COURSE SYLLABUS

The Guide to Federal Personnel Recordkeeping Course

This one-day course teaches federal HR specialists how to establish, maintain, transfer, and safeguard Official Personnel Folders (OPF) and Employee Medical Folders (EMF) in accordance with OPM's Guide to Personnel Recordkeeping, including Update 14.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/the-guide-to-personnel-recordkeeping-course



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Course Outline

Module 1: Personnel Recordkeeping Foundations

- Explain the regulatory framework for federal personnel records under 5 CFR Part 293, the Privacy Act, and NARA requirements
- Define what constitutes a personnel record and how records are created
- Apply the 65-year retention rule for official personnel records
- Distinguish between OPF long-term and temporary document categories

Module 2: EMF Essentials

- Describe the purpose and structure of the Employee Medical Folder (SF 66-D) and the OPM/GOVT-10 system of records
- Classify EMF records as long-term (29 CFR 1910.1020) or short-term under Update 14 guidance
- Apply the 30-year retention requirement for occupational exposure and medical records
- Distinguish between EMF and OPF filing requirements

Module 3: Filing Documents

- Apply general filing procedures for the Official Personnel Folder
- File documents correctly across OPF Sections 3-A through 3-I
- Identify Update 14 changes to Sections 3-B, 3-C, 3-F, 3-G, and 3-I
- Distinguish between workers' compensation claim records and medical records for filing purposes

Module 4: Transferring Records and Responding to Requests

- Execute the four-step process for transferring personnel records between agencies
- Apply Update 14 EMF transfer rules, including routing long-term records to NPRC and retaining short-term records at the agency
- Disable eOPF access upon employee transfer as required
- Respond accurately to employee, government, and FOIA requests under the Privacy Act

Module 5: Update 14 Deep Dive and Practical Application

- Summarize the complete set of changes introduced by Update 14
- Apply procedures for reconstructing personnel folders
- Manage jointly-owned folders under Chapter 5 guidance
- Identify and correct the ten most common recordkeeping errors