

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)
Defense Logistics Agency

2 MAJOR SUBDIVISION
Staff Director, Administration

3 MINOR SUBDIVISION
Resources Management Division

4 NAME OF PERSON WITH WHOM TO CONFER
Ms. Anne Nicewicz

5 TEL EXT
274-6234

LEAVE BLANK
JOB NO NCL-361-81-11
DATE RECEIVED June 4, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
6-29-81 <i>Mark May</i> Date 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 4 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 22 May 81	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Preston B. Speed</i>	E TITLE Chief, Administrative Management Branch Resources Management Division
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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.	<u>Examination Accommodations (338.05)</u> Correspondence concerning accommodations for holding examinations. Cut off annually. Destroy 1 year after cutoff.		
2.	<u>Shipment of Materials (338.10)</u> Correspondence relating to the shipment of examination papers and test material. Cut off annually. Destroy 1 year after cutoff.		
3.	<u>Stock Control Records (338.15)</u> Stock control records of examination test material including running inventory of test material in stock. Destroy when test is superseded or obsolete.		
4.	<u>Application Record Cards (338.20)</u> OPM Form 5000A, or equivalent, Application Record Card. Cut off after examination. Destroy no later than 90 days after cutoff.		

19 items

*Closed Out 7-1-81: K.T.D.
Copy to All FRCs, NNM & Agency*

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF
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5.	<p><u>Examination Announcement Case Files (338.25)</u> Examination announcement case files; consisting of correspondence regarding the examination requirements, original drafts of examination and announcement issued (exclusive of correspondence, and other records concerning qualification, standards, job specifications and their development).</p> <p>Destroy 5 years after termination of related register.</p>		
6.	<p><u>Register of Eligibles (338.30)</u> Register of eligibles; OPM Form 5001-C, or equivalent document that records eligibility for an individual for Federal jobs.</p> <p>Cut off records on individuals with terminated eligibility annually. Destroy 6 years after cutoff.</p>		
7.	<p><u>Transfer of Eligibility - Denials (338.35)</u> Letters to applicants denying transfer of eligibility (OPM 4896, or equivalent).</p> <p>Cut off annually. Destroy 1 year after cutoff.</p>		
8.	<p><u>Cancelled and Ineligible Applications (338.40)</u> Cancelled and ineligible applications including the application, supplemental forms, and attachments submitted with the application.</p> <p>Return ineligible applications to the applicant with the notice of ineligibility. Destroy ineligible applications not returned and cancelled applications 1 year after date of action or when register is terminated, whichever is sooner.</p>		
9.	<p><u>Test Answer Sheets (338.45)</u> Written test answer sheets for both eligibles and ineligibles.</p> <p>Cut off annually. Destroy 1 year after cutoff.</p>		
10.	<p><u>Lost or Exposed Test Material (338.50)</u> Lost or exposed test material case files showing the circumstances of loss, nature of the recovery action and corrective action required.</p> <p>Cut off closed files annually. Destroy 5 years after cutoff.</p>		

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11.	<p><u>Inquiries - Congressional and General (338.55)</u> Correspondence incurred between examining office and Members of Congress, the White House, or the general public concerning applications, eligibles, certification and all other examining and recruiting operations.</p> <p>Cut off annually. Destroy 1 year after cutoff.</p>		
12.	<p><u>Eligible Applications (338.60)</u> Eligible applications.</p> <p>a. On active register.</p> <p>Destroy upon termination of the register (except applications that may be brought forward to new register, if any).</p> <p>b. On inactive register.</p> <p>Destroy 1-12 months after eligibles are placed on inactive register, depending on space availability and difficulty of replacing the application for restoration.</p>		
13.	<p><u>Job Interest Card (338.65)</u> Job Interest Card.</p> <p>Retain at least 3 months in active status depending upon availability and volume of candidates on file. Retain inactive cards at least 6 months for responding to appeals and as backup source.</p>		
14.	<p><u>Agency Requests for Prior Approval of Personnel Actions (338.70)</u> Request for prior approval of personnel actions taken by agencies on such matters as promotions, transfer, reinstatement, change in status, etc., submitted by SF 59, OPM 648, or equivalent forms.</p> <p>Cut off annually. Destroy 1 year after cutoff.</p>		
15.	<p><u>Certificates (338.75)</u> SF 39, SF 39A, and all papers upon which the certification was based; that is, detailed rating schedule, record of selective and quality ranking factors used, list of eligibles screened for the vacancies, rating assigned, availability statements, and other documentation material designated by the examiner for retention. (It is recommended that both the file copy and the audited report</p>		

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	copy of the certificate be kept in this file. Files should be arranged to permit reconstruction or validation of actions taken in the event of appeal or legal action.) Cut off annually. Destroy 5 years after cutoff.		
16.	<u>Certification Requests (338.80)</u> Certification request control index. Cut off annually. Destroy 1 year after cutoff.		
17.	<u>Displaced Employee Program (DEP) (338.85)</u> DEP application and registration sheet. Destroy upon expiration of employee's DEP eligibility.		
18.	<u>Displaced Employee Program Control Cards (338.90)</u> DEP control cards. Cut off annually. Destroy 2 years after cutoff.		