



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Tuesday, March 10, 2015

MEMORANDUM FOR: Chief Human Capital Officers

FROM: Kimberly A. Holden Deputy Associate Director, Recruitment & Hiring

Subject: Final Position Classification Flysheet and Qualification Standard for
Records and Information Management Series, 0308

The U.S. Office of Personnel Management (OPM) is releasing for implementation the final Position Classification Flysheet for the Records and Information Management Series, 0308. On November 28, 2011, President Obama signed the Presidential Memorandum – Managing Government Records. The memorandum is attached. On August 24, 2012, the Director of the Office of Management and Budget and the Archivist of the United States - National Archives and Records Administration signed the Managing Government Records Directive (M-12-18) to satisfy the requirements of the Presidential Memorandum. Part II, Section B3, required OPM to establish a formal records management occupational series, consistently defining records management activities throughout the Federal Government. This is a part of the effort to reform records management roles, responsibilities, and skill sets. Over the years, the distinction between records management support work and specialist work has become more clearly defined and involves administrative functions, which is covered within this flysheet.

Establishment of this new series brings into focus the records and information management workforce using one occupational series to provide consistency in describing, classifying, and recruiting for records and information management specialists across the Federal Government. The new flysheet provides the series definition, titling and grading instructions.

This series includes positions which supervise, lead, or perform records and information management work which includes planning, controlling, directing, organizing, training, promoting, and other activities involved with respect to records creation, disposition, maintenance and use. Positions in the Records and Information Management Series, 0308, will be covered under the Group Coverage Qualification Standard for Administrative and Management Positions.

Agencies must apply this occupational series to covered positions within 12 months of the date of issuance.

If you have any follow-up questions or would like additional information, please contact Deon Fortune-Canada at (202) 606-2319 or Deon.Fortune-Canada@opm.gov.

Attachment 1: [Presidential Memorandum – Managing Government Records](#)

Attachment 2: Managing Government Records Directive

Attachment 3: [Position Classification Flysheet for Records and Information Management Series, 0308](#)