

28 May 82

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCL-49-82-2	
DATE RECEIVED May 28, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
6-24-82 Date	<i>Edward Leblond</i> Acting Archivist of the United States

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

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

2. MAJOR SUBDIVISION
Bureau of Land Management (871)

3. MINOR SUBDIVISION
Division of Information Systems

4. NAME OF PERSON WITH WHOM TO CONFER
Jesse Felix

5. TEL EXT
653-8853

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	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Linda C. Gibbs</i>	E. TITLE Chief, Branch of Records Management
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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.	Documents relating to examinations and recruitment programs under OPM's Delegation of Authority Agreement with the Office of the Secretary. Correspondence concerning accommodations for holding examinations. Break annually. Destroy 1 year after break.	NCL 49-82-2	
2.	Correspondence relating to the shipment of examination papers and test material. Break annually. Destroy 1 year after break.	n	
3.	Stock control records of examination test material including running inventory of test material in stock. Destroy when test is superseded or obsolete.	n	
4.	OPM Form 5000A, or equivalent, Application Record Card. Break after examination. Destroy no later than 90 days after break.	n	

115-107

to agency, 6/28/82
WNRC + NNF 6/28/82

Closed Out: 6-29-82: K.L.D.
No More Data Change Sheet
Revised

19 item

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS -- Continuation Sheet

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>Destory 5 years after termination of related register.</p>	NCT 49-82-3	
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>	✓	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS -- Continuation Sheet

Item No.	8. Description of Item (With Inclusive Dates or Retention Periods)	9. Sample or Job No.	10. Action Taken
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>	NCT-49-82-3	
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, transfers, reinstatement, change in status, etc., submitted by SF-59, OPM 648, or equivalent forms.</p> <p>Break annually. Destroy 1 year after break.</p>	/	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS -- Continuation Sheet

Item No.	8. Description of Item (With Inclusive Dates or Retention Periods)	9. Sample or Job No.	10. Action Taken
15.	Certification request control index. Break annually. Destroy 1 year after break.	NCI 49-82-3	
16.	Displaced Employee Program (DEP) application and register sheet. Destroy upon expiration of employee's DEP eligibility.	✓	
17.	DEP control cards, if maintained. Break annually. Destroy 2 years after break.	✓	