

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
(See Instructions on reverse)

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

1 FROM (AGENCY OR ESTABLISHMENT)  
**DEPARTMENT OF THE ARMY**

2 MAJOR SUBDIVISION  
**THE ADJUTANT GENERAL'S OFFICE**

3 MINOR SUBDIVISION  
**RECORDS MANAGEMENT DIVISION**

4 NAME OF PERSON WITH WHOM TO CONFER  
**Mr. Edward F. Lesko**

5 TEL EXT  
**325-6044**

LEAVE BLANK	
JOB NO	<b>NCI-AU-83-4</b>
DATE RECEIVED	<b>11/1/82</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>2/4/83</b> <i>Date</i>	<i>Robert M. May</i> <i>Archivist of the United States</i>

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 <b>8 Oct 83</b>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i>	E TITLE <b>Chief, Records Management Division</b>
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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>DELEGATED RECRUITMENT AND HIRING FILES. (SUBFUNCTIONAL CATEGORY 815 - AR 340-18-8) These files reflect the administration of agreements with OPM which delegate the recruitment and hiring of civilians to Army CPOs. Such agreements are negotiated in accordance with the Civil Service Reform Act of 1978.</p> <p><u>ANNOUNCEMENT, NOTIFICATION, AND PUBLICITY FILES.</u> (FN 815-01, AR 340-18-8) <u>DESCRIPTION:</u> Announcement, notification, and publicity files. Included are: a. Position announcement. b. Public notices of opportunity to compete. c. Notices of scheduled examination. d. Material reflecting all efforts made to reach the best sources of quality candidates.</p> <p><u>DISPOSITION:</u> Destroy 5 years after termination of related register.</p>		
2.	<p><u>ELIGIBLES' CERTIFICATION FILES.</u> (FN 815-02, AR 340-18-8) <u>DESCRIPTION:</u> Eligibles' certification files. Certificates of eligibility (SF39) and all papers upon which certification is based.</p> <p><u>DISPOSITION:</u> Destroy after 5 years.</p>		<i>8/1/83</i>

*# 83-1 Copy to agency 2-8-83; 88-*

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
3.	<p><u>RECRUITMENT AND HIRING MAIL AND CORRESPONDENCE FILES.</u> (FN 815-03, AR 340-18-8)</p> <p><u>DESCRIPTION:</u> Recruitment and hiring mail and correspondence files. Communications resulting from normal operations in an examining office. Included are--</p> <ul style="list-style-type: none"><li>a. Notifications of ineligibility.</li><li>b. Letters denying transfer of eligibility.</li><li>c. Correspondence concerning accomodations for holding examinations.</li><li>d. Correspondence relating to the shipment of examination papers and test material.</li></ul> <p><u>DISPOSITION:</u> Destroy after 1 year, except notifications of ineligibility may be returned to the applicant.</p>		
4.	<p><u>OPM REPORTING FILES.</u> (FN 815-04, AR 340-18-8):</p> <p><u>DESCRIPTION:</u> OPM reporting files. Documents used to satisfy OPM's reporting requirements. Included are--</p> <ul style="list-style-type: none"><li>a. Copies of quarterly, annual, or special reports.</li><li>b. Background material used to prepare reports.</li></ul> <p><u>DISPOSITION:</u> Destroy when superseded by a comparable report or when reporting requirement is rescinded.</p>		
5.	<p><u>APPLICATION RECORD CARD FILES.</u> (FN 815-05, AR 340-18-8):</p> <p><u>DESCRIPTION:</u> Application record card files. OPM Form 5000A, or equivalent.</p> <p><u>DISPOSITION:</u> Destroy 90 days after the examination.</p>		
6.	<p><u>EXAMINATION ANSWER SHEET FILES.</u> (FN 815-06, AR 340-18-8):</p> <p><u>DESCRIPTION:</u> Examination answer sheet files. Written test answer sheets for both eligibles and ineligibles.</p> <p><u>DISPOSITION:</u> Destroy after 1 year.</p> <p><u>CONTINUED</u></p>		

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
7.	<p><u>LOST OR EXPOSED TEST MATERIAL CASE FILES.</u> (FN 815-07, AR 340-18-8) <u>DESCRIPTION:</u> Lost or exposed test material case files. Documents describing the circumstances surrounding the loss or unauthorized exposure of examination material. Included are--</p> <ul style="list-style-type: none"><li>a. Specifics about the nature, extent, and cause of loss.</li><li>b. Investigative reports.</li><li>c. Corrective action required.</li></ul> <p><u>DISPOSITION:</u> Destroy 5 years after case is closed.</p>		
8.	<p><u>DISPLACED EMPLOYEE PROGRAM (DEP) FILES.</u> (FN 815-08, AR 340-18-8) <u>DESCRIPTION:</u> Displaced employee program (DEP) files. Documents and rosters reflecting application and registration of individuals eligible to participate in the DEP.</p> <p><u>DISPOSITION:</u> Destroy 3 months after employee's DEP eligibility expires.</p>		
<p><u>BACKGROUND:</u></p> <p>The Office of Personnel Management (OPM) has delegated authority to various Army installations to recruit and hire civilian employees. See inclosure 1 for a "Delegation Agreement" from OPM to Fort Benning, GA. The installation Civilian Personnel Office (CPO) is usually the point of contact with OPM. The delegation agreements include recordkeeping requirements, usually based on retention periods in OPM's record schedules. OPM Operation Letter 331-162 is provided at inclosure 2 for a "Model Delegation Agreement." The Army CPO's must comply with the laws, regulations, and FPM instructions pertaining to recruiting, examining, and certification of civilian employees as provided by OPM. We therefore desire to establish this separate subfunctional files category for standard Army-wide "Delegated Recruitment and Hiring Files."</p>			

**APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST**

JOB NUMBER  
NCL-AU-83-4

**SECTION I - ACTION TAKEN**

1 **APPROVED FOR DISPOSAL.** The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention by the Federal Government

GENERAL ACCOUNTING OFFICE CONCURRENCE  IS NOT NECESSARY  IS NECESSARY AND HAS BEEN OBTAINED

2 **APPROVED FOR PERMANENT RETENTION.** The records described under the following item or items have been appraised by the National Archives and Records Service (NARS) and are designated for permanent retention by the Federal Government. The agency will offer these records to NARS as specified in the schedule.

3. **DISPOSITION NOT APPROVED.** The records described under the following item or items are not approved for disposition. See Section III of this form for explanation.

4. **WITHDRAWN.** The records described under the following item or items have been withdrawn at the request of the agency

**SECTION II - RECOMMENDATION/CONCURRENCES**

	TITLE	SIGNATURE	DATE
APPRAISAL	APPRAISER	<i>Gene Norison</i>	1-11-83
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Raymond A. Morley</i>	1/11/83
CONCURRENCES	NNM	<i>Harry [Signature]</i>	2/1/83

**SECTION III - APPRAISER'S COMMENTS**

Records are housekeeping files accumulated in connection with the recruitment and hiring of civilian employees by the Army.