

RETENTION REGISTER INSPECTION CHECKLIST

(If DOS personnel are unable to provide information to any of the inquiries below, ask who could provide that information to include email/tel #.)

☐ Document name of any and all US Department of State (DOS) personnel with whom you interact during inspection of retention register.

☐ Document what office the above DOS personnel are assigned to.

☐ Ask if the retention register is a public record?

☐ What is the allotted timeframe to inspect the retention register?

☐ Who established that timeframe?

☐ Is there is any possibility of error with regard to your standing on the retention register?

☐ Who created the retention register you are viewing?

☐ What office created the retention register you are viewing?

☐ When was the retention register you are viewing created?

☐ How was the retention register you are viewing put together?

☐ Who approved the retention register you are viewing and when?

☐ Once approved, where was the retention register you are viewing initially stored?

☐ Once approved, who was the custodian of the retention register?

☐ Since it was approved, how was the retention register preserved to ensure integrity of record?

☐ Inquire if the retention register you are viewing is for both competitive and excepted service.

☐ Is there more than one retention register?

☐ If affirmed, How many retention registers are there?

☐ Were all retention registers created at the same time?

☐ Did the same person create all retention registers?

☐ Did the same office create all retention registers?

☐ Did the same official approve all retention registers?

☐ When were they approved?

- ☐ Request hard and electronic copies of the retention register.
- ☐ Request to photograph the retention register.
- ☐ Inquire where the retention register you are viewing is being stored.
- ☐ Request POC for custodian of the retention register you are viewing.
- ☐ Inquire whether all retention registers are stored in same location and with same custodian.
- ☐ Document everything you can about the retention register. The 5Ws and How to the best of your ability to glean such information from what you are viewing.
- ☐ Inquire whether what you are viewing is the complete retention register.
- ☐ Inquire regarding what file format it is in.
- ☐ Inquire if you can call your legal representative/attorney or union while viewing the retention register.