

Request for Records Disposition Authority

Records Schedule Number DAA-0266-2017-0005
 Schedule Status Approved
 Agency or Establishment Securities and Exchange Commission
 Record Group / Scheduling Group Records of the Securities and Exchange Commission
 Records Schedule applies to Major Subdivision
 Major Subdivision Office of Human Resources (OHR)
 Schedule Subject Pay Setting Request (PSR) Records
 Internal agency concurrences will be provided No

Background Information The Office of Human Resources (OHR) provides leadership for the strategic management of the Securities and Exchange Commission's (SEC's) human capital by administering programs, establishing policies, and ensuring compliance with federal regulations. OHR develops, implements, and evaluates the Commission's programs and policies for the following areas: Recruitment, staffing, retention, and separations; Position management and classification; Compensation and benefits counseling and processing; Leadership and employee development; Performance management and awards; Employee relations; Labor relations; Disability program; Work/life programs; Telework; Employee records processing and maintenance; Employee financial disclosure.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0266-2017-0005

Sequence Number

1

Pay Setting Request (PSR) Records

Disposition Authority Number: DAA-0266-2017-0005-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="363 417 857 453">Pay Setting Request (PSR) Records</p> <p data-bbox="363 470 1138 497">Disposition Authority Number DAA-0266-2017-0005-0001</p> <p data-bbox="363 523 1479 704">The Pay Setting Request (PSR) is a process used by the SEC to determine salary for new hires and existing SEC employees transitioning to new positions. During new hire selection or internal competitive selection, pay matrices are used to evaluate and set salary against standard education, experience and criteria. OHR initiates the creation of the pay matrix once a candidate is selected for a position.</p> <p data-bbox="363 725 915 753">Final Disposition Temporary</p> <p data-bbox="363 778 850 806">Item Status Active</p> <p data-bbox="363 832 821 859">Is this item media neutral? Yes</p> <p data-bbox="363 885 821 1002">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="363 1027 821 1102">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="363 1151 667 1178">Disposition Instruction</p> <p data-bbox="363 1204 1495 1278">Cutoff Instruction Cut off at the end of the calendar year after employee separates.</p> <p data-bbox="363 1304 1159 1332">Retention Period Destroy 1 year(s) after cutoff</p> <p data-bbox="363 1368 667 1395">Additional Information</p> <p data-bbox="363 1421 948 1449">GAO Approval Not Required</p>

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
03/09/2017	Certify	Curt Francisco	Records Officer	Office of Support - Office of Records Management Services
08/25/2017	Submit for Concur rence	Galen Wilson	Senior Appraisal Arc hivist	National Archives and Records Administration - Records Management Services
09/05/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
09/05/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
09/08/2017	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist