspondence, memorandums, e-mail, and other material related to the administration of employee benefits. Include:</p> <ul style="list-style-type: none"> > Health programs > Life, health, unemployment insurance; compensation programs, enrollment plans; payment of premiums; and applications for benefits > Insurance and annuities > Civil Service Retirement System (CSRS) > Retirement and Social Security > Thrift Savings Plan > Survivors and disability insurance > Office of Workers Compensation Programs (OWCP) (not employee case file) > Health centers and immunization > Material relating to the administration of the Federal Retirement System (FERS) > Contribution rates to the retirement fund > Retirement eligibility > Types of annuities > Refunds > Death benefits > Designation of beneficiaries | |
| | <p>Official File Copy -</p> <p>Disposal Instructions -</p> <p>Reference Copy -</p> | <p>Temporary - Close files at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 3 years after closure.</p> <p>Retain working reference copy in agency and destroy when 3 years old or sooner if no longer required for current business needs.</p> |
| | <p>Security Code: Privacy Act - DOI-58, DOI-72, DOI-85</p> <p>Vital Record: No</p> | NARA Disposal Authority: N1-115-94-3 |

PERSONNEL MANAGEMENT

| CLASS CODE | DESCRIPTION | RETENTION AFTER FOLDER CLOSURE |
|------------------|---|--|
| PER-11.00 | <p>Leave and Attendance</p> <p>Correspondence, memorandums, e-mail, and other material accumulated in the administration of sick and annual leave. Includes the methods by which sick and annual leave is granted, accrued, or expended.</p> | |
| | <p>Official File Copy -</p> <p>Disposal Instructions -</p> <p>Reference Copy -</p> | <p>Temporary - Close files at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 3 years after closure.</p> <p>Retain working reference copy in agency and destroy when 3 years old or sooner if no longer required for current business needs.</p> |
| | <p>Security Code: Privacy Act - DOI-58, DOI-85</p> <p>Vital Record: No</p> | NARA Disposal Authority: N1-115-94-3 |

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| CLASS CODE | DESCRIPTION | RETENTION AFTER FOLDER CLOSURE |
|------------------|---|--|
| PER-12.00 | <p>Employee Performance and Utilization</p> <p>Correspondence, memorandums, e-mail, and other material relating to increasing the effectiveness of job performance by employees and:</p> <ul style="list-style-type: none"> > The methods used to evaluate and rate performance > The elements of the job to be rated > Changes in the evaluation or rating system > Information relating to the Performance and Management Recognition System (PMRS) system of pay including PMRS awards > Establishment of boards of review, appeal procedure, hearing procedures, and decisions > Material regarding disagreements on performance evaluations | |
| | <p>Official File Copy -</p> <p>Disposal Instructions -</p> <p>Reference Copy -</p> | <p>Temporary - Close files at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 3 years after closure.</p> <p>Retain working reference copy in agency and destroy when 3 years old or sooner if no longer required for current business needs.</p> |
| | <p>Security Code: Privacy Act - DOI-58, OPM-2, OPM-3</p> <p>Vital Record: No</p> | NARA Disposal Authority: N1-115-94-3 |

PERSONNEL MANAGEMENT

| CLASS CODE | DESCRIPTION | RETENTION AFTER FOLDER CLOSURE |
|------------------|--|---|
| PER-12.10 | Incentive Awards Program Correspondence, memorandums, e-mail, and other material relating to the incentive awards program. | |
| | Official File Copy - Disposal Instructions - Reference Copy - | Temporary - Close files at the end of each calendar year. Paper/film/electronic: Destroy in agency 3 years after closure. Retain working reference copy in agency and destroy when 3 years old or sooner if no longer required for current business needs. |
| | Security Code: Privacy Act - DOI-58 Vital Record: No | NARA Disposal Authority: N1-115-94-3 GRS 1-13 |

PERSONNEL MANAGEMENT

| CLASS CODE | DESCRIPTION | RETENTION AFTER FOLDER CLOSURE |
|------------------|--|---|
| PER-13.00 | <p>Merit Promotions</p> <p>Correspondence, memorandums, e-mail, and other material related to the Federal Merit promotion Program, its implementation, procedures, reviews, and corrective actions.</p> | |
| | <p>Official File Copy -</p> <p>Disposal Instructions -</p> <p>Reference Copy -</p> | <p>Temporary - Close files after personnel action is completed.</p> <p>Paper/film/electronic: Destroy in agency 2 years after closure.</p> <p>Retain working reference copy in agency and destroy when 2 years old or sooner if no longer required for current business needs.</p> |
| | <p>Security Code: Privacy Act - DOI-58</p> <p>Vital Record: No</p> | NARA Disposal Authority: N1-115-94-3 |

PERSONNEL MANAGEMENT

| CLASS CODE | DESCRIPTION | RETENTION AFTER FOLDER CLOSURE |
|------------------|--|--|
| PER-14.00 | <p>Training</p> <p>Correspondence, memorandums, e-mail, agreements, authorizations, reports, requirement reviews, plans, objectives, and other records related to the availability of training and employee participation in training programs.</p> | |
| | <p>Official File Copy -</p> <p>Disposal Instructions -</p> <p>Reference Copy -</p> | <p>Temporary - Close files at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 5 years after closure.</p> <p>Retain working reference copy in agency and destroy when 5 years old or sooner if no longer required for current business needs.</p> |
| | <p>Security Code: Privacy Act - DOI-58, DOI-76, DOI-82</p> <p>Vital Record: No</p> | NARA Disposal Authority: N1-115-07-1 GRS 1.29 |

PERSONNEL MANAGEMENT

| CLASS CODE | DESCRIPTION | RETENTION AFTER FOLDER CLOSURE |
|------------------|--|--|
| PER-15.00 | <p>Employee Relations, Activities, and Welfare</p> <p>Correspondence, memorandums, e-mail, and other material related to employee membership and activity in:</p> <ul style="list-style-type: none"> > Subversive organizations > Political activities > Unions > Cooperative welfare and social activities such as credit union, employee associations | |
| | <p>Official File Copy -</p> <p>Disposal Instructions -</p> <p>Reference Copy -</p> | <p>Temporary - Close files at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 3 years after closure.</p> <p>Retain working reference copy in agency and destroy when 3 years old or sooner if no longer required for current business needs.</p> |
| | <p>Security Code: Privacy Act - DOI-58</p> <p>Vital Record: No</p> | NARA Disposal Authority: N1-115-94-3 |

PERSONNEL MANAGEMENT

| CLASS CODE | DESCRIPTION | RETENTION AFTER FOLDER CLOSURE |
|------------------|--|--|
| PER-15.20 | <p>Standards of Conduct</p> <p>Correspondence, memorandums, e-mail, and other records relating to codes of ethics and standards of conduct. Includes:</p> <ul style="list-style-type: none"> > Acceptance of gifts, foreign and domestic > Entertainment and favors > Indebtedness > Gambling > Betting > Lotteries > Riots or other civil disorders > Financial interests which may conflict with Federal employment | |
| | <p style="text-align: center;">Official File Copy -</p> <p style="text-align: center;">Disposal Instructions -</p> <p style="text-align: center;">Reference Copy -</p> | <p>Temporary – Retain in agency.</p> <p>Paper/film/electronic: Destroy in when obsolete or superseded.</p> <p>Retain working reference copy in agency and destroy when superseded or sooner if no longer required for current business needs.</p> |
| | <p>Security Code: None</p> <p>Vital Record: No</p> | <p>NARA Disposal Authority: N1-115-94-3 GRS 1.27</p> |

PERSONNEL MANAGEMENT

| CLASS CODE | DESCRIPTION | RETENTION AFTER FOLDER CLOSURE |
|------------------|---|--|
| PER-15.30 | <p>Personnel Security Clearance</p> <p>Personnel security clearance files and related indexes maintained by the personnel security offices.</p> <p>> Files documenting the processing of investigations on Federal employees or applicants for Federal employment, whether or not a security clearance is granted, and other persons such as those performing work for Reclamation under contract who require an approval before having access to Government facilities or to sensitive data. Includes:</p> <ul style="list-style-type: none"> >> Questionnaires >> Summaries of reports prepared by the investigating agency >> Index to personnel security files | |
| | <p>Official File Copy -</p> <p>Disposal Instructions -</p> <p>Reference Copy -</p> | <p>Temporary - Close files after death, separation, or transfer of employee or after contract relationship expires.</p> <p>Paper/film/electronic: Destroy in agency 5 years after closure.</p> <p>Retain working reference copy in agency. Destroy when 5 years old or sooner if no longer needed for current business needs.</p> |
| | <p>Security Code: Privacy Act - OPM-1</p> <p>Vital Record: No</p> | <p>NARA Disposal Authority: N1-115-94-3</p> <p>GRS 18.22a and GRS 18.22c</p> |

PERSONNEL MANAGEMENT

| CLASS CODE | DESCRIPTION | RETENTION AFTER FOLDER CLOSURE |
|------------------|---|--|
| PER-15.40 | Investigative Reports Reports and related papers furnished to Reclamation by investigative organizations for use in making security/suitability determinations. | |
| | Official File Copy - | Retain in agency. |
| | Disposal Instructions - | Paper/film/electronic: Destroy in accordance with the investigating agency instructions. |
| | Reference Copy - | Retain working reference copy in agency and destroy in accordance with the investigating agency instructions |
| | Security Code: Privacy Act - OPM-1 Vital Record: No | NARA Disposal Authority: N1-115-94-3 GRS-18.22b |

PERSONNEL MANAGEMENT

| CLASS CODE | DESCRIPTION | RETENTION AFTER FOLDER CLOSURE |
|------------------|--|---|
| PER-15.50 | Personnel Security Clearance Status Lists or rosters showing the current security clearance status of individuals. | |
| | Official File Copy - Disposal Instructions - Reference Copy - | Temporary – Retain in agency. Paper/film/electronic: Destroy when superseded or obsolete. Retain working reference copy in agency and destroy when superseded or obsolete. |
| | Security Code: Privacy Act - OPM-1 Vital Record: No | NARA Disposal Authority: N1-115-94-3 GRS 18.23 |

PERSONNEL MANAGEMENT

| CLASS CODE | DESCRIPTION | RETENTION AFTER FOLDER CLOSURE |
|------------------|---|--|
| PER-16.00 | <p>Labor Management Relations</p> <p>Files including correspondence, memorandums, e-mail, and other documentation relating to the relationship between management and employee unions or other groups.</p> | |
| | <p>Official File Copy -</p> <p>Disposal Instructions -</p> <p>Reference Copy -</p> | <p>Temporary - Close files after expiration of agreements.</p> <p>Paper/film/electronic: Destroy in agency 5 years after closure.</p> <p>Retain working reference copy in agency and destroy when 5 years old or sooner if no longer needed for current business needs.</p> |
| | <p>Security Code: Privacy Act - DOI-77</p> <p>Vital Record: No</p> | NARA Disposal Authority: N1-115-94-3 GRS 1.28a |

PERSONNEL MANAGEMENT

| CLASS CODE | DESCRIPTION | RETENTION AFTER FOLDER CLOSURE |
|------------------|---|--|
| PER-17.00 | <p>Grievance and Appeals</p> <p>Correspondence, memorandums, e-mail, and other material relating to grievances raised by Reclamation employees, except EEO complaints. Include:</p> <ul style="list-style-type: none"> > Statement of witnesses > Reports of interviews and hearings > Examiners findings and recommendations > A copy of the original decision related correspondence, and exhibits | |
| | <p>Official File Copy -</p> <p>Disposal Instructions -</p> <p>Reference Copy -</p> | <p>Temporary - Close files after case is closed.</p> <p>Paper/film/electronic: Destroy in agency 7 years after closure.</p> <p>Retain working reference copy in agency and destroy when 7 years old or sooner if no longer needed for current business needs.</p> |
| | <p>Security Code: Privacy Act - DOI-74, DOI-78</p> <p>Vital Record: No</p> | <p>NARA Disposal Authority: N1-115-94-3 GRS 1.30a</p> |

PERSONNEL MANAGEMENT

| CLASS CODE | DESCRIPTION | RETENTION AFTER FOLDER CLOSURE |
|------------------|---|--|
| PER-17.10 | <p>Adverse Actions and Performance-Based Actions</p> <p>Correspondence, memorandums, e-mail and other material created in reviewing an adverse action (disciplinary or nondisciplinary removal, reduction in grade, furlough, leave without pay, reduction-in-force against an employee). Includes:</p> <ul style="list-style-type: none"> > A copy of the proposed adverse action with supporting documents > Statement of witnesses > Employee's reply > Hearing notices > Reports and decisions > Reversal of action > Appeal records > Excluding letters of reprimand which are filed in the Official Personnel Folder | |
| | <p>Official File Copy -</p> <p>Disposal Instructions -</p> <p>Reference Copy -</p> | <p>Temporary - Close files after case is closed.</p> <p>Paper/film/electronic: Destroy 7 years after closure.</p> <p>Retain working reference copy in agency and destroy when 7 years old or sooner if no longer needed for current business needs.</p> |
| | <p>Security Code: Privacy Act - DOI-74, DOI-77, OPM-3</p> <p>Vital Record: No</p> | <p>NARA Disposal Authority: N1-115-94-3 GRS 1.30b</p> |