Records Schedule: DAA-0266-2016-0014

Request for Records Disposition Authority

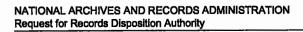
Records Schedule Number	DAA-0266-2016-0014
Schedule Status	Approved
Agency or Establishment	Securities and Exchange Commission
Record Group / Scheduling Group	Records of the Securities and Exchange Commission
Records Schedule applies to	Major Subdivsion
Major Subdivision	Office of Human Resources
Schedule Subject	Intergovernmental Personnel Act (IPA) Assignment Records
Internal agency concurrences will be provided	Νο
Background Information	The Office of Human Resources (OHR) provides leadership for the strategic management of the 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 separation; 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. OHR also represents the Commission as the liaison to the Office of Personnel Management (OPM), professional human resources organizations, other Federal Government agencies, educational institutions, and the private sector in matters relating to human capital management activities. The Intergovernmental Personnel Act Mobility Program provides for the temporary assignment of personnel between the Federal Government and state and local governments, colleges and universities, Indian tribal governments, federally funded research and development centers, and other eligible organizations. The legal authority for assignments under the Intergovernmental Personnel Act is 5 USC sections 3371 through 3375. The regulations can be found in Code of Federal Regulations (CFR), part 5, chapter 334.

Item Count

Number of Total Disposition Items			Number of Withdrawn Disposition Items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

Electronic Records Archives

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Records Schedule: DAA-0266-2016-0014

GAO Approval



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Outline of Records Schedule Items for DAA-0266-2016-0014

Sequence Number	
	Intergovernmental Personnel Act (IPA) Assignment Record Disposition Authority Number: DAA-0266-2016-0014-0001

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Records Schedule Items

Sequence Number					
1	Intergovernmental Personnel Act (IPA) Assignment Records				
	Disposition Authority Number	DAA-0266-2016-0014-0001			
	IPA Assignment Files consist of records documenting the temporary assignment of personnel between the federal government and state or local governments, institutions of higher education, Indian tribal governments and other eligible organizations.				
	Final Disposition	Тетрогагу			
	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?	Yes			
	Do any of the records covered by this item exist as structured electronic data?	Yes			
	Disposition Instruction				
	Cutoff Instruction	Cut off at the end of the calendar year after termination of assignment.			
	Retention Period	Destroy 7 year(s) after cutoff			
	Additional Information				
	GAO Approval	Not Required			

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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	Ву	Title	Organization
09/16/2016	Certify	Curt Francisco	Records Officer	Office of Support - Office of Records Management Services
11/22/2016	Submit for Concur rence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
11/23/2016	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
11/28/2016	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
12/01/2016	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist

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