



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

May 1, 2024

MEMORANDUM FOR CHIEF HUMAN CAPITAL OFFICERS

FROM: John W. Gill
Executive Director
Office of Human Capital Data Management and Modernization

SUBJECT: Revision to OG 007 – Electronic Official Personnel Folder (eOPF),
“Validating Digitization and Disposition of Source Records”

The purpose of this memorandum is to advise the Chief Human Capital Officers Council of the revisions to Operational Guidance OG 007– Electronic Official Personnel Folder (eOPF) as it pertains to the Validating Digitization and Disposition of Source Records. A copy of the revised OG 007 is provided with this memo for your awareness. OG 007 will be released to the OPM eOPF user community before the end of FY24 Q3.

OPM eOPF Program Management Office (OPM eOPF PMO) worked with the National Archives and Records Administration (NARA) to revise OG 007 which provides the guidance and references necessary for agencies to develop their own digitization validation and disposition of source records process. Key changes in the revised OG 007 are:

1. Agency stakeholders should consult with their own Records Officer and General Counsel to develop their agency’s Official Personnel Folder (OPF) digitization validation process.
2. Agency stakeholders should refer requests for additional information regarding digitization validation to their NARA representative.
3. Agencies may dispose of the original source analog/paper record(s) after validating digitization.
4. Agencies may not dispose of original source analog/paper record(s) for periods of employment that are not under OPM recordkeeping authority. Analog/paper records for periods of employment belonging to employment systems outside of OPM recordkeeping authority must be returned to the original owner.

Should you have any questions please contact, Kena Coleman, Director, eOPF Program Management Office, kena.coleman@opm.gov, 202-763-8331.

cc: Deputy Chief Human Capital Officers