

	A	B	C	D	E	F	G	H	I
1	Copy	Form #	Department of Labor - PERSONNEL FORMS	Left	Right	Purge	Duplex (X)	NOTES	GPR PAGE
2	X	AD 347	Notification of Personnel Action		X			Exception to SF-50A	
3	X	AD 350	Notification of Personnel Action		X			Exception to SF-50	
4	X	AD-343	Payroll Action Request		X		X	Should be retained on the right ONLY when indicating military deposit STAMPED PAID IN FULL	
5		BC-170	Census Employment Inquiry		X				
6		BC-201	Service Computation Record		X				
7		BC-50A	Notice of Short-Term Employment		X				
8		BEP 2357	Notification of Security Suitability	X					
9		BEP 2360-1	BEP employee Performance Appraisal	X				Rating of record: Maintain latest rating of record (including 3 years old or less), performance plan upon which it is based, and any summary rating. Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee separates. An agency retrieving an OPF from NPRC will dispose of these documents when 4 years old.	
10		BLS-61	BLS Appointment Affidavit		X		X	Exception to SF-61	
11	X	CSC-1170	Supplemental Qualifications Statement		X			See OPM 1170	Pg 3-8
12	X	CSC-1276	Supplemental Federal Application Statement		X			Used with the SF-171	
13	X	CSC-226	Certification of Scholastic Achievement		X				Pg 3-8
14	X	CSC-2800A	Proof of Selection for Career (or non-career-conditional) Appointment		X				Pg 3-9
15	X	CSC-2800B	Authorization of Career Conditional Appointment		X				Pg 3-9
16	X	CSC-329 A	Authority for Release of Information		X			See DG 01	
17	X	CSC-4008B	Notice of Rating		X				
18	X	CSC-4008C	Notice of Rating		X				
19		CSC-4173	Referral			X			
20	X	CSC-492	Reinstatement Eligibility to Career Conditional		X				Pg 3-9
21	X	CSC-493	Reinstatement Eligibility for Conversion Career Conditional		X				Pg 3-9
22	X	CSC-617	Reinstatement Eligibility for Reinstatement to Career Conditional under Public Law 84-380 and 85-847		X				Pg 3-9
23	X	CSC-618	Reinstatement Eligibility for Conversion to Career Conditional under Public Law 84-380 and 85-848		X				Pg 3-9
24	X	CSC-648	Recommendation for Conversion to Career Appointment under regulation 315.703a		X				Pg 3-9
25		CSC-650	NACI Case Closed Unclassifiable Fingerprints			X			
26		CSC-680	Certificate of Proficiency for Typing & Shorthand			X			
27		CSC-716	NACI Report of Clearly Favorable Results			X			
28		CSC-733	Notice of Rating		X				
29	X	CSC-843A	Application for Federal Summer Employment		X			initial and/or most recent: SEE SF 171	
30		CSC-953	Federal Service Entrance Examination Qualifications			X			
31		CSC-974	Memorandum for Official Personnel Folder (Full Field Investigation)	X				File on the LEFT until further notice	
32		DA 1256	Awards Prior to 1986 (Incentive Award Nomination & Approval)		X			See DG-55	
33		DA 2496	Disposition Form			X			
34	X	DA 2515	Payroll Change Slip		X			See SF-1126D	
35	X	DA 873	Certificate of Clearance and/or Security Determination		X			See DL-189 AND DG 04	
36	X	DAX 6.3	Application for Worker-Trainee		X			See SF-171	
37		DD 13	Statement of Service		X				
38		DD-1556	Request, Authorization, Agreement, Certification of Training & Reimbursement			X			
39		DD-1615	Transportation Agreement of Civilians Appointed to Manpower Shortage Positions			X			
40	X	DD-214	Military Service Records		X				Pg 3-11
41		DD-215	Correction to DD 214		X				

Added FE-7
BR 46-36

Courtesy of the
National Council of Field Labor Locals
and AFGE Local 2519
<http://www.NCFL.org>
<http://www.2519.org>

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		DG 01	Disclosure from Personnel Folder		X			These documents are required by the Privacy Act of 1974, as amended. They include the date, nature, purpose of each disclosure of information from the folder and the name and address of the person or agency to whom the disclosure was made. They include: A document prepared by the agency releasing information from the folder Standard Form 127 Request for Official Personnel Folder (Separated Employee)	Pg 3-34
42									
43		DG 03	Birth Certificates		X			Right side verifications when conflicting DOBs	Pg 3-32
44		DG 04	Certification of Investigation Notice/Certificate of Clearance		X				Pg 3-25
45		DG 05	Certified School Transcripts		X				Pg 3-8
46		DG 06	Closed-Discontinued Notice		X			Should be removed when the case is adjudicated and the Certification of Investigation Notice is filed.	Pg 3-25
47		DG 07	Closed-Incomplete Notice		X			Should be removed when the case is adjudicated and the Certification of Investigation Notice is filed.	Pg 3-25
48		DG 08	Death Certificate		X			Keep on right side with SF-15 if used to support claim from surviving spouse for veteran's preference. All others are to be purged.	Pg 3-15
49		DG 09	Letters of Appointments and Tentative Offers			X			
50		DG 09	DELEGATED AUTHORITY LETTERS APPT		X				
51		DG 10	Demonstration Project		X			Documents that explain impact of demonstration project (for example, paysetting policies to be used when employee leaves project)	Pg 3-34
52		DG 11	LEO Approval/Denial Positions		X				
53		DG 12	DETAILS - INTERAGENCY AGREEMENTS		X				
54		DG 14	Written agreement that the individual voluntarily accepts the conditions when changing from a career to a noncareer or limited appointment (SES)		X				Pg 3-13
55		DG 15	Resume		X			SEE SF 171	Pg 3-7
56		DG 20	Letter of Approval of Disability Retirement		X			See RI 30-27	
57		DG 21	Temporary Continuation of Coverage (FEHB)		X			Notice of eligibility for temporary continuations of health benefits coverage (signed copy or file copy with delivery receipt attached)	Pg 3-19
58		DG 22	Authorized by Specific Directive		X			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.	Pg 3-32
59		DG 23	Peace Corps, Action, Vista Service Verification		X				
60		DG 25	PMRS Termination		X			Notification letter to employee that the Performance Management and Recognition system ended	Pg 3-29
61		DG 27	Reconstruction (OPF Notice)		X			File the agency notice on the right side. The notice will be the top document on the reconstructed portion of the folder	Pg 3-37
62		DG 29	Written documentation of reason for resignation other than the Standard Form 52		X			These documents show the employee's reason for resignation; they are retained as part of the personnel action documenting the resignation. This includes ORAL Resignation as a record of conversation.	
63		DG 30	Proof of Selective Service registration status includes:		X			Acknowledge letter or other proof of registration or exemption issued by Selective Service System annotated and signed by the employee Agency reproduction of Applicant's Statement of Selective Service Registration Status in 5 Code of Federal Regulations 300.704. NOW INCLUDED IN OF 306.	Pg 3-11
64		DG 31	Pay increase computer printouts		X			Prior to issuing SF 50 for annual pay adjustments	
65		DG 34	Specific Notice of Reduction in Force		X				
66		DG 36	Statement of acceptance or declination of conversion to a position in the Senior Executive Service		X				Pg 3-13
67		DG 38	Statements of Understanding (filed only when signed by employee)		X			Statements of Understanding of employment conditions	Pg 3-15

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68		DG 40	Veteran's Affairs Letters		X			The list of supporting documentation is not exhaustive. Any material the agency accepts as proof or verification used in determining veterans' preference may be attached to the Application for 10-Point Veteran Preference.	Pg 3-15
69		DG 41	Ethics Pledge		X				
70		DG 42	Licenses (All Licenses)		X			Doctor, Lawyer, CPA, etc	
71		DG 43	Election of Federal Employees Retirement System with Credit for Nonappropriated Fund Instrumentality Service under Public Law 104-106		X			SEE RI 92-34	Pg 3-21
72		DG 44	ELECTION OF RETROACTIVE NONAPPROPRIATED FUND INSTRUMENTALITY RETIREMENT COVERAGE BY FERS EMPLOYEES UNDER PUBLIC LAW 104-106		X			SEE RI 92-33	
73		DG 45	Letters from Military Academies		X			When used to verify creditable service	Pg 3-11
74		DG 46	Decree of Annulment of Other Documentation Supporting Veterans Preference		X				
75		DG 47	Official statement, citation or certificate showing the award of the Purple Heart;		X			Supporting Documentation	Pg 3-15
76		DG 48	Notice of right to elect continued coverage while serving in a non-Federal organization		X				Pg 3-21
77		DG 49	Supervisory/Managerial Probationary Report		X			This is a computer print-out or form for documenting satisfactory completion of probationary period on the right side. SEE DL 1101	Pg 3-37
78		DG 50	Letters/Affidavits Accepted as Proof of Prior Service		X			In lieu of SF 50 or other official documentation	
79		DG 51	MEDICAL DOCUMENTATION USED IN MAKING A SELF-SUPPORT DETERMINATION		X			SEE SF 2809	
80		DG 52	Employee's Election to Terminate Benefits During a Period of Nonpay Status or Insufficient Pay		X				
81		DG 55	Awards Prior to 1986		X			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.	Pg 3-17
82		DG 56	Late Registration of Health Benefits Documentation		X			SEE SF 2809	
83		DG 57	Pay Schedule Annotated to Indicate New pay Rate		X				
84		DG 58	Written documentation of reason for retiring other than the Standard Form 52		X			These documents show the employee's reason for retiring; they are retained as part of the personnel action documenting the retirement. The retirement application is not authorized for long-term retention in the folder.	Pg 3-30
85		DG 60	Premium Conversion Waiver/Election		X			Form used to elect or waive pre-tax treatment of employee FEHB premiums.	Pg 3-19
86		DG 61	SCD WORKSHEET		X			File supporting documents directly under the personnel action that reflects the SCD change (per Guide to Processing Personnel Actions page 6-19) SEE SF 144	
87		DG 62	FEHB Document in Lieu of Official Form Produced by an Automated systems		X			For Example: 'My Pay', 'Employee Express'	
88		DG 63	TSP Document in lieu of Official form produced by an Automated System		X			For Example: 'My Pay', 'Employee Express'	
89		DG 64	TSP Catch up Document in lieu of Official form produced by an Automated System		X			For Example: 'My Pay', 'Employee Express'	
90		DG 65	Pay and Grade Retention		X			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.	Pg 3-27
91		DG 66	Record for Payments (or copies) in Full for Military Deposits		X			ONLY IF BEEN PAID IN FULL	
92		DG 67	Transcripts of Service History		X				Pg 3-31, see also Pg 2-4 for employer's list
93		DG 68	BASIS FOR FERCCA DECISION		X				

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94		DG 69	FERCCA COMPARISON ESTIMATE		X				
95		DG 70	FERCCA ELECTION SUMMARY		X				
96		DG 71	FERCCA ELECTION FORM		X				
97	X	DI-501	Notification of Pay Change		X				
98		DL 101	Training Authorization and Evaluation			X			
99		DL 107	Separation Clearance			X			
100		DL 109	Separation Notice			X			
101		DL 1101	Supervisory/Managerial Probationary Report		X			This is a computer print-out or form for documenting satisfactory completion of probationary period on the right side. SEE DG 49	Pg 3-37
102		DL 1-107	Separation Clearance			X		See ED EP 2	
103		DL 1-1075	Annual Employee Review			X			
104		DL 1-119	Driving Record of Government Vehicle Operator			X			
105	X	DL 1-134	Processing Form-Within Grade Increase		X				
106		DL 1-168	Personnel Processing Record			X			
107		DL 1-188	Report of Security Investigation		X			Is this a DG-04? Get copy	
108	X	DL 1-189	Security Clearance Records		X			See DG 04	
109		DL 1-198	Without Pay/Leave on employee eligible to career tenure			X			
110		DL 12	Application for Secretary Labor's Career Service Award			X			
111		DL 1-200	Supervisor's Report on Employee DURING probation	X				Filed on the LEFT but MUST be purged if 30 days passed the completion of the probationary/trial period	
112	X	DL 1-201	Supervisor's Report on Employee AFTER probation	X				Filed on the LEFT but MUST be purged if 30 days passed the completion of the probationary/trial period	
113	X	DL 1-231A	Merit Staffing Experience Qualification Experience		X			Permanent if initial or most recent appointment	
114		DL 136	Expert and Consultant Action	X					
115		DL 1-388	Supplemental Information Form			X			
116		DL 1-390	Supervisor's Evaluation of SES Candidate Performance During Developmental Assignment			X			
117		DL 1-427	Recommendation for Special Act or Service Cash Award			X		See DL 427	
118		DL 1-519	Adjective Performance Rating			X			
119		DL 1-66	Qualifications Inquiry			X			
120		DL 1-68	Request for Name Check			X			
121		DL 1-98	Evaluation of Employee Training			X			
122		DL 1-99	Employee Training History			X			
123		DL 2024	Req. & Authorization for Exception From Std. Contract Terms for City-Pair Service			X			
124		DL 2030	Estimated Relocation Costs			X			
125		DL 2033	Withholding Tax Allowance, Summary of Transactions, Withholding of Taxes, and W-2 Reporting			X			
126		DL 2034	Supplemental Experience Statement		X			Permanent if initial or most recent appointment	
127		DL 2036	Performance Improvement Plan			X		This should be kept with the EPF for at least 1 year after the END of the PIP period.	
128		DL 2040	Merit Staffing Vacancy Announcement			X			
129		DL 2043	Certificate of Eligibles for Merit Staffing			X			
130		DL 2059	Performance Management Plan for Senior Executives			X			
131		DL 211	Authorization to Issue An Awards Check			X			
132		DL 2113	Recommendation for Instant "Good Job" Award			X			
133		DL 212	Recommendation for Distinguished Career Service Award			X			
134		DL 213	Recommendation for Achievement Award			X			
135		DL 2132	Opportunity for Employment Competition Notice			X			
136		DL 2163	Leave Donation Form			X			
137		DL 2165	Recommendation for Time Off Award			X			
138		DL 2190	(SES) Candidate's Assignment Evaluation			X			
139		DL 2191	Supervisor's Evaluation of SES Candidate Performance During Developmental Assignment			X			
140		DL 2192	(SES) Candidate's Evaluation of Formal Training			X			
141		DL 2193	(SES) Mentoring Agreement			X			
142		DL 2194	(SES) Executive Development Plan Revision			X			
143		DL 2195	(SES) Confirmation of Development Assignment			X			

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144		DL 2196	(SES) Executive Development Plan			X			
145		DL 2202	Recommendation for the DOL Exceptional Volunteer Service Award			X			
146		DL 2203	Recommendation for the Secretary of Labor's 21st Century Workplace Award			X			
147		DL 2204	Recommendation for the DOL Energy Conservation Award			X			
148		DL 33	Travel Authorization			X			
149		DL 33B	Relocation Travel Authorization			X			
150		DL 381F	Performance Management Plan for Nonsupervisory Field Employees in the NCFL			X			
151		DL 382	Performance Management Plan for Managers and Supervisors			X			
152		DL 384	Performance Management Plan for Non-Managers and Non-Supervisors			X			
153		DL 384D	Performance Standards for Employees Outside of Union			X			
154		DL 384F	Performance Management Plan for NonSupervisory Field Employees Outside the Bargaining Unit			X			
155		DL 390	Performance Standards for Employees Inside Local 12			X			
156		DL 423	Expense for Temporary Quarters			X			
157		DL 427	Recommendation for Special Act or Service Cash Award			X		See DL 1-427	
158	X	DL 438	Request for Approval of Expert and Consultant Action	X					
159		DL 473	Employment Agreement for Transfers within the Continental US	X					
160		DL 474	Employment Agreement for Persons Assigned to Posts Outside the Continental US	X					
161		DL 481	Request for Approval of Executive Personnel Action	X					
162		DL 488	Request for Approval of Schedule C Actions	X					
163	X	DL 50	Notification of Personnel Action		X			See SF 50	
164		DL 52C	Personnel Input/Output Form			X		Computer printout	
165		DL 65	Emergency Information			X		This can be obtained through PeoplePower and e-OPF	
166		DL 80	Individual Development Plan			X			
167		DL 93	Request for Shipment			X			
168		DMA 5200-1	Personnel Security Investigation and Security Clearance Certification		X		X	See DG 04	
169		ED EP 2	Clearance of Personnel for Separation or Transfer			X		See DL 107	
170		ETA-6-111	Apprenticeship Agreement between Apprentice & Joint Apprenticeship Committee			X			
171	X	FE 2004	FEGLI 2004 Open Season		X		X		
172	X	FE-6	Claim for Death Benefits	X			X	These two documents should be filed on the temporary side of OPF in the event the original does not make it to OFEGLI.	
173		FE-6 DEP	Statement of Claim, Option C, Family Life Insurance	X			X		
174		FE-8C	Explanation of Benefits, FEGLI Claim payment for living benefits		X			www.opm.gov/insure/life/pubslist/fe-8.asp	
175		FIPC 391	Certification of Amended Investigative Form			X			
176	X	HUD-8064	Competence Certification of Work Performance		X			Refer to DL 1-134	
177	X	HUD-840	Awards Prior to 1986 (Recommendation for Perform Award)		X			See DG-55	
178		I-9	Employment Eligibility Verification			X		Purged from the OPF but must be filed in a separate folder according to agency guidelines	
179		IRS-2077	Security Determination Action		X			See DG 04	
180	X	NA 13041	Statement of Service		X		X	Verification by NARA of military service - SEE DD13	
181	X	OF 11	Reference Request - Federal Records Center		X				
182	X	OF 306	Declaration for Federal Employment - OF306		X		X		Pg 3-11
183	X	OF 333	Procurement Integrity Certification for Procurement Officials	X				Keep most Current	

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184		OF 49	Inquiry for US Government Use Only			X		Reference checks	
185		OF 5	Inquiry as to Availability			X			
186	X	OF 612	Optional Application for Federal Employment - OF612		X		X	SEE SF-171	Pg 3-7
187	X	OF 69	NOA Assignment Agreement - Title IV		X			used in lieu of the SF 50	Pg 3-29
188		OF 69A	Extension of Special Purpose IPA Assignment Agreement		X				
189	X	OF 8	Position Description	X				Keep current PD + PDs for 3 preceding grades. EXAMPLE 1: If the employee is promoted from GS-301-7 to GS-0301-9 with completely different duties (non-career ladder promotion) BOTH PD's would be kept in the OPF. EXAMPLE 2: If the series are the same due to a career ladder promotion, only the highest grade level PD will be scanned.	
190		OGE 450	Executive Branch Confidential Financial Disclosure Report - OGE 450			X		Keep in a Separate File	
191		OIG 20	OIG/Use of Firearms and non-Lethal Control Techniques			X		To be kept in a separate file	
192		OIG 21	OIG/Certification: Alcohol and Substance Abuse Policy			X		To be kept in a separate file	
193	X	OIG 28	OIG/Initial Certification for receipt of Availability Pay		X				
194	X	OIG 29	OIG/Annual Certification for receipt of Availability Pay	X				Keep only most recent, all others are to be kept in a separate file	
195	X	OIG 30	OIG/Voluntary Opt-Out Request	X				Keep only most recent, all others are to be kept in a separate file	
196		OMB-23	Documents Disclosure Request		X			See DG 01	
197		OMB-671	Program Registration and Apprenticeship Agreement			X			
198		OMB-761	Program Registration and Apprenticeship Agreement			X			
199	X	OPM 1170/17	Supplemental Qualifications Statement/College Achievement		X			Permanent if initial appointment or most recent or positive education requirement. See OPM 1170	
200		OPM 1200	Application for Federal Employment		X			Permanent if initial or most recent appointment	
201		OPM 1204	Notice of Rating		X				
202		OPM 1206	Notice of Results			X			
203		OPM 1279	Application for Federal Employment		X			Initial and/or most recent: SEE SF 171	
204		OPM 1282	Application for Federal Employment		X			Initial and/or most recent: SEE SF 171	
205	X	OPM 1300	Application (1986) for the Presidential Management Intern Program		X			Initial and/or most recent: SEE SF 171	
206	X	OPM 1368	Pay Authorization under the Civil Service Reform Act of 1978		X			obsolete	Pg 3-29
207	X	OPM 1390	Executive Personnel Transaction		X				
208		OPM 1468	Ethnicity & Race Identification (for use in Hawaii)			X		Do Not File in OPF.	
209	X	OPM 1482	Agency Certification of Status of Reemployed annuitants - FEGLI		X				
210		OPM 1495	Financial Eligibility Statement for Student & Summer Aid			X			
211	X	OPM 1514	Military Deposit Worksheet		X				Pg 3-20
212	X	OPM 1515	Military Service Deposit Election		X				Pg 3-20
213	X	OPM 1522	Indebtedness to Health Benefits Fund		X			Permanent ONLY IF outstanding debt that began before 9-30-1996	
214	X	OPM 1528	Medicare Eligibility: Notification of Earnings for Medicare Eligibility (obsolete)		X			An obsolete form may continue to be filed because it contains information important to the individual's career history. Current forms may no longer be filed as long-term records because the information they contain applies only to the current agency.	Pg 3-36
215	X	OPM 1555	Election of Coverage (FERS)		X			Now SF-3109	
216		OPM 1556	Former Spouse consent to FERS Election		X			Now SF-3110	Pg 3-22
217	X	OPM 1560	Request for Waiver, Extension (FERS)		X			Now SF-3111	Pg 3-22
218		OPM 1562	Return of Excess Retirement	X			X		
219	X	OPM 1583	Statement of Selective Service Registration Status		X			Refer to DG 30: Proof of Selective Service	Pg 3-11
220		OPM 1635	Welfare to work program			X			Pg 3-37
221	X	OPM 1652	Request for SES Noncareer or Limited Appointment Authority	X					
222		OPM 4008	Notice of Rating		X			See CSC 4008	
223		OPM 813	Verification of Military Retiree's Service in No war-time Campaign		X			Now SF-813	
224		OPNAN 5511	Security Termination Statement		X				
225	X	ORMLA-23	OIG Documents Disclosure Request		X				

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226		PA 48	Checklist of Documents to Accompany SF 52			X			
227		PBGC-142	Employee Annual Performance Rating & Related skills evaluation			X			
228		PHS 2893	Statement of Commissioned Service		X				
229		POD-337	Clearance Record			X		See DL 107	
230	X	R 19A	Schedule A Certification of Federal Employability		X			This is used for documentation for persons entitled to Schedule A appointments	
231	X	RI 20-53	Notice of Annuity Adjustment	X				See Annuity Statement	
232	X	RI 20-97	Est. Earnings during Military service		X				Pg 3-20 and 3-
233		RI 30-27	Notice of Approval of Disability Retirement		X			See DG 20 (Letter)	
234	X	RI 36-18	Service Credit Payment Form		X				
235		RI 36-23	Civil Service Deposit Account Statement		X				
236	X	RI 36-56	Agency checklist for a CSRS Service Credit Application		X		X		
237		RI 38-124	Voluntary Contributions Election	X			X	Similar to the SF-2804 DOES NOT need to be permanently in OFF	
238	X	RI 38-130	Retirement, Life Insurance, & Health Benefits under the ISDEA Act		X			Formerly SF 2816	Pg 3-22
239	X	RI 38-134	Election to Retain NAF Retirement Coverage as a result of a move from a non-appropriated Fund Position to a Civil Service Position		X		X		
240	X	RI 38-144	Election to retain CSRS or FERS retirement coverage as a result of a move from a civil service position to a non appropriated fund position ON or AFTER December 28,		X				
241	X	RI 76-10	Assignment of Federal Employees' Group Life Insurance		X		X	Insurance forms must be filed in the Official Personnel Folder and kept as a permanent record, unless a form contains specific instructions to do otherwise.	
242		RI 76-27	Life Insurance (FGLI) Election (99 Open Season)		X			SEE SF-2817	
243	X	RI 92-33	Election of Retroactive Nonappropriated Fund Instrumentality Retirement Coverage by FERS Employees Under Public Law 104-106		X			SEE DG 44	
244	X	RI 92-34	ELECTION OF FERS WITH CREDIT FOR NONAPPROPRIATED FUND INSTRUMENTALITY SERVICE UNDER PUBLIC LAW 104-106		X			SEE DG 43	
245	X	RI 95-1	Agency checklist for a FERS Service Credit Application		X		X		
246		SALCALC	Pay Increase Manual Calculations for employees on Pay & Grade Retention	X					
247		SALCALC	Pay Increase Manual Calculations for GM Employees (DOL Pay Setting)	X					
248	X	SF 1126	Payroll Change Slip		X				
249		SF 1126 D	Payroll Change Slip		X				
250	X	SF 1150	Record of Leave Data	X			X		Pg 3-36
251	X	SF 1152	Designation of Beneficiary Unpaid Compensation of Deceased Civilian Employee	X				The left side of the personnel folder is used for temporary documents, at agency discretion.	
252		SF 127	Request for Official Personnel Folder			X		Only retain, on the RIGHT, IF NARA/NPRC reports no record found	Pg 3-34
253	X	SF 144	Statement of Prior Federal Service		X			File supporting documents or computer calculations directly under the SF-50 that reflects the SCD change (per Guide to Processing Personnel Actions) All unsigned SF 144's or SCD calculations are to be PURGED if they do not support an SCD change documented by an SF-50.	Pg 3-14
254		SF 144A	Statement of Prior Service Worksheet		X				Pg 3-14
255	X	SF 15	Application for 10 point Veteran Preference		X		X		Pg 3-11 and 3-
256	X	SF 170	Application for Federal Employment		X			See SF-171	

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1	Copy	Form #	Department of Labor - PERSONNEL FORMS	Left	Right	Purge	Duplex (X)	NOTES	GPR PAGE
		SF 171	Application for Federal Employment: Also RESUME and OF-612		X		X	KEEP MOST RECENT AND ANY OTHER 171'S THAT MEET THE FOLLOWING CRITERIA • as basis for first Federal appointment; • as basis for latest federal appointment; • as latest certification of eligibility for veterans' preference, • as basis for rating in a civil service examination, or • to show OPM has completed a background investigation. (The application will have a notation that the case was processed. File by stamped date; when not stamped, file by signature date).	Pg 3-7
257	X								
258	X	SF 171A	Continuation Sheet for SF-171		X				
259	X	SF 172	Amendment to Application for Federal Employment		X				
260	X	SF 173	Job Qualification Statement		X			Obsolete	
261	X	SF 176	FEGLI Election Form		X			Now SF-2817	
262		SF 176-T	FEGLI Election Form		X			Now SF-2817	
263		SF 177	Statement of Physical Ability for Light Duty Work			X		Do Not File in OPF	Pg 3-35
264	X	SF 180	Request Pertaining to Military Records		X				
265		SF 181	Ethnicity and Race Identification			X		Do Not File in OPF	
266		SF 182	Request, Authorization, Agreement /Certificate of Training			X		See DL-101	
267		SF 278	Public Financial Disclosure Report			X		To be kept in a separate file - SEE OGE 450	
268	X	SF 2801-1	Certified Summary of Federal Service		X				Pg 3-23
269		SF 2802	Application for Refund of Retirement Deductions			X		Do Not File in OPF	Pg 3-23
270	X	SF 2803	Application to Make Deposit or Redeposit (CSRS)	X			X	Military & Civilian Payments	Pg 3-20
271		SF 2804	Application to Make Voluntary Contributions			X		Do Not File in OPF	Pg 3-23
272	X	SF 2806	Individual Retirement Record (CSRS) (Former Agency)	X				Verification of service OR military deposit ONLY	Pg 3-23
273	X	SF 2806	Individual Retirement Record (CSRS) DOL ONLY			X		Do Not File in OPF. NOTE: OPM retains IRR files that include this data.	Pg 3-23
274		SF 2808	Designation of Beneficiary (CSRS)			X		Should be mailed to OPM	
		SF 2809	Health Benefits Election		X			or TRANSCRIPT: OPM approved documentation of health benefits enrollments processed electronically (for example, though Employee Express). See Attached Policy from Cris DeBolt on documents to keep on Right Side and those to be returned to Employee.	Pg 3-18
275	X								
276	X	SF 2810	Notice of Change in Health Benefits		X				Pg 3-18
277	X	SF 2815	Employee statement of service		X			Obsolete	Pg 3-23
278	X	SF 2817	Life Insurance Election		X				Pg 3-19
279	X	SF 2818	Continuation of Life Insurance Coverage		X				Pg 3-19
280	X	SF 2819	Notice of Conversion Privilege (FEGLI)		X				
281	X	SF 2821	Agency Certification of Insurance Status		X				
282	X	SF 2822	Request for Insurance		X		X		Pg 3-19
283	X	SF 2823	Designation of Beneficiary (FEGLI)		X				Pg 3-19
284		SF 3100	Individual Retirement Record (FERS) (Former Agency)	X				Verification of service OR military deposit ONLY	Pg 3-23
285		SF 3100	Individual Retirement Record (FERS) DOL ONLY			X		Do Not File in OPF. NOTE: OPM retains IRR files that include this data.	Pg 3-23
286		SF 3102	Designation of Beneficiary (FERS)		X				Pg 3-21
287		SF 3107-1	Certified summary of Federal Service-FERS		X				Pg 3-23
288	X	SF 3108	Application to Make Service Credit Payment for Civilian Service - FERS	X				Military & Civilian Payments	Pg 3-20
289	X	SF 3109	Election of Coverage (FERS)		X			Formerly OPM 1555	Pg 3-22
290	X	SF 3110	Former Spouse consent to FERS Election		X		X	Formerly OPM 1556	Pg 3-22
291	X	SF 3111	Request for Waiver, Extension (FERS)		X			Formerly OPM 1560	Pg 3-22
292	X	SF 312	Classified Information non-disclosure agreement		X			Formerly SF 189	Pg 3-33
293		SF 39	Request for Referrals of Eligibles			X			
294		SF 47	Physical Fitness Inquiry for Motor Vehicle Operators			X		Obsolete	
295		SF 50	132 Mass Change		X			Listing can be used in lieu of SF 50	Pg 3-27
296		SF 50	790 Realignment		X			Dated BEFORE January 1, 1999. Listing can be used in lieu of SF 50	Pg 3-27

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297		SF 50	790 Realignment	X				Dated on or AFTER January 1, 1999. Listing can be used in lieu of SF 50	Pg 3-27
298									
299		SF 50	900 CNV Payroll Data Conversion			X			Pg 3-28
300		SF 50	901 DTA Address Change			X			Pg 3-28
301		SF 50	903 DTA FEGLI Rate Change			X			Pg 3-28
302		SF 50	910 DTA Change in Title		X				
303		SF 50	917 DTA Annuitant Adjustment	X					Pg 3-28
304		SF 50	919 DTA PD Number Change		X				Pg 3-28
305		SF 50	925 DTA Withholding of WGI for WG		X				Pg 3-28
306		SF 50	930 DET Detail NTE		X				Pg 3-28
307		SF 50	931 DET Extension of Detail NTE		X				Pg 3-28
308		SF 50	932 DET Termination of Detail		X				Pg 3-28
309		SF 50	932 EDT Termination of Detail		X				Pg 3-28
310		SF 50	932 TDL Terminate Detail		X				Pg 3-28
311		SF 50	976 RET Preliminary Retirement		X				Pg 3-28
312		SF 50	995 DTA Chg in Non-SF-50 Data			X			Pg 3-28
313		SF 50	999 DTA TSP and FEHB updates			X			
314	X	SF 50	Cash Awards and Time off Awards		X			Dated on or BEFORE December 31, 1998	
315	X	SF 50	Cash Awards and Time off Awards	X				Dated on or AFTER January 1, 1999	
316	X	SF 50	Notification of Personnel Action (Government Wide)		X				Pg 3-27
317	X	SF 50	Recruitment and Relocation Bonus	X				Dated on or AFTER January 1, 1999	Pg 3-27
318		SF 50	SES Rank Awards		X				Pg 3-27
319	X	SF 50	EXCEPTIONS		X				Pg 3-27
320	X	SF 51	Request for Insurance		X			Replaced by the SF 2822	
321	X	SF 52	Request for Personnel Action		X		X	Signed Resignations/Retirements	
322	X	SF 52	Request for Personnel Action	X			X	Keep "Detail" SF 52's on the Left unless you have a corresponding SF 50.	
323	X	SF 53	Waiver of Life Insurance Coverage		X			Replaced by the SF 2817	
324	X	SF 54	Designation of Beneficiary OFEGLI		X			Replaced by the SF 2823	
325	X	SF 55	Notice of Conversion Privilege FEGLI Act		X			Replaced by the SF 2819	
326	X	SF 56	Agency Certification of Insurance Status - FEGLI		X			Replaced by the SF 2821	
327	X	SF 57	Job Application (obsolete)		X			initial and/or most recent: SEE SF 171	
328	X	SF 58	Supplemental Experience and Qualification Statement		X			initial and/or most recent: SEE SF 171	
329	X	SF 59	Request for Approval of Non-Competitive Action		X				Pg 3-9
330	X	SF 60	Job Application (obsolete)		X			initial and/or most recent: SEE SF 171	
331	X	SF 61	Appointment Affidavits (Oath)		X				Pg 3-9
332		SF 61A	Oath of Office, Affidavit, Declaration of Appointee		X				
333	X	SF 61B	Declaration of Appointee		X			Obsolete; Replaced with the OF 306	Pg 3-11
334		SF 66C	Merged Records Personnel Folder		X				
335	X	SF 67	FSEE Federal Employment Application		X			initial and/or most recent: SEE SF 171	
336		SF 7	Service Record Card			X		Obsolete	
337	X	SF 75	Request for Preliminary Employment Data		X		X		Pg 3-34
338		SF 8	Oath of Office, Affidavit, Declaration of Appointee		X			Replaced by the SF 61	
339	X	SF 813	Verification of Military Retiree's Service in Non-wartime campaigns or expeditions		X			Formerly OPM 813	Pg 3-11
340		SF 85	Questionnaire for Non-Sensitive Positions			X		If completed after 4/1/1990	Pg 3-26
341	X	SF 85	Questionnaire for Non-Sensitive Positions		X		X	If completed prior to 4/1/1990 which also has an annotation "Stamped EO 10450"	Pg 3-25
342		SF 85P	Questionnaire for Public Trust Positions			X			
343		SF 85PS	Supplemental Questionnaire for Selected Positions			X			
344		SF 86	Questionnaire for National Security Positions			X			Pg 3-26
345		SF 86A	Continuation Sheet for SF86, SF85 & SF85P			X			
346	X	SOL-1	Application for Position as Attorney			X			
347	X	TSP 1	Thrift Savings Plan Election Form TSP-1		X				Pg 3-24

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1	Copy	Form #	Department of Labor - PERSONNEL FORMS	Left	Right	Purge	Duplex (X)	NOTES	GPR PAGE
348	X	TSP 18	Validation of Retirement Information		X				
349	X	TSP 19	Transfer of Information between Agencies		X				
350	X	TSP 1C	Thrift Savings Plan Catch up Contribution Election		X				
351		TSP 20	Thrift Savings Plan Loan Application			X		This form should not be in OPF	
352		TSP 22	Loan Payment Allotment Form			X		This form should not be in OPF	
353		TSP 24	Loan Statement			X		This form should not be in OPF	
354		TSP 3	Designation of Beneficiary			X		If found, must be mailed to TSP	
355	X	TSP 42	Documentation of Review for TSP 3, Designation of Beneficiary		X				
356	X	TSP 967 AO	Notice that employee contributions cannot be made because of financial hardship in-service withdrawal has been issued TSP-967-AO		X				Pg 3-24
357		VA 20-8992	Compensable Service Connected Disability		X				
358		VA 5-3468	Training and Incentive Awards Record			X			
359		VA 5-4652	Request for Personnel Action		X			Signed resignation in lieu of SF 52	
360	X	VA 5-4682	Certification of Licensure, Registration or Bar Membership		X				
361		W4	Payroll			X			
362		W4 P	Payroll			X			
363		WF-5226	Pre-Appointment Certification Statement for Selective Service Registration		X			See Proof of Selective Service Registration - DG 30	
364			Alcohol and Drug Abuse			X		Do not File	Pg 3-32
365			Annuity Statement	X				In lieu of RI-20-53	
366			Appeals			X		Do not File	Pg 3-32
367	X		Approval of Retention in the SES	X					
368			Audit of Post Differential and Home Leave Benefits			X			
369			Awards Justifications			X		Should only be retained electronically	
370			BLS Confidentiality of BLS Records			X			
371			BLS Non-Disclosure Affidavit			X			
372			CC-mail and worksheets (relative to offers) or pay setting			X			
373			Certificate of Career Ladder			X			
374	Revisit		Certificate of Completion of Apprenticeship		X				
375			Certificate of Review of OPF			X			
376	Revisit		Certification for Foster Children		X				
377			Core Comp Pay Documents			X			
378			Court Orders (Health Insurance for Children) FEHB		X				
379			Court Orders (Life Insurance) FEGLI		X				
380			Decisions and Settlement Agreements			X		Do not File	Pg 3-33
381	Revisit		Deemed FERS		X				
382			Drug and Alcohol Memorandums/Random Testing (Condition of employment. Support corrective disciplinary actions.) Individual Notice of Random Drug Testing (Signed Acknowledgment)	X					
383			Drug Testing Records			X		Do not File	Pg 3-34
384			Emergency Information			X		See DL 65	
385			Employee Express Transcript of FEHB enrollments		X			SEE DG 62	
386			Employee Probationary or Trial Period Report	X				Filed on the LEFT, but MUST be purged if 30 days passed the completion of the probationary/trial period. See DL 1-200 and DL 1-201	
387			FCRA Release Form			X			
388	X		FEGLI - Incontestability Clause		X				
389			Garnishments			X		Do not File	Pg 3-35
390			Grievance			X		Do not File	Pg 3-36
391			Indebtedness to health benefits fund	X				Only until debt is paid. Once paid, the material must be removed	Pg 3-19
392			Information Regarding disclosure of employees SSN		X			Older document under PL93-579 Sec 7(b) SEE DG 01	
393			Interim Probationary Report			X		Computer Printout	
394			Investigative Report			X			
395			Investigative Scheduled Notice	X					Pg 3-26
396			LEO Request for Exemption to Mandatory Retirement		X			DOL specific letter	

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397			Letter for Pre-Employment or Pre-Appointment			X			
398			Letter from the Division of Unemployment			X			
399			Letter of Temporary Promotion	X				MUST be purged once there is a change to a lower grade or promotion has been made permanent	
400			Letter requesting someone be hired at certain grade			X			
401			Letters of Appreciation			X			
402			Letters of Commendation			X			
403			Letters of Reprimand	X				MUST be purged per the date specified in the letter and returned to the employee relations	
404			Letters/Certificates of Awards under Federal Agency Programs			X			
405			Medical Disability/Records			X		Do not File	Pg 3-35
406			Memoranda that have no bearing on record			X			
407			Memorandum approving Waiver of Qualifications	X					
408			Microfiche/Microform Copies		X			This will be addressed in the Business Rules: CALL PROGRAM OFFICE	
409			Military Orders		X			ONLY for verification of creditable service	
410	DOL Only		Note to Recent Law School Graduates	X					
411			Notice employee elected to retain coverage under a Nonappropriated Fund Retirement Plan		X			SEE RI 38-134	Pg 3-21
412			Official statement from the Department of Veterans Affairs or a branch of the Armed Forces documenting a service connected disability		X			SEE DG 40	Pg 3-15
413			OIG/DOL Code of Conduct			X		To be kept in a separate file	
414			OPF Data Verification Sheet			X		Listing of items transferred to PERMIS in 1984	
415			Payroll, Leave, Financial Records			X		These records include: Employee's tax withholding forms, Leave requests, Statements of financial withholdings, Earning & Leave Statements, Time and Attendance records	Pg 3-36
416			Performance-related records pertaining to all others (non-SES)			X			
417			PERMIS Coding Sheets			X		AND OTHER COMPUTER PRINT OUT COMPUTER SHEETS	
418			Photographs and Identification			X			
419			Physician's statement		X			SEE DG 40	Pg 3-16
420			Position Designation Record			X			
421			Post-its (Yellow Stickers)			X			
422			Pre-App't Certification Statement for Selective Service Regis.		X			See OPM1583 & DG-30	
423			Privacy Act Disclosure Record		X			SEE DG 01	
424			Questionnaire for retired military applicants	X				Used to obtain potential creditable service	
425			Recruitment and Relocation Agreements			X			
426	X		Regional Privacy Act Disclosure Record		X			SEE DG 01	
427	X		Request for Deposit and/or Redeposit information	X				OPM verification of retirement funds: See Types and Status of Retirement Deductions	
428			Request for Information Under Privacy Act		X			SEE DG 01	
429			Request for Verification of Employment (Fannie Mae Form 1005)		X			SEE DG 01	
430			RIF Checklist			X			
431			Route Slip that has no bearing on record			X			
432	X		Salary Rates Conversion Sheet		X			SEE DG 31	
433			SCEP Agreement (Student Career Employment Program)		X				
434	Dol Only		Secretary's Policy on Sexual Harrassment (DOL Sexual Harrassment/Misconduct Policy)	X					
435			Security Clearance Request Form			X			

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436			Social Security Card			X			
437			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		X				Pg 3-13
438			Statement from OPM verifying deposit/redeposit has been paid		X			See RI 36-18	
439			Superior Qualifications Appointment		X			This is the signed approval letter	
440			Supplemental documents with SF-171s and Resumes			X		DO NOT RETAIN: Letters of Recommendation, References, Performance Evaluations, and KSA's.	
441			Test Materials (Answer Sheets)			X			
442	X		Thrift Savings Plan ONE PERCENT GOVERNMENT BASIC CONTRIBUTION WORKSHEET		X		X	Strictly for government contributions to TSP from 1984 through 1986	
443			Training Records and Certificates			X			
444	X		Transfer of Life Insurance Assignment		X			Should be placed on top of beneficiary form RI 76-10	
445			Verification of Employment		X			SEE DG 01	Pg 3-34
446			Veteran's Readjustment Appointment Plan		X				
447			Voluntary Agreement to Change to Lower Grade	X					
448			Waiver Request Form			X			
449	X		Work Schedule	X				Used for BLS Part-Time Data Collectors	
450									
451									