

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
Washington, DC 20408

1. FROM (Agency or establishment)  
U.S. Office of Personnel Management

2. MAJOR SUBDIVISION  
Office of Information Resources Management

3. MINOR SUBDIVISION  
Plans and Policies Division

4. NAME OF PERSON WITH WHOM TO CONFER  
Leslie Crawford

5. TELEPHONE  
703-606-8565

1. BLANK (NARA use only)

JOB NUMBER *NI-478-95-3*

DATE RECEIVED *5-2-95*

## NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

*8/18/95*

ARCHIVIST OF THE UNITED STATES

*W. Carl*

## 6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached one page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of GAO Manual for Guidance of Federal Agencies,



is not required;



is attached; or



has been requested.

DATE

*12/1/94*

SIGNATURE OF AGENCY REPRESENTATIVE

*Leslie Crawford*

TITLE

Records Management Officer

7.  
ITEM  
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR  
SUPERSEDED  
JOB CITATION

10. ACTION  
TAKEN (NARA  
USE ONLY)

Amend the Executive Personnel portion of OPM Administrative Manual Supplement 44-3, Disposition of Records, to add a new item 9.

9. Electronic database files containing:

a. Information on present and former incumbents of executive positions, including demographic, appointment and assignment information (e.g., name, office address, date of birth, Social Security Number, sex, race and ethnic designation, positions held, pay rates, and types of appointments).

Destroy when no longer needed for administrative purposes.

b. Information on executive positions (e.g., title, pay plan, grade or level, appointing authority, and location).

Destroy when no longer needed for administrative purposes.

c. Information on actions requiring approval by OPM or other authority (e.g., Presidential rank award determinations, executive qualification approvals, approvals of noncareer and limited appointing authorities).

Destroy when no longer needed for administrative purposes.

NEW

*Copies sent to agency, NSX 8/31/95*

## REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

PAGE 2  
OF 37.  
ITEM  
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR  
SUPERSEDED  
JOB CITATION10. ACTION  
TAKEN (NARA  
USE ONLY)

d. Information on Federal  
agencies (e.g., name,  
executive position  
allocations, and  
organizational subelements).

Destroy when no  
longer needed for  
administrative  
purposes.

115-205

Two copies, including original, to be submitted  
to the National Archives and Records Administration.

STANDARD FORM 115-A (WP) (REV. 3-91)  
Prescribed by NARA  
36 CFR 1228