

REQUEST FOR RECORDS DISPOSAL AUTHORITY
 (See Instructions on reverse)

Heise *8 Dec 1981*

LEAVE BLANK	
JOB NO.	
NCI-310-82-1	
DATE RECEIVED December 8, 1981	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
1-15-82 Date	<i>[Signature]</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
 U. S. Department of Agriculture

2. MAJOR SUBDIVISION
 Science and Education

3. MINOR SUBDIVISION
 Administrative Services Division

4. NAME OF PERSON WITH WHOM TO CONFER
 June T. Green

5. TEL. EXT.
 436-8860

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 3 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 11/30/81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> June T. Green	E. TITLE Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><u>Examining and Recruiting Files for USDA Research Positions in the Life Sciences, GS-9-15.</u></p> <p>a. <u>Certificate and Examination Announcement Case Files.</u> Files include SF-39, Request for Referral of Eligibles; SEA Forms 677, & 677A, Certificate of Eligibles, and all papers upon which the certification was based, (e.g., detailed ranking factors used, list of eligibles screened for the vacancies, rating assigned, availability statements, and other documentation designated by the examiner for retention), and correspondence regarding the examination requirements, original drafts of examination, announcement, and job specifications.</p> <p>Special Examining Unit: Break files annually or after termination of related register, whichever is longer. Destroy 5 years thereafter, unless needed for litigation. Transfer to FARC 2 years after break.</p> <p>NOTE: The file copy of the Certificate is destroyed after verification with audited copy.</p>		

Mass data change sheet not required sc

*Closed Out: 2-4-82: K.T.J.
 Copy to Agency, All FRCs & NNF*

8 items

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>b. <u>Certification Request Control Index</u></p> <p>Special Break annually or after termination of Examining related register, whichever is longer. Unit: Destroy 5 years thereafter, unless needed for litigation. Transfer to FARC 2 years after break.</p> <p>c. <u>Applications, including supplemental forms, and attachments submitted with the application.</u></p> <p> (1) <u>Canceled or Unacceptable</u> <u>(incomplete, postmarked after closing date, etc.)</u> <u>Applications.</u></p> <p>Special Return to Applicant. Examining Unit:</p> <p> (2) <u>Accepted and Evaluated Applications.</u></p> <p>Special Destroy 90 days after audit. Examining (See note below) Unit:</p> <p>d. <u>Requests for Prior Approval of Personnel Actions</u> taken by S&E on matters such as promotions, transfers, reinstatements, change in status, etc., submitted on SF-59, Request for Approval of Noncompetitive Action; OPM 648, Recommendation for Conversion to Cover Appoint- ment Under Regulation 315-703-a, or equivalent form.</p> <p>Special Break annually. Destroy 1 year after Examining break. Unit:</p> <p>e. <u>Correspondence Files.</u> Files consist of correspondence between the examining unit and members of Congress, the White House, applicants, or the general public concerning applications, eligibles, certification and other examining and recruiting operations, including appeals.</p> <p>Special Break annually. Destroy 1 year after Examining break. (See note below) Unit:</p>		

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	<p>f. <u>Background Survey Questionnaire, OPM 1386</u>, which is completed voluntarily by applicants. These questionnaires, requesting racial and ethnic data, are filed by announcement number.</p> <p>Special Break annually. Destroy 5 years Examining thereafter, unless needed for litigation. Unit: Transfer to FARC when 2 years old. (See Note below)</p> <p>g. <u>Delegations of Authority</u>. Authorizations issued to Examiners by Office of Personnel Management and the USDA Office of Personnel.</p> <p>Special Destroy 5 years after authorization is Examining canceled. Unit:</p> <p>NOTE: Manual records containing racial, ethnic, or other personal data, should be destroyed by shredding or burning. Magnetic tape or discs should be erased.</p>		