

| <b>Form Prefix</b> | <b>Form Number</b> | <b>Form Title</b>   | <b>Comments</b>  | <b>GPR &amp;/OR GPPA REFERENCE</b>              | <b>EXPLANATION OF CHANGES</b> |
|--------------------|--------------------|---|--|---|-------------------------------|
| AF                 | AF 1001            | RECOMMENDATION FOR RECOGNITION  | TEMPORARY  | ref GPR, page 3-17                              |                               |
| AF                 | AF 2584            | RECORD OF PERSONNEL SECURITY INVESTIGATION AND CLEARANCE                | PERMANENT, ref DG 04   | ref GPR, page 3-25<br>(result of investigation) |                               |
| AF                 | AF 308             | RECORD OF REQ. FOR ASSIGNMENTS OF CIVILIANS TO SENSITIVE POSITIONS      | PURGE - do not file in OPF   | ref GPR, page 3-26                              |                               |
| AF                 | AF 47              | CERTIFICATE OF CLEARANCE AND RECORD OF PERSONNEL SECURITY INVESTIGATION | PERMANENT, ref DG 04   | ref GPR, page 3-25<br>(result of investigation) |                               |
| BIA                | BIA 4432           | VERIFICATION OF INDIAN PREFERENCE                                       | PURGE - do not file in OPF   | ref GPR, page 3-36                              |                               |
| BRI                | BRI 49-112A        | SERVICE CREDIT PAYMENT FORM   | PURGE - do not file in OPF   | ref GPR, page 3-23                              |                               |
| CD                 | CD 251             | NOTIFICATION OF PERSONNEL ACTION  | PERMANENT  | ref GPR, Table 3F                               | <b>ADDED 7/27</b>             |
| CD                 | CD 252             | NOTIFICATION OF PERSONNEL ACTION  | PERMANENT  | ref GPR, Table 3F                               | <b>ADDED 7/27</b>             |
| CD                 | CD 396A            | PERFORMANCE PLAN, PROGRESS REVIEW AND APPRAISAL RECORD                  | TEMPORARY, BUT THE FOLLOWING TRANSFER:<br>SES: Annual ratings 5 years old or less; appraisals prepared sine the last annual rating; and performance plans for each rating. NON-SES: ratings that are 4 years old or less, and the performance plan for the most recent rating. | ref GPR, page 1-8                               |                               |

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| CD  | CD 416    | CERTIFICATION OF WIGI  | PERMANENT ONLY IF SERVES IN LIEU OF AN SF 50   | ref GPR, Table 3F | <b>ADDED 7/27</b> |
| CD  | CD 516LF  | CLASSIFICATION AND PERFORMANCE MANAGEMENT RECORD                         | TEMPORARY  | ref GPR, page 1-8 |                   |
| CD  | CD 72     | SECRECY AGREEMENT  | PERMANENT ONLY IF IT SERVES THE SAME FUNCTION AS THE SF 312                                  | ref GPR, pg 3-33  | <b>ADDED 7/27</b> |
| CSC | CDC 0.279 | DETERMINING SERVICE COMPUTATION DATE                                     | TEMPORARY  |                   |                   |
| CSC | CSC 1052  | QUALIFICATIONS BRIEF FOR OFFICE ASSISTANT EXAMINATION                    | PERMANENT if initial or most recent appointment or positive education requirement, ref DG 05 | ref GPR, pg 3-8   |                   |
| CSC | CSC 1170  | SUPPLEMENTAL QUALIFICATIONS STATEMENT/COLLEGE ACHIEVEMENT (DISCONTINUED) | PERMANENT if initial or most recent appointment or positive education requirement, ref DG 05 | ref GPR, pg 3-8   |                   |
| CSC | CSC 12    | PROOF OF RESIDENCE   | TEMPORARY  |                   |                   |
| CSC | CSC 1200  | APPLICATION FOR FEDERAL EMPLOYMENT                                       | PERMANENT if initial or most recent appointment, ref DG 15                                   | ref GPR, pg 3-7   |                   |
| CSC | CSC 1276A | SUPPLEMENTAL FEDERAL APPLICATION STATEMENT                               | PERMANENT if initial or most recent appointment, ref DG 15                                   | ref GPR, pg 3-7   |                   |
| CSC | CSC 1279  | APPLICATION FOR FEDERAL EMPLOYMENT-PACE                                  | PERMANENT if initial or most recent appointment, ref DG 15                                   | ref GPR, pg 3-7   |                   |
| CSC | CSC 1769  | AFFIDAVIT AS TO NUMBER OF MEMBERS OF FAMILY IN GOVT SERVICE              | PERMANENT, replaced by OF 306  | ref GPR, pg 3-11  |                   |
| CSC | CSC 226   | CERTIFICATION OF SCHOLASTIC ACHIEVEMENT (DISCONTINUED)                   | PERMANENT if initial or most recent appointment or positive education requirement, ref DG 05 | ref GPR, pg 3-8   |                   |

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| CSC | CSC 258   | USCSC APPROVAL OF VETERANS PREFERENCE  | PERMANENT, ref DG 40                                       | ref GPR, page 3-11 |                               |
| CSC | CSC 2800A | PROOF OF SELECTION FOR CAREER OR CAREER CONDITIONAL APPOINTMENT (DISCONTINUED)                           | PERMANENT  | ref GPR, pg 3-9    |                               |
| CSC | CSC 2800B | AUTHORIZATION OF A CAREER-CONDITIONAL APPOINTMENT (DISCONTINUED)   | PERMANENT  | ref GPR, pg 3-9    |                               |
| CSC | CSC 3458  | INFORMATION REQUIRED TO COMPLETE APPLICATION   | PERMANENT  |                    |                               |
| CSC | CSC 4008  | UNITED STATES CIVIL SERVICE COMMISSION - NOTICE OF RATING  | PERMANENT  |                    | <b>ADDED 7/27</b>             |
| CSC | CSC 4008C | UNITED STATES CIVIL SERVICE COMMISSION - NOTICE OF RATING  | PERMANENT  |                    |                               |
| CSC | CSC 4179  | US CIVIL SERVICE COMMISSION APPROVAL OF PROPOSED PROMOTION   | PERMANENT if initial or most recent appointment, ref DG 15 | ref GPR, pg 3-7    | <b>CHANGED FROM TEMPORARY</b> |
| CSC | CSC 492   | APPLICATION TO ESTABLISH ELIGIBILITY FOR REINSTATEMENT TO CAREER-CONDITIONAL (DISCONTINUED)              | PERMANENT, ref CSC 648                                     | ref GPR, pg 3-9    |                               |
| CSC | CSC 493   | APPLICATION TO ESTABLISH ELIGIBILITY FOR CONVERSION TO CAREER-CONDITIONAL (DISCONTINUED)                 | PERMANENT, ref CSC 648                                     | ref GPR, pg 3-9    |                               |
| CSC | CSC 617   | APPLICATION TO ESTABLISH ELIGIBILITY FOR REINSTATEMENT TO CAREER UNDER PL 84-380 & 85-847 (DISCONTINUED) | PERMANENT, ref CSC 648                                     | ref GPR, pg 3-9    |                               |
| CSC | CSC 618   | APPLICATION TO ESTABLISH ELIGIBILITY FOR CONVERSION TO CAREER UNDER PL 84-380 & 85-847 (DISCONTINUED)    | PERMANENT, ref CSC 648                                     | ref GPR, pg 3-9    |                               |
| CSC | CSC 648   | RECOMMENDATION FOR CONVERSION TO CAREER APPOINTMENT UNDER REGULATION 315.703A                            | PERMANENT, final version Jan 6, 1968, ref GPR 3-9          | ref GPR, pg 3-9    |                               |
| CSC | CSC 671   | SUPPLEMENTAL RECORD OF AERONAUTICAL EXPERIENCE   | TEMPORARY  |                    |                               |
| CSC | CSC 775   | DIRECT HIRE AUTHORITY AND REPORTING FORM   | PERMANENT  |                    |                               |

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| CSC | CSC 8    | APPLICATION FORM  | PERMANENT if initial or most recent appointment, ref DG 15 | <b>ref GPR, pg 3-7</b>                                  |  |
| CSC | CSC 813  | REQUEST FOR VERIFICATION OF MILITARY SERVICE                      | PERMANENT, replaced by SF 813                              | <b>ref GPR, page 3-11</b>                               |  |
| CSC | CSC 843A | APPLICATION FOR FEDERAL SUMMER EMPLOYMENT                         | Permanent if initial or most recent appointment, ref DG 15 | <b>ref GPR, pg 3-7</b>                                  |  |
| CSC | CSC 920  | POSITION ANNOUNCEMENT   | TEMPORARY  |   |  |
| DA  | DA 2515  | PAY CHANGE OTHER SLIP   | PERMANENT, ref DG 31                                       | <b>ref GPR, Table 3F</b>                                |  |
| DA  | DA 2784R | REQUEST FOR COUNTERINTELLIGENCE INVESTIGATION                     | PERMANENT, ref DG 04                                       | <b>ref GPR, page 3-25<br/>(result of investigation)</b> |  |
| DA  | DA 3433  | APPLICATION FOR NONAPPROPRIATED FUND EMPLOYMENT                   | PERMANENT if initial or most recent appointment, ref DG 15 | <b>ref GPR, pg 3-7</b>                                  |  |
| DA  | DA 3434  | NOTIFICATION OF PERSONNEL ACTION NONAPPROPRIATED FUNDS EMPLOYMENT | PERMANENT  | <b>ref GPR, Table 3F</b>                                |  |
| DA  | DA 3436  | APPOINTMENT AFFIDAVIT (OATH OF OFFICE)                            | PERMANENT, replaced by SF 61                               | <b>ref GPR, pg 3-9</b>                                  |  |
| DA  | DA 3473  | APPLICATION FOR USANAF RETIREMENT PLAN AND/OR GROUP INSURANCE     | PERMANENT  |   |  |

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| DA   | DA 5167R         | INCENTIVE AWARDS  | PERMANENT if SF-50 dated between 1986 and December 1998 or other documentation used prior to 1986 | <b>ref GPR, pg 3-17, Retain document that shows an award was granted under a formal awards program if prior to 1986 when SF-50s became the official documentation. Do NOT keep nomination, recommendation or other supporting documents.</b> |                              |
| DA   | DA 5521          | RECORD OF EMERGENCY DATA AND DESIGNATION OF BENEFICIARY FOR UNPAID COMPENSATION | TERMPORARY, ref SF 1152   |  |                              |
| DA   | DA 7222          | SENIOR SYSTEM CIVILIAN EVALUATION REPORT  | TEMPORARY   |  |                              |
| DA   | DA 7426          | APPLICATION FOR USANAF EMPLOYEE 401(K) SAVINGS PLAN                             | PERMANENT, ref TSP 1  | <b>ref GPR, pg 3-24</b>  | <b>ADDED REFERENCED FORM</b> |
| DA   | DA 873           | CERTIFICATE OF CLEARANCE AND/OR SECURITY DETERMINATION                          | PERMANENT, ref DG 04  | <b>ref GPR, page 3-25 (result of investigation)</b>  |                              |
| DARP | <b>DARP 3275</b> | <b>STATEMENT OF UNDERSTANDING</b>   | PERMANENT, ref DG 38  | <b>ref GPR, pg 3-15</b>  |                              |
| DD   | DD 1556          | REQUEST AUTHORIZATION AGREEMENT CERTIFICATION OF TRAINING AND REIMBURSEMENT     | TEMPORARY   | <b>ref GPR, pg 3-40</b>  |                              |

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| DD | DD 1617 | TRANSPORTATION AGREEMENT OVERSEA EMPLOYEE                             | TEMPORARY            |  |  |
| DD | DD 1618 | TRANSPORTATION AGREEMENT  | TEMPORARY            |  |  |
| DD | DD 214  | CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY                  | PERMANENT            | ref GPR, pg 3-11   |  |
| DD | DD 215  | CORRECTION TO DD FORM 214   | PERMANENT            | ref GPR, pg 3-11   |  |
| DD | DD 220  | ACTIVE DUTY REPORT  | PERMANENT            | ref GPR, pg 3-11   |  |
| DD | DD 2491 | CERTIFICATE OF TRAINING   | TEMPORARY            | ref GPR, pg 3-40   |  |
| DD | DD 256  | HONORABLE DISCHARGE - NATIONAL GUARD                                  | PERMANENT            | ref GPR, pg 3-11   |  |
| DD | DD 2587 | DEPT OF DEFENSE ACQUISITION CORP CERTIFICATION OF ADMISSION           | PERMANENT, ref DG 75 | per OFFICE OF MANAGEMENT AND BUDGET Letter, DATED 01/20/06: The certification will be issued at the employing agency, but will represent the achievement of government-wide standards. |  |
| DD | DG 01   | ACCOUNTING OF DISCLOSURE  | PERMANENT            | ref GPR, pg 3-34   |  |
| DG | DG 02   | AIR FORCE COMPUTER GENERATED CERTIFICATION OF INVESTIGATION COMPLETED | PERMANENT            | Inactive - ref DG 04   |  |
| DG | DG 03   | BIRTH CERTIFICATE   | PERMANENT            | ref GPR, pg 3-32, Right side verifications when conflicting DOBs   |  |

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| DG | DG 04 | CERTIFICATION OF INVESTIGATION NOTICE (POST ADJUDICATION) | PERMANENT | ref GPR, pg 3-25  |  |
| DG | DG 05 | COPY OF SCHOOL TRANSCRIPT                                 | PERMANENT | ref GPR, pg 3-8   | <b>"CERTIFIED"<br/>DELETED 7/18/06</b>         |
| DG | DG 06 | CLOSED - DISCONTINUED NOTICE OF INVESTIGATION             | PERMANENT | ref GPR, pg 3-25  |  |
| DG | DG 07 | CLOSED INCOMPLETE NOTICE OF INVESTIGATION                 | PERMANENT | ref GPR, pg 3-25  |  |
| DG | DG 08 | DEATH CERTIFICATE   | PERMANENT | ref GPR, pg 3-15,<br>Keep on right side<br>with SF-15 if used to<br>support claim from<br>surviving spouse for<br>veteran's preference.<br>All others are to be<br>purged.  |  |
| DG | DG 09 | OPM ISSUED DELEGATED APPOINTING AUTHORITY LETTERS         | PERMANENT |   | <b>ADDED<br/>"APPOINTING" TO<br/>THE TITLE</b> |
| DG | DG 10 | DEMONSTRATION PROJECT DOCUMENTS                           | PERMANENT | ref GPR, pg 3-34,<br>Documents that<br>explain impact of<br>demonstration<br>project (for example,<br>paysetting policies<br>to be used when<br>employee leaves<br>project) |  |

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| DG | DG 11 | APPROVAL/DENIAL OF LEO/FIREFIGHTER POSITION   | PERMANENT  |   |                         |
| DG | DG 12 | DETAILS - INTERAGENCY AGREEMENTS  | PERMANENT, these are actions that are not covered by new NOAs; documents details between federal agencies for service credit |   |                         |
| DG | DG 14 | EMPLOYEE'S WRITTEN AGREEMENT TO ACCEPT VOLUNTARILY THE CONDITIONS ATTENDANT TO A CHANGE FROM CAREER TO NONCAREER OR LIMITED SES APPOINTMENT | PERMANENT  | <b>ref GPR, pg 3-13, Statement by a career appointee that he/she elects to continue under the provisions of the Senior Executive Service upon receiving an appointment by the President that requires Senate confirmation</b> |                         |
| DG | DG 15 | EMPLOYMENT APPLICATIONS AND RESUMES   | PERMANENT if initial or most recent appointment, ref DG 15   | <b>ref GPR, pg 3-7</b>  |                         |
| DG | DG 17 | INACTIVE - see DG 74  | N/A  | N/A   | <b>INACTIVATED 7/27</b> |



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| DG | DG 19 | NON-SES RATINGS OF RECORD AND PERFORMANCE PLANS                    | TEMPORARY, BUT THE FOLLOWING TRANSFER:<br>SES: Annual ratings 5 years old or less; appraisals prepared sine the last annual rating; and performance plans for each rating. NON-SES: ratings that are 4 years old or less, and the performance plan for the most recent rating. | <b>ref GPR, page 1-8</b>   |  |
| DG | DG 20 | NOTICE OF APPROVAL OF DISABILITY RETIREMENT (RI 30 - 27 OR LETTER) | PERMANENT  |  |  |
| DG | DG 21 | NOTICE OF ELIGIBILITY - TEMPORARY CONTINUATION OF COVERAGE         | PERMANENT  | <b>ref GPR, pg 3-19</b>  |  |
| DG | DG 22 | OPM/CSC, THIRD PARTY OR AGENCY REQUIREMENT FOR LONG-TERM RETENTION | PERMANENT, only if authorized in writing.  | <b>ref GPR, pg 3-32, Documents specifically approved or required for long-term retention in the personnel folder. These documents may be authorized by OPM, the Merit Systems Protection Board, or similar agency to ensure that the employee's career history is correctly interpreted.</b> |  |

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| DG | DG 23 | PEACE CORPS, ACTION, VISTA SERVICE VERIFICATION                         | PERMANENT  |                    |  |
| DG | DG 25 | PMRS TERMINATION NOTICE   | PERMANENT  | ref GPR, pg 3-29   |  |
| DG | DG 26 | POST OFFICE CONVERSIONS   | PERMANENT  |                    |  |
| DG | DG 27 | RECONSTRUCTED OPF NOTICE  | PERMANENT  | ref GPR, pg 3-37   |  |
| DG | DG 28 | RETURNED - REQUIREMENTS MET NOTICE                                      | PERMANENT  |                    |  |
| DG | DG 29 | RESIGNATION DOCUMENTS (OTHER THAN SF 52)                                | PERMANENT  | ref GPR, page 3-30 |  |
| DG | DG 30 | SELECTIVE SERVICE REGISTRATION STATEMENT                                | PERMANENT  | ref GPR, pg 3-12   |  |
| DG | DG 31 | DOCUMENTS, PRODUCED IN LIEU OF SF 50, WHICH RECORD PAY CHANGES          | PERMANENT  | ref GPR, page 3-29 | <b>PLEASE ADD SF 50 NOA CODES rh 7/13/06</b> |
| DG | DG 33 | SES - RATINGS OF RECORD AND PERFORMANCE PLANS                           | TEMPORARY, BUT THE FOLLOWING TRANSFER:<br>SES: Annual ratings 5 years old or less; appraisals prepared sine the last annual rating; and performance plans for each rating. NON-SES: ratings that are 4 years old or less, and the performance plan for the most recent rating. | ref GPR, page 1-8  |  |
| DG | DG 34 | SPECIFIC NOTICE OF REDUCTION IN FORCE                                   | PERMANENT  | ref GPR, pg 3-30   |  |
| DG | DG 36 | STATEMENT OF ACCEPTANCE OR DECLINATION OF CONVERSION TO AN SES POSITION | PERMANENT  | ref GPR, page 3-13 |  |

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| DG | DG 37 | STATEMENT OF SES CAREER APPOINTEE   | PERMANENT              | ref GPR, pg 3-13,<br>Statement by a<br>career appointee that<br>he/she elects to<br>continue under the<br>provisions of the<br>Senior Executive<br>Service upon<br>receiving an<br>appointment by the<br>President that<br>requires Senate<br>confirmation |   |
| DG | DG 38 | STATEMENT OF UNDERSTANDING OF<br>EMPLOYMENT CONDITIONS  | PERMANENT              | ref GPR, pg 3-15   |   |
| DG | DG 39 | VA LETTER CERTIFYING 30% OR MORE<br>DISABILITY COMPENSATION FOR VETERAN'S<br>PREFERENCE   | PERMANENT              | ref GPR, pg 3-15   |   |
| DG | DG 40 | VETERAN'S AFFAIR LETTERS  | PERMANENT              | ref GPR, pg 3-15   |   |
| DG | DG 41 | ETHICS PLEDGE   | PERMANENT              |  |   |
| DG | DG 42 | LICENSE, required in qualifications for position, i. e.,<br>Doctor, Boat Capt, Attorney, Acquisition, LPN,<br>Drivers, Handgun, CPA, etc. | PERMANENT              |  | <b>EXPANDED THE<br/>EXAMPLES IN THE<br/>TITLE</b> |
| DG | DG 43 | ELECTION OF FERS WITH CREDIT FOR<br>NONAPPROPRIATED FUND INSTRUMENTALITY<br>SERVICE UNDER PUBLIC LAW 104-106                              | PERMANENT, ref RI 9234 | ref GPR, pg 3-21   |   |

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| DG | DG 44 | ELECTION OF RETROACTIVE NONAPPROPRIATED FUND INSTRUMENTALITY RETIREMENT COVERAGE BY FERS EMPLOYEES UNDER PUBLIC LAW 104-106  | PERMANENT, ref RI 9233   |                    |   |
| DG | DG 45 | LETTERS FROM POSTMASTER GENERAL, MILITARY ACADEMIES, NATIONAL GUARD BUREAU/RESERVE REPORTS OF SEPARATION, ETC., TO SUPPORT CREDITABLE SERVICE OR CREDITABLE EMPLOYEE | PERMANENT  | ref GPR, pg 3-11   | <b>DELETED<br/>"AGENCIES"<br/>7/18/06</b> |
| DG | DG 46 | DECREE OF ANNULMENT, MARRIAGE LICENSE, OR OTHER DOCUMENTATION SUPPORTING VETERANS PREFERENCE   | PERMANENT  |                    |   |
| DG | DG 47 | OFFICIAL STATEMENT, CITATION OR CERTIFICATE SHOWING THE AWARD OF THE PURPLE HEART  | PERMANENT  | ref GPR, pg 3-15   |   |
| DG | DG 48 | NOTICE OF RIGHT TO ELECT CONTINUED COVERAGE WHILE SERVING IN A NON-FEDERAL ORGANIZATION  | PERMANENT  | ref GPR, pg 3-21   |   |
| DG | DG 49 | SUPERVISORY/MANAGERIAL PROBATION - EVIDENCE OF SATISFACTORY COMPLETION   | PERMANENT - Deleted due to being a standard remark on SF-50. QUOTED FROM Table 3-F OF THE GPR: Unless the action is documented on an agency unique form, completion of supervisory/managerial probationary period is not authorized for right side retention in the Official Personnel Folder. (3/22/06 Undeleted) | ref GPR, pg 3-37   |   |
| DG | DG 50 | AFFIDAVITS ACCEPTED AS PROOF OF SERVICE, ETC.  | PERMANENT  | ref GPR, page 3-14 |   |
| DG | DG 51 | MEDICAL DOCUMENTATION USED IN MAKING A SELF-SUPPORT DETERMINATION  | PERMANENT  | ref GPR, pg 3-16   |   |

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| DG | DG 52 | EMPLOYEE'S ELECTION TO TERMINATE OR CONTINUE BENEFITS DURING A PERIOD OF NONPAY STATUS OR INSUFFICIENT PAY      | PERMANENT, e.g., employees entering military active duty; teachers on summer vacation, for 30 days or more, etc. |  | <b>EXPANDED DEFINITION TO INCLUDE "OR CONTINUE"</b> |
| DG | DG 53 | AGENCY ANNOTATED VERIFICATION OF PRIOR SERVICE  | PERMANENT  | ref GPR, pg 3-14   |   |
| DG | DG 54 | LETTERS VERIFYING ACTIVE SERVICE WITH THE PUBLIC HEALTH SERVICE AND NATIONAL OCEANIC ATMOSPHERIC ADMINISTRATION | PERMANENT, ref SF 144 and SF 144A  |  |   |
| DG | DG 55 | AGENCY FORMS, CERTIFICATES, LETTERS, ETC., FOR CASH AWARDS THAT DO NOT AFFECT AN EMPLOYEE'S RATE OF BASIC PAY   | PERMANENT if SF-50 dated between 1986 and December 1998 or other documentation used prior to 1986                | ref GPR, pg 3-17, <b>Retain document that shows an award was granted under a formal awards program if prior to 1986 when SF-50s became the official documentation. Do NOT keep nomination, recommendation or other supporting documents.</b> |   |
| DG | DG 56 | LATE REGISTRATION OF HEALTH BENEFITS DOCUMENTATION  | PERMANENT, ref SF 2809   |  |   |
| DG | DG 57 | INACTIVE - see DG 31  | N/A  |  | <b>INACTIVATED 7/27</b>                             |
| DG | DG 58 | WRITTEN DOCUMENTATION OF REASON FOR RETIRING OTHER THAN SF 52   | PERMANENT  | ref GPR, pg 3-30   |   |

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| DG | DG 59 | DOCUMENT EMPLOYMENT INFORMATION FOR SERVICE IN PERSONNEL SYSTEM NOT UNDER OPM                                       | PERMANENT   |   |  |
| DG | DG 60 | FEHB PREMIUM CONVERSION WAIVER  | PERMANENT   | ref GPR, pg 3-19  |  |
| DG | DG 61 | SCD WORKSHEET   | PERMANENT, file supporting documents directly under the personnel action that reflects the SCD change, ref GPR pg 6-19  | <b>PERMANENT, file supporting documents directly under the personnel action that reflects the SCD change, ref GPR pg 6-19</b> |  |
| DG | DG 62 | FEHB DOCUMENT IN LIEU OF OFFICIAL FORM PRODUCED BY AN AUTOMATED SYSTEM, E.G. MY PAY, EMPLOYEE EXPRESS, ETC.         | PERMANENT   |   |  |
| DG | DG 63 | TSP DOCUMENT IN LIEU OF OFFICIAL FORM PRODUCED BY AN AUTOMATED SYSTEM, E.G. MY PAY, EMPLOYEE EXPRESS, ETC.          | PERMANENT   | ref GPR, pg 3-21 and 3-24   |  |
| DG | DG 64 | TSP CATCH UP DOCUMENT IN LIEU OF OFFICIAL FORM PRODUCED BY AN AUTOMATED SYSTEM, E.G. MY PAY, EMPLOYEE EXPRESS, ETC. | PERMANENT   | ref GPR, pg 3-21 and 3-24   |  |
| DG | DG 65 | PAY AND GRADE RETENTION   | PERMANENT, includes documentation of the application of grade and/or pay retention including copy of a letter to the employee describing the circumstances warranting the grade and/or pay retention and nature of the entitlement. ref GPR pg 3-27 | ref GPR pg 3-27   |  |
| DG | DG 66 | RECORD FOR PAYMENTS IN FULL FOR MILITARY DEPOSITS   | PERMANENT   |   |  |

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| DG  | DG 67        | TRANSCRIPT OF SERVICE HISTORY   | PERMANENT  | <b>Pg 3-31, see also Pg 2-4 for employer's list</b>   |  |
| DG  | DG 68        | BASIS FOR FERCCA DECISION   | PERMANENT  |   |  |
| DG  | DG 69        | FERCCA COMPARISON ESTIMATE  | PERMANENT  |   |  |
| DG  | DG 70        | FERCCA ELECTION SUMMARY   | PERMANENT  |   |  |
| DG  | DG 71        | FERCCA ELECTION FORM  | PERMANENT  |   |  |
| DG  | DG 72        | FEDERAL GROUP LIFE INSURANCE STATEMENT INCONTESTIBILITY CLAUSE  | PERMANENT  |   |  |
| DG  | DG 73        | ELECTION TO RETAIN RETIREMENT COVERAGE UNDER A NONAPPROPRIATED FUND RETIREMENT PLAN                                 | PERMANENT  | <b>ref GPR, pg 3-21</b>   |  |
| DG  | DG 74        | DOCUMENTS, PRODUCED IN LIEU OF SF 50, WHICH RECORD POSITION CHANGES (SUCH AS MASS CHANGES OR TRANSFERS OF FUNCTION) | PERMANENT, NOTE: THESE DO NOT INCLUDE 9XX NOAC CODES | <b>ref GPPA, pg 14-37</b>   | <b>PLEASE ADD SF 50 NOA CODES rh 7/13/06</b> |
| DG  | DG 75        | ACQUISITION CERTIFICATION   | PERMANENT  | <b>per OFFICE OF MANAGEMENT AND BUDGET Letter, DATED 01/20/06: The certification will be issued at the employing agency, but will represent the</b> | <b>ADDED 7/27</b>                            |
| DG  | <b>DG 76</b> | <b>LETTERS OF REPRIMAND</b>   | TEMPORARY  |   |  |
| DIA | DIA 1557A    | CLEARANCE DETERMINATION   | PERMANENT  |   | <b>ref DG 04</b>                             |

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| DLA   | DLA 46          | PERFORMANCE RATING   | TEMPORARY, BUT THE FOLLOWING TRANSFER:<br>SES: Annual ratings 5 years old or less; appraisals prepared sine the last annual rating; and performance plans for each rating. NON-SES: ratings that are 4 years old or less, and the performance plan for the most recent rating. | ref GPR, page 1-8                               |  |
| DS    | DS 1032         | NOTIFICATION OF PERSONNEL ACTION                                 | PERMANENT  |   | <b>ADDED 7/27</b>  |
| DSP   | DSP 34          | SUPPLEMENT TO PERSONAL QUALIFICATIONS STATEMENT                  | PERMANENT  |   | <b>ADDED 7/27</b>  |
| EPA   | EPA 1480-2      | PERSONAL SECURITY ACTION   | PERMANENT ONLY IF IT DOCUMENTS THE ADJUDICATION RESULT   |   | <b>ADDED 7/27</b>  |
| FE    | FE 2004         | OPEN SEASON ELECTION FORM  | PERMANENT  |   | <b>ADDED 7/13/06;<br/>THERE CAN BE NO AGENCY UNIQUE "IN LIEU OF" FOR THIS FORM</b> |
| FE    | FE 8C           | EXPLANATION OF BENEFITS, FEGLI CLAIM PAYMENT FOR LIVING BENEFITS | PERMANENT  |   |  |
| FEGLI | FEGLI STATEMENT | FEDERAL GROUP LIFE INSURANCE STATEMENT                           | PERMANENT, ref DG 72   |   |  |
| FORM  | FORM 2077       | SECURITY DETERMINATION ACTION                                    | PERMANENT, ref DG 04   | ref GPR, page 3-25<br>(result of investigation) |  |
| FORM  | FORM 3950       | NOTICE OF COMPLETION OF EMPLOYMENT INQUIRIES                     | TEMPORARY  |   |  |



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|------|-----------|--|---|--|----------------------|
| FORM | FORM 5541 | VERIFICATION OF INDIAN PREFERENCE                                      | PURGE - do not file in OPF  |  |                      |
| GAO  | GAO 71    | PERSONNEL SECURITY ACTION REQUEST                                      | TEMPORARY   |  |                      |
| GSA  | GSA 1380  | SECURITY DETERMINATION   | Permanent   |  |                      |
| GSA  | GSA 300   | TYPING/STENOGRAPHY SELF-CERTIFICATION                                  | Permanent if initial or most recent appointment, ref DG 15        |  |                      |
| GSA  | GSA 3192  | SUPV/MGRL PROB PERIOD ASSESSMENT                                       | Performance   |  |                      |
| GSA  | GSA 3363  | PRIVACY ACT DISCLOSURE   | Permanent   |  |                      |
| GSA  | GSA 6954  | CERTIFICATION OF MILITARY SERVICE                                      | PERMANENT   | ref GPR, page 3-11   | <b>ADDED 7/13/06</b> |
| I    | I 9       | EMPLOYMENT ELIGIBILITY VERFICIATION                                    | PURGE - do not file in OPF  |  |                      |
| NOAA | NOAA 5616 | REPORT OF TRANSFER OR DISCHARGE  | PERMANENT   | ref GPA page 6-8   |                      |
| OF   | OF 306    | DECLARATION FOR FEDERAL EMPLOYMENT                                     | PERMANENT   | ref GPR, pg 3-11   |                      |
| OF   | OF 333    | PROCUREMENT INTEGRITY CERTIFICATION FOR PROCUREMENT OFFICIAL (10/92)   | PERMANENT   |  |                      |
| OF   | OF 612    | OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT OR RESUME                  | PERMANENT if initial or most recent appointment, ref DG 15        | ref GPR, pg 3-7  |                      |
| OF   | OF 69     | ASSIGNMENT AGREEMENT TITLE IV OF IPA OF 1970                           | PERMANENT if used in lieu of SF-50 prior to 03/13/87, GPR pg 3-29 | <b>PERMANENT if used in lieu of SF-50 prior to 03/13/87, GPR pg 3-29</b> |                      |
| OF   | OF 69a    | EXTENSION OF SPECIAL PURPOSE IPA ASSIGNMENT AGREEMENT (Right Side OPF) | PERMANENT   | ref GPR, pg 3-29   |                      |
| OF   | OF 813    | VERIFICATION OF RETIREE'S SERVICE/CAMPAIGNS/EXPEDITIONS                | PERMANENT, replaced by SF 813                                     | ref GPR, page 3-11   |                      |

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| OFI | OFI 36         | SPECIAL BACKGROUND INVESTIGATIONS<br>ADDITIONAL DATA              | PURGE - do not file in OPF                                    |                          |  |
| OGE | OGE 450        | EXECUTIVE BRANCH CONFIDENTIAL FINANCIAL<br>DISCLOSURE REPORT      | PURGE - do not file in OPF                                    |                          |  |
| OPM | OPM<br>1170/17 | SUPPLEMENTAL QUALIFICATIONS<br>STATEMENT/COLLEGE ACHIEVEMENT      | PERMANENT   |                          |  |
| OPM | OPM 1200       | APPLICATION FOR FEDERAL EMPLOYMENT                                | PERMANENT if initial or most<br>recent appointment, ref DG 15 | <b>ref GPR, pg 3-7</b>   |  |
| OPM | OPM 1204       | CIVIL SERVICE RATING  | PERMANENT   |                          |  |
| OPM | OPM 1279       | APPLICATION FOR FEDERAL EMPLOYMENT                                | PERMANENT if initial or most<br>recent appointment, ref DG 15 | <b>ref GPR, pg 3-7</b>   |  |
| OPM | OPM 1282       | APPLICATION FOR FEDERAL EMPLOYMENT                                | PERMANENT if initial or most<br>recent appointment, ref DG 15 | <b>ref GPR, pg 3-7</b>   |  |
| OPM | OPM 1300       | 1986 APPLICATION FORM FOR THE<br>PRESIDENTIAL MGMT INTERN PROGRAM | PERMANENT if initial or most<br>recent appointment, ref DG 15 | <b>ref GPR, pg 3-7</b>   |  |
| OPM | OPM 1368       | PAY AUTHORIZATION UNDER CIVIL SERVICE<br>REFORM ACT OF 1978       | PERMANENT   | <b>ref GPR, pg 3-29</b>  |  |
| OPM | OPM 1390       | EXECUTIVE PERSONNEL TRANSACTION                                   | PERMANENT   |                          |  |
| OPM | OPM 1398       | MODEL VETERANS READJ APPT PLAN                                    | TEMPORARY   |                          |  |
| OPM | OPM 1459       | EXECUTIVE PERFORMANCE APPRAISAL                                   | TERMPORARY, only ratings<br>transfer not plans                | <b>ref GPR, page 1-8</b> |  |
| OPM | OPM<br>1459B   | PERFORMANCE APPRAISAL FOR OPM<br>EMPLOYEES                        | TERMPORARY, only ratings<br>transfer not plans                | <b>ref GPR, page 1-8</b> |  |
| OPM | OPM 1468       | RACE AND NATIONAL ORIGIN DESIGNATION<br>HAWAII                    | PURGE - do not file in OPF                                    |                          |  |
| OPM | OPM 1479       | POSITION DESCRIPTION  | TEMPORARY   | <b>ref GPR, pg 3-40</b>  |  |

OPM Master Forms List - v 3.2

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| OPM | OPM 1482 | AGENCY CERTIFICATION OF STATUS OF REEMPLOYED ANNUITANT               | PURGE - do not file in OPF - sent to Retirement Operations Center upon completion by reemployed annuitant. |                  |  |
| OPM | OPM 1510 | CERTIFICATION OF AGENCY OFFER OF POSITION AND REQUIRED DOCUMENTATION | TEMPORARY  |                  |  |
| OPM | OPM 1514 | MILITARY DEPOSIT WORKSHEET   | PERMANENT  | ref GPR, pg 3-20 | <b><i>THERE CAN BE NO AGENCY UNIQUE "IN LIEU OF" FOR THIS FORM</i></b> |
| OPM | OPM 1515 | MILITARY SERVICE DEPOSIT ELECTION                                    | PERMANENT  | ref GPR, pg 3-20 |  |
| OPM | OPM 1522 | INDEBTEDNESS TO HEALTH BENEFITS FUND                                 | TEMPORARY, PERMANENT only if outstanding debt that began before 9/30/96                                    |                  |  |
| OPM | OPM 1528 | NOTIFICATION OF EARNINGS FOR MEDICARE ELIGIBILITY (DISCONTINUED)     | PERMANENT  | ref GPR, pg 3-36 |  |
| OPM | OPM 1555 | ELECTION OF COVERAGE (FERS)  | PERMANENT, replaced by SF 3109   |                  |  |
| OPM | OPM 1556 | FORMER SPOUSE CONSENT TO FERS ELECTION                               | PERMANENT, replaced by SF 3110, GPR pg 3-22  | ref GPR, pg 3-22 |  |
| OPM | OPM 1560 | REQUEST FOR WAIVER/EXTENSION/SEARCH (FERS)                           | PERMANENT, replaced by SF 3111   | ref GPR, pg 3-22 |  |
| OPM | OPM 1561 | RETIREMENT ELECTION FOR SENIOR OFFICIALS                             | PERMANENT  |                  |  |
| OPM | OPM 1562 | RETURN OF EXCESS RETIREMENT  | TEMPORARY  |                  |  |
| OPM | OPM 1583 | SELECTIVE SERVICE REGISTRATION STATEMENT                             | PERMANENT, ref DG 30   | ref GPR, pg 3-11 |  |
| OPM | OPM 1635 | WELFARE TO WORK PROGRAM  | PURGE - do not file in OPF   |                  |  |

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| OPM   | OPM 1652      | REQUEST FOR SES NONCAREER OR LIMITED APPOINTMENT AUTHORITY   | TEMPORARY  |   |  |
| OPM   | OPM 1653      | STANDARD FOR EXECUTIVE EXCELLENCE  | TEMPORARY, only ratings transfer not plans                 |   |  |
| OPM   | OPM 2927      | PERSONNEL LOCATOR CARD   | TEMPORARY  |   |  |
| OPM   | OPM 4008C     | CIVIL SERVICE RATING   | PERMANENT  |   |  |
| OPM   | OPM 775       | DIRECT HIRE AUTHORITY AND REPORTING FORM   | PERMANENT  |   |  |
| OPM   | OPM 813       | VERIF OF MIL RETIREE SVS IN NONWARTIME CAMPGNS/EXPEDNS   | PERMANENT, replaced by SF 813                              | <b>ref GPR, page 3-11</b>                           |  |
| OPNAV | OPNAV 5520/20 | CERTIFICATE OF PERSONNEL INVESTIGATION/CLEARANCE   | PERMANENT, ref DG 04                                       | <b>ref GPR, page 3-25 (result of investigation)</b> |  |
| PHS   | PHS 1867      | STATEMENT OF SERVICE VERIFICATION OF STATUS OF COMMISSIONED OFFICERS OF THE U.S. PUBLIC HEALTH SERVICE | PERMANENT  | <b>ref GPPA, pg 6-8 and GPR pg 314</b>              |  |
| PS    | PS 1303       | SALARY CHANGE NOTICE   | PERMANENT, ref DG 31                                       |   |  |
| PS    | PS 2548       | NOTICE of TRAINING RECORD  | TEMPORARY  | <b>ref GPR, pg 3-40</b>                             |  |
| PS    | PS 2574       | RESIGNATION FROM POSTAL SERVICE  | PERMANENT, ref DG 29                                       | <b>ref GPR, page 3-30</b>                           |  |
| PS    | PS 2591       | US POSTAL APPLICATION FOR EMPLOYMENT   | PERMANENT if initial or most recent appointment, ref DG 15 | <b>ref GPR, pg 3-7</b>                              |  |
| PS    | PS 50         | NOTIFICATION OF PERSONNEL ACTION   | PERMANENT, ref SF 50                                       |   | <b>PLEASE ADD SF 50 NOA CODES rh 7/13/06</b> |
| PS    | PS 61         | APPOINTMENT AFFIDAVIT (OATH OF OFFICE)   | PERMANENT, ref SF 61                                       |   |  |

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| PTO | PTO 516E  | U.S. PATENT AND TRADEMARK SES PERFORMANCE PLANNING/RATING  | TEMPORARY, BUT THE FOLLOWING TRANSFER:<br>SES: Annual ratings 5 years old or less; appraisals prepared sine the last annual rating; and performance plans for each rating. NON-SES: ratings that are 4 years old or less, and the performance plan for the most recent rating. | ref GPR, page 1-8 |  |
| RI  | RI 20-97  | ESTIMATED EARNINGS FOR UNIFORMED SERVICE   | PERMANENT  | ref GPR, pg 3-21  |  |
| RI  | RI 28-145 | ELECTION TO USE NAF SERVICE TO QUALIFY FOR FOR IMMEDIATE RETIREMENT  | PERMANENT  |                   | <b>ADDED 7/13/06;<br/>THERE CAN BE NO AGENCY UNIQUE "IN LIEU OF" FOR THIS FORM</b> |
| RI  | RI 38-124 | VOLUNTARY CONTRIBUTIONS ELECTION   | TEMPORARY  |                   |  |
| RI  | RI 38-130 | RETIREMENT, LIFE INSURANCE, AND HEALTH BENEFITS UNDER THE INDIAN SELF-DETERMINATION AND EDUCATIONAL ASSISTANCE ACT                 | PERMANENT  | ref GPR, pg 3-22  |  |
| RI  | RI 38-134 | ELECTION TO RETAIN NAFI RETIREMENT COVERAGE AS A RESULT OF A MOVE FROM A NONAPPROPRIATED FUND POSITION TO A CIVIL SERVICE POSITION | PERMANENT  | ref GPR, pg 3-21  |  |
| RI  | RI 38-144 | ELECTION TO RETAIN CSRS, CSRS OFFSET, OR FERS  | PERMANENT  |                   | <b>ADDED 7/13/06;<br/>THERE CAN BE NO AGENCY UNIQUE "IN LIEU OF" FOR THIS FORM</b> |

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|-------|--------------------|---|--|-------------------------|---|
| RI    | RI 76-10           | ASSIGNMENT OF FEGLI   | PERMANENT  |                         | <b>THERE CAN BE NO AGENCY UNIQUE "IN LIEU OF" FOR THIS FORM</b> |
| RI    | RI 76-27           | FEDERAL EMPLOYEE GROUP LIFE INSURANCE '99 OPEN ENROLLMENT PERIOD ELECTION FORM  | PERMANENT  |                         | <b>THERE CAN BE NO AGENCY UNIQUE "IN LIEU OF" FOR THIS FORM</b> |
| RI    | RI 92-33           | ELECTION OF RETROACTIVE NONAPPROPRIATED FUND INSTRUMENTALITY RETIREMENT COVERAGE BY FERS EMPLOYEES UNDER PUBLIC LAW 104-106 | PERMANENT  |                         | <b>THERE CAN BE NO AGENCY UNIQUE "IN LIEU OF" FOR THIS FORM</b> |
| RI    | RI 92-34           | ELECTION OF FERS WITH CREDIT FOR NONAPPROPRIATED FUND INSTRUMENTALITY SERVICE UNDER PUBLIC LAW 104-106                      | PERMANENT  |                         | <b>THERE CAN BE NO AGENCY UNIQUE "IN LIEU OF" FOR THIS FORM</b> |
| Other | RIF NOTICE         | REDUCTION IN FORCE NOTICE   | PERMANENT, ref DG 34   |                         |   |
| Other | SCHOOL TRANSCRIPTS | SCHOOL TRANSCRIPTS  | Permanent if initial or most recent appointment or positive education requirement, ref DG 05 | <b>ref GPR, pg 3-8</b>  |   |
| SF    | SF 1126            | PAYROLL CHANGE SLIP (DISCONTINUED)  | PERMANENT  | <b>ref GPR, pg 3-29</b> | <b>PLEASE ADD SF 50 NOA CODES rh 7/13/06</b>                    |
| SF    | SF 1126 D          | PAYROLL CHANGE SLIP (DISCONTINUED)  | PERMANENT  | <b>ref GPR, pg 3-29</b> | <b>PLEASE ADD SF 50 NOA CODES rh 7/13/06</b>                    |

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| SF | SF 1150  | RECORD OF LEAVE DATA  | TEMPORARY, when employee separates and OPF is sent to NARA the SF-1150 becomes archived unless employee is re-appointed |                    |   |
| SF | SF 1150A | TRANSFER OF LEAVE RECORDS FOR LEAVE RECIPIENT COVERED BY THE VOLUNTARY LEAVE TRANSFER PROGRAM | TEMPORARY   |                    | <b><i>fyi - FROM THE GPR: Do not file payroll records in the personnel folder.<br/>NOTE: This prohibition does not include the Standard Form 1150 and Standard Form 1150-A. Those forms should be</i></b> |
| SF | SF 1152  | DESIGNATION OF BENEFICIARY FOR UNPAID COMPENSATION OF DECEASED EMPLOYEE                       | TEMPORARY   | ref GPR, page 3-4  |   |
| SF | SF 1187  | REQUEST FOR PAYROLL DEDUCTIONS FOR LABOR ORGANIZATION DUES                                    | PURGE - do not file in OPF  | ref GPR, pg 3-36   |   |
| SF | SF 1199A | DIRECT DEPOSIT SIGN-UP FORM   | TEMPORARY   | ref GPR, pg 3-36   |   |
| SF | SF 127   | REQUEST FOR OFFICIAL PERSONNEL FOLDER   | TEMPORARY, PERMANENT if no record can be found  | ref GPR, pg 3-34   |   |
| SF | SF 14    | CLAIM FOR VETERANS PREFERENCE (DISCONTINUED)  | PERMANENT, replaced by DD 214   | ref GPR, page 3-11 |   |

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| SF | SF 144  | STATEMENT OF PRIOR FEDERAL SERVICE                                  | PERMANENT, ref DG 53                                       | ref GPR, pg 3-14          |  |
| SF | SF 144A | STATEMENT OF PRIOR FEDERAL SERVICE WORKSHEET                        | PERMANENT, ref DG 53                                       | ref GPR, pg 3-14          |  |
| SF | SF 15   | APPLICATION FOR 10 POINT VETERANS PREFERENCE                        | PERMANENT  | ref GPR, pg 3-11 and 3-15 |  |
| SF | SF 1555 | ELECTION COVERAGE (FERS)  | PERMANENT, replaced by SF 3109                             |                           |  |
| SF | SF 1556 | FORMER SPOUSE'S CONSENT TO FERS ELECTION                            | PERMANENT, replaced by SF 3110, GPR pg 3-22                | ref GPR, pg 3-22          |  |
| SF | SF 171  | APPLICATION FOR FEDERAL EMPLOYMENT AND CONTINUATION SHEET/AMENDMENT | Permanent if initial or most recent appointment, ref DG 15 | ref GPR, pg 3-7           |  |
| SF | SF 171A | APPLICATION FOR FEDERAL EMPLOYMENT AND CONTINUATION SHEET/AMENDMENT | Permanent if initial or most recent appointment, ref DG 15 | ref GPR, pg 3-7           |  |
| SF | SF 172  | APPLICATION FOR FEDERAL EMPLOYMENT AND CONTINUATION SHEET/AMENDMENT | Permanent if initial or most recent appointment, ref DG 15 | ref GPR, pg 3-7           |  |
| SF | SF 173  | JOB QUALIFICATIONS STATEMENT (DISCONTINUED)                         | Permanent if initial or most recent appointment, ref DG 15 | ref GPR, pg 3-7           |  |
| SF | SF 176  | LIFE INSURANCE COVERAGE (DISCONTINUED)                              | PERMANENT, replaced by SF 2817                             |                           | <b><i>THERE CAN BE NO AGENCY UNIQUE "IN LIEU OF" FOR THIS FORM</i></b> |
| SF | SF 176T | LIFE INSURANCE COVERAGE (DISCONTINUED)                              | PERMANENT, replaced by SF 2817                             |                           | <b><i>THERE CAN BE NO AGENCY UNIQUE "IN LIEU OF" FOR THIS FORM</i></b> |
| SF | SF 177  | STATEMENT OF PHYSICAL ABILITY FOR LIGHT DUTY WORK                   | PURGE - do not file in OPF                                 |                           |  |



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| SF | SF 180        | REQUEST PERTAINING TO MILITARY RECORDS  | TEMPORARY                  |                         |  |
| SF | SF 181        | RACE AND NATIONAL ORIGIN IDENTIFICATION   | PURGE - do not file in OPF |                         |  |
| SF | SF 182        | REQUEST, AUTHORIZATION, AGREEMENT, CERTIFICATION OF TRAINING                            | PURGE - do not file in OPF | <b>ref GPR, pg 3-40</b> |  |
| SF | SF 189        | CLASSIFIED INFORMATION NON-DISCLOSURE AGREEMENT   | PERMANENT, ref SF 312      |                         |  |
| SF | SF 256        | SELF-IDENTIFICATION OF MEDICAL DISABILITY   | PURGE - do not file in OPF | <b>ref GPR, pg 1-8</b>  |  |
| SF | SF 2801       | APPLICATION FOR IMMEDIATE RETIREMENT CSRS   | TEMPORARY                  |                         |  |
| SF | SF 2801 SCH D | AGENCY CHECKLIST OF IMMEDIATE RETIREMENT PROCEDURES FOR CSRS                            | TEMPORARY                  |                         |  |
| SF | SF 2801-1     | CERTIFIED SUMMARY OF FEDERAL SERVICE - CSRS   | PERMANENT                  | <b>ref GPR, pg 3-23</b> |  |
| SF | SF 2801-2     | SPOUSE'S CONSENT TO SURVIVOR ELECTION   | TEMPORARY                  |                         |  |
| SF | SF 2801-3     | ELECTION OF FORMER SPOUSE SURVIVOR ANNUITY OR COMBINATION CURRENT/FORMER SPOUSE ANNUITY | TEMPORARY                  |                         |  |
| SF | SF 2802       | APPLICATION FOR REFUND OF RETIREMENT DEDUCTIONS   | PURGE - do not file in OPF |                         |  |
| SF | SF 2803       | APPLICATION TO MAKE DEPOSIT OR REDEPOSIT - CSRS   | TEMPORARY                  |                         |  |
| SF | SF 2804       | APPLICATION TO MAKE VOLUNTARY CONTRIBUTIONS   | PURGE - do not file in OPF |                         |  |
| SF | SF 2806       | INDIVIDUAL RETIRMENT RECORD   | PURGE - do not file in OPF |                         |  |
| SF | SF 2807       | CSRS REGISTER OF SEPARATIONS AND TRANSFERS  | TEMPORARY                  |                         |  |

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| SF | SF 2808 | DESIGNATION OF BENEFICIARY/CSRS  | PURGE - do not file in OPF       | ref CSRS/FERS Handbook, Chapter 1, page 12, and Instructions in Section C of the form |  |
| SF | SF 2809 | HEALTH BENEFITS REGISTRATION FORM  | PERMANENT                        | ref GPR, pg 3-18  | <b><i>THERE CAN BE NO AGENCY UNIQUE "IN LIEU OF" FOR THIS FORM</i></b> |
| SF | SF 2810 | NOTICE OF CHANGE IN HEALTH BENEFITS  | PERMANENT                        | ref GPR, pg 3-18  | <b><i>THERE CAN BE NO AGENCY UNIQUE "IN LIEU OF" FOR THIS FORM</i></b> |
| SF | SF 2815 | EMPLOYEE SERVICE STATEMENT (DISCONTINUED)  | PERMANENT                        | ref GPR, pg 3-23  |  |
| SF | SF 2816 | RETIREMENT, LIFE INSURANCE, AND HEALTH BENEFITS UNDER THE INDIAN SELF-DETERMINATION AND EDUCATIONAL ASSISTANCE ACT | PERMANENT, replaced by RI 38-130 |   |  |
| SF | SF 2817 | LIFE INSURANCE ELECTION  | PERMANENT                        | ref GPR, pg 3-19  | <b><i>THERE CAN BE NO AGENCY UNIQUE "IN LIEU OF" FOR THIS FORM</i></b> |
| SF | SF 2818 | FEGLI CONTINUATION OF COVERAGE FOR RETIREES AND COMPENSATIONERS  | TEMPORARY                        |   |  |
| SF | SF 2819 | NOTICE OF CONVERSION PRIVILEGE   | PERMANENT                        |   |  |
| SF | SF 2820 | CERTIFICATION OF INSURED EMPLOYEES RETIRED STATUS  | PERMANENT                        |   |  |

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| SF | SF 2821       | AGENCY CERTIFICATION OF INSURANCE STATUS (FEGLI)                       | PERMANENT                      | ref GPR, pg 3-19 |   |
| SF | SF 2822       | REQUEST FOR LIFE INSURANCE   | PERMANENT                      | ref GPR, pg 3-19 |   |
| SF | SF 2823       | DESIGNATION OF BENEFICIARY UNDER OFEGLI PROGRAM                        | PERMANENT                      | ref GPR, pg 3-19 | <b>THERE CAN BE NO AGENCY UNIQUE "IN LIEU OF" FOR THIS FORM</b> |
| SF | SF 3100       | INDIVIDUAL RETIRMENT RECORD  | PURGE - do not file in OPF     |                  |   |
| SF | SF 3102       | FERS DESIGNATION OF BENEFICIARY  | PERMANENT                      | ref GPR, pg 3-21 |   |
| SF | SF 3103       | FERS REGISTER OF SEPARATIONS AND TRANSFERS                             | TEMPORARY                      |                  |   |
| SF | SF 3105       | DOCUMENTATION IN SUPPORT OF DISABILITY RETIREMENT                      | TEMPORARY, replaced by SF 3112 |                  |   |
| SF | SF 3107       | APPLICATION FOR IMMEDIATE RETIREMENT FERS                              | TEMPORARY                      |                  |   |
| SF | SF 3107 SCH D | AGENCY CHECKLIST OF IMMEDIATE RETIREMENT PROCEDURES FERS               | TEMPORARY                      |                  |   |
| SF | SF 3107-1     | CERTIFICATION SUMMARY OF FEDERAL SERVICE - FERS                        | PERMANENT                      | ref GPR, pg 3-23 |   |
| SF | SF 3107-2     | SPOUSE'S CONSENT TO SURVIVOR ELECTION FERS                             | TEMPORARY                      |                  |   |
| SF | SF 3108       | APPLICATION TO MAKE SERVICE CREDIT PAYMENT FOR CIVILIAN SERVICE - FERS | TEMPORARY                      |                  |   |
| SF | SF 3109       | ELECTION OF COVERAGE (FERS)  | PERMANENT                      | ref GPR, pg 3-22 | <b>THERE CAN BE NO AGENCY UNIQUE "IN LIEU OF" FOR THIS FORM</b> |

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| SF | SF 3110  | FORMER SPOUSE'S CONSENT TO FERS ELECTION  | PERMANENT                  | ref GPR, pg 3-22 | <b><i>THERE CAN BE NO AGENCY UNIQUE "IN LIEU OF" FOR THIS FORM</i></b> |
| SF | SF 3111  | REQUEST FOR WAIVER, EXTENSION, OR SEARCH IN CONNECTION WITH ELECTION OF FERS COVERAGE                                   | PERMANENT                  | ref GPR, pg 3-22 | <b><i>THERE CAN BE NO AGENCY UNIQUE "IN LIEU OF" FOR THIS FORM</i></b> |
| SF | SF 3112  | DOCUMENTATION IN SUPPORT OF DISABILITY RETIREMENT APPLICATION (COVER SHEET)   | TEMPORARY                  |                  |  |
| SF | SF 3112A | DOCUMENTATION IN SUPPORT OF DISABILITY RETIREMENT APPLICATION (STATEMENT OF DISABILITY)                                 | TEMPORARY                  |                  |  |
| SF | SF 3112B | DOCUMENTATION IN SUPPORT OF DISABILITY RETIREMENT APPLICATION (SUPERVISOR'S STATEMENT)                                  | TEMPORARY                  |                  |  |
| SF | SF 3112C | DOCUMENTATION IN SUPPORT OF DISABILITY RETIREMENT APPLICATION (PHYSICIAN STATEMENT)                                     | TEMPORARY                  |                  |  |
| SF | SF 3112D | DOCUMENTATION IN SUPPORT OF DISABILITY RETIREMENT APPLICATION (CERTIFICATION OF REASSIGNMENT AND ACCOMMODATION EFFORTS) | TEMPORARY                  |                  |  |
| SF | SF 3112E | DOCUMENTATION IN SUPPORT OF DISABILITY RETIREMENT APPLICATION (CHECKLIST)   | TEMPORARY                  |                  |  |
| SF | SF 3113  | APPLYING FOR IMMEDIATE RETIREMENT (FERS)  | TEMPORARY                  |                  |  |
| SF | SF 312   | CLASSIFIED INFORMATION NON-DISCLOSURE AGREEMENT   | Permanent                  | ref GPR, pg 3-33 |  |
| SF | SF 39    | REQUEST FOR REFERRAL OF ELIGIBLES   | PURGE - do not file in OPF |                  |  |

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| SF | SF 47  | PHYSICAL FITNESS INQUIRY FOR MOTOR VEHICLE OPERATORS | TEMPORARY, ref OF 345  |                         |  |
| SF | SF 50  | NOTIFICATION OF PERSONNEL ACTION                     | Permanent, All NOA 1XX through 8XX including NOA 825 Separation Incentive and NOA 878 SES Rank, except:<br>1) 9XX Detail documenting service credit for qualification purposes; 2) NOA Code 790 Realignment; 3) noa 815 Recruitment Bonus, NOA 816 Relocation, NOA 840 Cash, NOA 841Group Cash, NOA 842 Suggustion, NOA 843 Group Suggestion, NOA 844 Foreign Language, NOA 845 Travel | <b>ref GPR, pg 3-27</b> |  |
| SF | SF 50A | NOTIFICATION OF SHORT-TERM EMPLOYMENT (DISCONTINUED) | Permanent, All NOA 1XX through 8XX including NOA 825 Separation Incentive and NOA 878 SES Rank, except:<br>1) 9XX Detail documenting service credit for qualification purposes; 2) NOA Code 790 Realignment; 3) noa 815 Recruitment Bonus, NOA 816 Relocation, NOA 840 Cash, NOA 841Group Cash, NOA 842 Suggustion, NOA 843 Group Suggestion, NOA 844 Foreign Language, NOA 845 Travel | <b>ref GPR, pg 3-27</b> |  |

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| SF | SF 50B | NOTIFICATION OF PERSONNEL ACTION (PIN-FEED)      | Permanent, All NOA 1XX through 8XX including NOA 825 Separation Incentive and NOA 878 SES Rank, except: 1) 9XX Detail documenting service credit for qualification purposes; 2) NOA Code 790 Realignment; 3) noa 815 Recruitment Bonus, NOA 816 Relocation, NOA 840 Cash, NOA 841Group Cash, NOA 842 Suggustion, NOA 843 Group Suggestion, NOA 844 Foreign Language, NOA 845 Travel | ref GPR, pg 3-27   |  |
| SF | SF 51  | REQUEST FOR INSURANCE                            | PERMANENT, replaced by SF 2822  | ref GPR, pg 3-29   |  |
| SF | SF 52  | REQUEST FOR PERSONNEL ACTION                     | TEMPORARY, except for a NOA 9XX Detail documenting service credit for qualification purposes; retirement and resignations   | ref GPR, pg 3-29   |  |
| SF | SF 53  | WAIVER OF LIFE INSURANCE COVERAGE                | PERMANENT, replaced by SF 2817  |                    |  |
| SF | SF 54  | DESIGNATION OF BENEFICIARY OFEGLI (DISCONTINUED) | PERMANENT, replaced by SF 2823  |                    | <b><i>THERE CAN BE NO AGENCY UNIQUE "IN LIEU OF" FOR THIS FORM</i></b> |
| SF | SF 55  | NOTICE OF CONVERSION PRIVILEGE FEGLI ACT         | PERMANENT, replaced by SF 2819  |                    |  |
| SF | SF 56  | AGENCY CERTIFICATION OF INSURANCE STATUS - FEGLI | PERMANENT   | ref GPR, page 3-19 |  |

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| SF | SF 57  | JOB APPLICATION (DISCONTINUED)                                  | Permanent if initial or most recent appointment, ref DG 15 | ref GPR, pg 3-7  |  |
| SF | SF 58  | SUPPLEMENTAL EXPERIENCE AND QUALIFICATIONS STATEMENT            | Permanent if initial or most recent appointment, ref DG 15 | ref GPR, pg 3-7  |  |
| SF | SF 59  | REQUEST FOR APPROVAL OF NONCOMPETITIVE ACTION                   | Permanent  | ref GPR, pg 3-9  |  |
| SF | SF 60  | JOB APPLICATION (DISCONTINUED)                                  | Permanent if initial or most recent appointment, ref DG 15 | ref GPR, pg 3-7  |  |
| SF | SF 61  | APPOINTMENT AFFIDAVIT (OATH OF OFFICE)                          | PERMANENT  | ref GPR, pg 3-9  |  |
| SF | SF 61A | OATH OF OFFICE, AFFIDAVIT, DECLARATION OF APPOINTEE             | PERMANENT  |                  |  |
| SF | SF 61B | DECLARATION OF APPOINTEE (DISCONTINUED)                         | PERMANENT, replaced by OF 306                              | ref GPR, pg 3-11 |  |
| SF | SF 62  | RECORD OF REQUEST FOR APPROVAL OF PROMOTION AND/OR REASSIGNMENT | TEMPORARY  |                  |  |
| SF | SF 63  | REQUEST FOR PERSONNEL DATA AND LEAVE TRANSCRIPT                 | TEMPORARY  |                  |  |
| SF | SF 66  | OFFICIAL PERSONNEL FOLDER                                       | PERMANENT  |                  |  |
| SF | SF 66C | MERGED RECORDS PERSONNEL FOLDER                                 | PERMANENT  |                  |  |
| SF | SF 67  | FSEE FEDERAL EMPLOYMENT APPLICATION                             | Permanent if initial or most recent appointment, ref DG 15 | ref GPR, pg 3-7  |  |
| SF | SF 7   | SERVICE RECORD  | TEMPORARY  |                  |  |
| SF | SF 70  | PROOF OF RESIDENCE  | TEMPORARY  |                  |  |

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|-------|-------------------|---|---|---|--|
| SF    | SF 75             | REQUEST FOR PRELIMINARY EMPLOYMENT DATA                                 | TEMPORARY, if used for transfer. PERMANENT only if used as a DG 01 accounting of disclosure - also said to be permanent | ref GPR, pg 3-34                                |  |
| SF    | SF 8              | OATH OF OFFICE, AFFIDAVIT, DECLARATION OF APPOINTEE                     | PERMANENT, replaced by SF 61  |   |  |
| SF    | SF 813            | VERIFICATION OF RETIREE'S SERVICE/CAMPAIGNS/EXPEDITIONS                 | PERMANENT   | ref GPR, pg 3-11                                |  |
| SF    | SF 84             | REQUEST FOR REPORT ON LOYALTY DATA                                      | PERMANENT   |   |  |
| SF    | SF 85             | DATA FOR NON-SENSITIVE OR NON-CRITICAL SENSITIVE POSITIONS              | PERMANENT only WITH CONDITION OF PRIOR TO 4/1/1990 AND STAMPED 'EO 10450'   | ref GPR, pg 3-25                                |  |
| SF    | SF 86             | SECURITY INVESTIGATION DATA FOR SENSITIVE POSITIONS                     | PURGE - do not file in OPF  |   |  |
| SF    | SF 87             | FINGERPRINT CHART   | PURGE - do not file in OPF  |   |  |
| SO    | SO 6              | NOTICE OF PERSONNEL SUITABILITY, SECURITY, AND CLEARANCE DETERMINATIONS | PERMANENT, ref DG 04  | ref GPR, page 3-25<br>(result of investigation) |  |
| Other | TRANSCRIPT OF SVS | DOCUMENTS SHOWING APPOINTMENTS & POSITION/SALARY CHANGES                | PERMANENT, ref DG 31 and/or DG 74   |   |  |
| TSP   | TSP 1             | THRIFT SAVING PLAN ELECTION FORM  | PERMANENT   | ref GPR, pg 3-24                                |  |
| TSP   | TSP 1C            | THRIFT SAVINGS PLAN CATCH UP CONTRIBUTION ELECTION                      | PERMANENT   | ref GPR, pg 3-24                                |  |
| TSP   | TSP 18            | VALIDATION OF RETIREMENT INFORMATION                                    | TEMPORARY   |   |  |
| TSP   | TSP 19            | TRANSFER OF INFORMATION BETWEEN AGENCIES                                | TEMPORARY   |   |  |
| TSP   | TSP 20            | THRIFT SAVINGS PLAN LOAN APPLICATION                                    | TEMPORARY   |   |  |



|     |            |  |                            |                           |  |
|-----|------------|--|----------------------------|---------------------------|--|
| TSP | TSP 20     | THRIFT SAVINGS PLAN LOAN APPLICATION   | PURGE - do not file in OPF |                           |  |
| TSP | TSP 22     | THRIFT SAVINGS PLAN  | PURGE - do not file in OPF |                           |  |
| TSP | TSP 24     | LOAN STATEMENT   | PURGE - do not file in OPF |                           |  |
| TSP | TSP 3      | THRIFT SAVINGS PLAN DESIGNATION OF BENEFICIARY   | TEMPORARY                  |                           |  |
| TSP | TSP 42     | DOCUMENTATION OF REVIEW FOR TSP3, DESIGNATION OF BENEFICIARY   | PERMANENT                  | <b>ref GPR, pg 3-24</b>   |  |
| TSP | TSP 51     | THRIFT SAVINGS PLAN  | TEMPORARY                  |                           |  |
| TSP | TSP 9      | CHANGE OF ADDRESS  | TEMPORARY                  |                           |  |
| TSP | TSP 967AO  | NOTICE THAT EMPLOYEE CONTRIBUTIONS CANNOT BE MADE BECAUSE A FINANCIAL HARDSHIP IN-SERVICE WITHDRAWAL HAS BEEN ISSUED | PERMANENT                  | <b>ref GPR, pg 3-24</b>   |  |
| VA  | VA 20-8992 | COMPENSABLE SEVICE CONNECTED DISABILITY  | PERMANENT, ref DG 40       | <b>ref GPR, page 3-11</b> |  |
| W   | W 4        | EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE   | PURGE - do not file in OPF |                           |  |
| W   | W 4P       | WITHHOLDING CERTIFICATE FOR PENSION OR ANNUITY PAYMENTS  | PURGE - do not file in OPF |                           |  |