

- **Accountability (Evaluating Results) - Contributes to agency performance by monitoring and evaluating the results of its human capital management policies, programs, and activities; by analyzing compliance with merit system principles; and by identifying and monitoring necessary improvements**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0064-2016-0007

Sequence Number	
1	HCAAP Comprehensive Schedule
1.1	Schedule covering all program records created and or maintained in the performance of Human Capital Accountability mission, functions, and activities that contribute to final assessments, surveys, and reports. Disposition Authority Number: DAA-0064-2016-0007-0001
1.2	HCAAP Final annual assessments, surveys, and reports. Disposition Authority Number: DAA-0064-2016-0007-0002

Records Schedule Items

Sequence Number													
1	<p>HCAAP Comprehensive Schedule Records created/maintained in the performance of the Human Capital Accountability program's mission, functions, and activities that contribute to final assessments, surveys, and reports. Records maintained in various forms, as core HCA records, and include, but are not limited to planning/strategy documents, reviews, specific and broad based findings (both corrective and preventative), assessment materials, audits, request/response, feeder, ancillary and collateral surveys, and feeder reports. This schedule item will also cover all other mission-related records, which include but are not limited to other program management files / reports, statistical studies / reports, working papers, and non-executive level correspondence, subject files, training materials, presentations, etc. for the Human Capital Accountability program mission, functions, and activities.</p>												
1.1	<p>Schedule covering all program records created and or maintained in the performance of Human Capital Accountability mission, functions, and activities that contribute to final assessments, surveys, and reports.</p> <p>Disposition Authority Number DAA-0064-2016-0007-0001</p> <p>Records maintained in various forms, as core HCA records, and include, but are not limited to planning/strategy documents, reviews, specific and broad based findings (both corrective and preventative), assessment materials, audits, request/response, feeder, ancillary and collateral surveys, and feeder reports. This schedule item will also cover all other mission-related records, which include but are not limited to other program management files / reports, statistical studies / reports, working papers, and non-executive level correspondence, subject files, training materials, presentations, etc. for the Human Capital Accountability program mission, functions, and activities. EXCLUDING all final annual assessments, surveys, and reports.</p> <table border="0"> <tr> <td>Final Disposition</td> <td>Temporary</td> </tr> <tr> <td>Item Status</td> <td>Active</td> </tr> <tr> <td>Is this item media neutral?</td> <td>Yes</td> </tr> <tr> <td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td> <td>No</td> </tr> </table> <p>Disposition Instruction</p> <table border="0"> <tr> <td>Cutoff Instruction</td> <td>Break files annually.</td> </tr> <tr> <td>Retention Period</td> <td>Destroy 7 year(s) after break</td> </tr> </table>	Final Disposition	Temporary	Item Status	Active	Is this item media neutral?	Yes	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No	Cutoff Instruction	Break files annually.	Retention Period	Destroy 7 year(s) after break
Final Disposition	Temporary												
Item Status	Active												
Is this item media neutral?	Yes												
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No												
Cutoff Instruction	Break files annually.												
Retention Period	Destroy 7 year(s) after break												

1.2

Additional Information

GAO Approval **Not Required**

HCAAP Final annual assessments, surveys, and reports.

Disposition Authority Number **DAA-0064-2016-0007-0002**

Final HCAAP annual assessments, surveys, and reports used in agency reporting to OPM, OMB, and various other current and future government required reports.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Disposition Instruction

Cutoff Instruction **Break files annually.**

Retention Period **Destroy 10 year(s) after break**

Additional Information

GAO Approval **Not Required**

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
08/16/2016	Certify	Richard Marcus	Records Officer	Chief Operating Officer - Corporate Records Management
02/07/2017	Submit for Concurrency	Tom Cotter	Appraiser	National Archives and Records Administration - ACRA
02/10/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/10/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/14/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist