

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
U.S. Office of Personnel Management

2. MAJOR SUBDIVISION
Office of Information Management

3. MINOR SUBDIVISION
Information Systems Plans and Policies Division

4. NAME OF PERSON WITH WHOM TO CONFER
Charles R. Cheseck

5. TEL EXT
632-7714

LEAVE BLANK

JOB NO

NCL-146-85-4

DATE RECEIVED

3-27-85

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

3/28/85
Date

Robert W. Hane
Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **A Request for immediate disposal.**

☒ **B Request for disposal after a specified period of time or request for permanent retention.**

C. DATE
3/26 /85

D. SIGNATURE OF AGENCY REPRESENTATIVE
William C. Duffy
William C. Duffy

E. TITLE
Chief, Information Systems Plans and Policies Division

7. ITEM NO

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR
JOB NO

10. ACTION TAKEN

1 Reduce the retention period for "Written test answer sheets" (EXR 15, AMS 44-3, Disposition of Records) from 1 year to six months. Increases in test volume have strained OPM's storage capacity to a point where additional storage space will be required at increased costs and loss of efficiency. Applicants are advised that they have 90 days in which to appeal their test score. Experience has shown there is little reference to the test material after that period. The actual test score is maintained on Examination Record Cards and maintained for 6 years (EXR1).

NCL-146-77-1/
EXR 15

1 item

Item No.	Title and Description of Records	Disposition
9.	DELETED (References sets of nationwide, regional, and local announcements).	
10.	DELETED (Copies of examination announcements).	
11.	Register of eligibles, GPM Form 5001C, or equivalent document that records eligibility of an individual for a Federal job.	a. Break records on individuals with terminated or expired eligibility annually. Transfer to FARG 1 year after break. Destroy 5 years after break. b. When entire register terminates, transfer to FARG 1 year after termination date. Destroy 5 years after termination date.
12.	Letters to applicants denying termination of eligibility (GPM Form 4806, or equivalent).	Break annually. Destroy 1 year after break.
13.	Notices received from eligibles indicating change in name, address, or eligibility.	Destroy immediately after posting (optionally may be filed with application.)
14.	Cancelled and ineligible applications including the application, supplemental forms, and attachments submitted with the application.	Applications are usually returned to the applicant with the notice of ineligibility. Destroy cancelled and ineligible applications not returned to applicants 90 days after date of action.
EXR 15.	Written test answer sheets for both eligibles and Ineligibles.	<i>File by date of processing. Destroy after retention of 6 months.</i>
16.	DELETED (Police and firemen promotion examination files).	
17.	Lost or Exposed Test Material Case Files showing the circumstances of the loss, nature of the recovery action and corrective action required.	Break closed files annually. Destroy 5 years after break.
18.	Correspondence incurred between GPM, Members of Congress, the White House, or the general public concerning examining and recruiting matters in which the record copy is not sent to Executive Files or filed with an applicant's application.	Break annually. Destroy 1 year after break.
19.	Latent activity reports.	Break annually. Destroy 1 year after break, except those with statistical significance may be kept 5 years.