

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

10/Mar 92 1982

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

1. FROM (AGENCY OR ESTABLISHMENT)
Department of the Interior

2. MAJOR SUBDIVISION
Office of the Secretary RG-48

3. MINOR SUBDIVISION
Office of Administrative Services

4. NAME OF PERSON WITH WHOM TO CONFER

Richard Willis

5. TEL EXT.

343-5435

LEAVE BLANK	
JOB NO	
NCI-48-82-3	
DATE RECEIVED	
March 12, 1982	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
4-8-82 Date	<i>[Signature]</i> 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 _____ 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
3/9/82	<i>Richard Willis</i>	Paperwork Management Officer

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	Documents relating to examinations and recruitment programs under OPM's Delegation of Authority Agreement with the Office of the Secretary.		
1.	Correspondence concerning accommodations for holding examinations. Break annually. Destroy 1 year after break.		
2.	Correspondence relating to the shipment of examination papers and test material. Break annually. Destroy 1 year after break.		
3.	Stock control records of examination test material including running inventory of test material in stock. Destroy when test is superseded or obsolete.		
4.	OPM Form 5000A, or equivalent, Application Record Card. Break after examination. Destroy no later than 90 days after break.		

19 items

*to agency, 11/20/82, cc - 4/13/82
Closed, Out: 4-26-82
Mass Data Change Sheet Not Required*

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
✓ 5.	<p>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>Register of eligibles; OPM Form 5001-C, or equivalent document that records eligibility for an individual for Federal jobs.</p> <p>Break records on individuals with terminated eligibility annually. Transfer to FARC 1 year after break. Destroy 6 years after break.</p>		
✓ 7.	<p>Letters to applicants denying transfer of eligibility (OPM Form 4896, or equivalent).</p> <p>Break annually. Destroy 1 year after break.</p>		
✓ 8.	<p>Cancelled and ineligible applications including the application, supplemental forms, and attachments submitted with the application.</p> <p>Ineligible applications are usually returned 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>Written test answer sheets for both eligibles and ineligibles.</p> <p>Break annually. Destroy 1 year after break.</p>		
✓ 10.	<p>Lost or Exposed Test Material Case Files showing the circumstances of loss, nature of the recovery action and corrective action required.</p> <p>Break closed files annually. Destroy 5 years after break.</p>		

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✓ 11.	<p>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>Break annually. Destroy 1 year after break.</p>		
/ 12.	<p>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> <p>c. Processed under case examining procedures.</p> <p>Destroy or return to applicant 90 days after selection is made or other final action is taken on the certificate.</p>		
✓ 13.	<p>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>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>Break annually. Destroy 1 year after break.</p>		

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15.	<p>Certificate Files: Contains 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 copy of the certificate be kept in this file. However they are kept, files should be arranged to permit reconstruction or validation of actions taken in the event of appeal or legal action.</p> <p>Break annually. Destroy 5 years after break. (Files may be transferred to FARC 2 years after break).</p>		
16.	<p>Certification request control index.</p> <p>Break annually. Destroy 1 year after break.</p>		
17.	<p>Displaced Employee Program (DEP) application and registration sheet.</p> <p>Destroy upon expiration of employee's DEP eligibility.</p>		
18.	<p>DEP control cards, if maintained.</p> <p>Break annually. Destroy 2 years after break.</p>		