

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources

District Personnel Manual Issuance System

This instruction should be filed behind the divider for Part III of DPM Chapter (s) 8, 9, 36, & 38
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DPM Instruction No. 8-61, 9-31, 36-8, & 38-18

SUBJECT: Merit Staffing Case File (MSCF) and
MSCF Checklist; Disposition of MSCF

Date: September 19, 2008

The purpose of this District Personnel Manual (DPM) is to provide basic information to subordinate agencies delegated selection and recruitment personnel authority via Mayor's Order 2008-81, dated June 5, 2008, on the proper maintenance and disposition of *Merit Staffing Case Files*; and on *D.C. Standard Form (DCSF) 1249 – Merit Staffing Case File Checklist*.

Merit Staffing Case File

The *Merit Staffing Case File (MSCF)* consists of all documents used in the evaluation and selection of applicants under competitive recruitment procedures. A *MSCF* may include:

- Position description
- Vacancy announcement
- Job analysis documentation
- Ranking Plan (i.e., *Crediting Plan*, etc.)
- Information used to develop the ranking factors
- Record of actions taken under priority consideration referrals
- Rating and ranking materials or notes
- Selection certificate
- Employment applications
- Copy of personnel action (Form 50) of selectee(s)
- Post card notification to applicants
- Any other written materials pertaining to the recruitment/selection action

DCSF 1249 – Merit Staffing Case File Checklist

DCSF 1249 is to be completed every time a *MSCF* is “completed” or “closed” (i.e., upon selection, cancellation of the vacancy announcement, etc.).

STEPS for Completion of DCSF 1249

1. **REVIEW** the items on the *MSCF Checklist* when closing out a vacancy (job requisition) or when a job requisition has been cancelled, and:

Note: DPM instructions that are strictly procedural in nature have direct applicability only to agencies under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3]

Inquiries: Policy and Planning Administration, DCHR (202) 442-9700

Distribution: Heads of Department and Agencies, HR Advisors

Retain Until Superseded

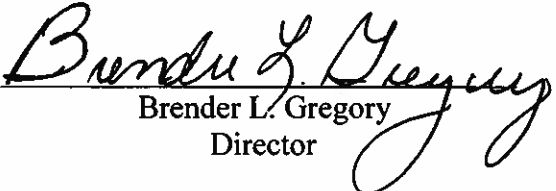
- Place a check mark (✓) in the column marked “*In MSCF File*” for each item/document if the document is included in the MSCF; and
 - Place a check mark (✓) in the column marked “*Not in MSCF*” for each missing item/document.
2. **COMPLETE** the reverse side of *DCSF-1249* to explain the reason(s) any of the items are missing. A separate explanation should be given for each missing item.
 3. **SIGN and DATE** the form to **certify** that the required documentation pertaining to the *MSCF* has been checked and filed.

Authorized DISPOSITION of Merit Staffing Case Files

In accordance with *General Schedule 1 – Personnel Records*,¹ the authorized disposition for *MSCFs* is two (2) years. That is, a *MSCF* is to be destroyed two (2) years following the date of selection or cancellation.

Maintaining and Disposing of Merit Staffing Case Files Subject to Investigations, Grievances, Settlement Agreements, Etc.

Notwithstanding the disposition provisions for *MSCFs* specified above, a *MSCF* should not be destroyed while there is an active investigation, grievance, settlement agreement, etc., which pertains to the particular *MSCF*.


Brender L. Gregory
Director

Attachment:

- *DCSF 1249 – Merit Staffing Case File Checklist* (Rev. 9/08)

¹ *General Records Schedules* are issued by the Office of the Secretary of the District of Columbia, Office of Public records, to provide disposition standards for records common to several or all District government agencies. They include records relating to personnel, fiscal functions, accounting, procurement, etc. The *General Records Schedules* consist of twenty-four (24) separate schedules.

General Records Schedule 1 – Personnel Records, establishes the disposition standards for Official Personnel Folders (OPFs) and any other records that relate to the employment, supervision, and management of District government employees.

**D.C. Department of Human Resources
MERIT STAFFING CASE FILE (MSCF) CHECKLIST**

Reference (Vacancy) Number _____

ITEMS	IN MSCF	NOT IN MSCF*
1. COPY OF THE PERSONNEL ACTION REQUEST (PAR)/JOB REQUISITION		
2. POSITION DESCRIPTION		
3. JOB ANALYSIS DOCUMENTATION		
4. INFORMATION USED TO DEVELOP THE RANKING FACTORS		
5. RANKING/CREDITING PLAN OR CITATION (e.g., QUALIFICATION STANDARDS)		
6. RECORD OF ACTION TAKEN UNDER PRIORITY CONSIDERATION PROGRAMS		
7. REASONS FOR SPECIAL AREA OF CONSIDERATION		
8. VACANCY ANNOUNCEMENT OR CANCELLATION OF ANNOUNCEMENT, IF APPROPRIATE		
9. DC 2000 EMPLOYMENT APPLICATION AND OTHER APPLICATION MATERIAL RECEIVED FROM EACH APPLICANT, AS APPROPRIATE (EVEN IF ANNOUNCEMENT WAS CANCELLED)		
10. STATUS OF EMPLOYMENT APPLICATION POSTAL CARD		
11. RATING MATERIAL FOR EACH APPLICANT		
12. COPY OF ALL DCSF-62'S, RANKING PANEL MEMBER (RPM) PROFILE AND PLEDGE OF CONFIDENTIALITY		
13. NOTES PRODUCED DURING RANKING PANEL CONSIDERATIONS		
14. EVALUATION RECORDS OR NOTES MADE DURING OR AFTER THE INTERVIEW PROCESS, IF USED AS PART OF THE RANKING/CREDITING PLAN PROCESS		
15. ORIGINAL SELECTION CERTIFICATE (OP-325) WHICH INDICATES THE SELECTION OR OTHER FINAL ACTION ON THE CASE		
16. COPY OF THE DCSF 50 FOR THE SELECTEE(S)		
17. ALL OTHER WRITTEN MATERIAL RELATED TO THE CASE, SUCH AS REASON FOR REQUESTING ADDITIONAL CERTIFICATION		

I certify by my signature that all the required documentation concerning this Merit Case File has been properly executed and filed.

Signature of HR Representative

Date

Signature of Reviewing Officer

Date

*If this column is checked, use the reverse side to explain the reasons for the missing material.
(Over)

