Schedule Number: NC1-101-85-01

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Explanation / Description:
NC1-101-85-01 was superseded by GRS 2.8.

Date Reported: 02/24/2020
### REQUEST FOR RECORDS DISPOSITION AUTHORITY

**TO**
General Services Administration, National Archives and Records Service, Washington, DC 20408

**1. FROM (AGENCY OR ESTABLISHMENT)**
Office of the Comptroller of the Currency

**2. MAJOR SUBDIVISION**
Office of Management Resources

**3. MINOR SUBDIVISION**
Administrative Services Division

**4. NAME OF PERSON WITH WHOM TO CONFER**
Marjorie Gustafson

**5. TEL. EXT**
447-1860

**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 1 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**
2/19/85

**D. SIGNATURE OF AGENCY REPRESENTATIVE**
Marjorie M. Gustafson

**E. TITLE**
Associate Director
Information Resources Management

**7. ITEM NO**

<table>
<thead>
<tr>
<th>Item No (With Inclusive Dates or Retention Periods)</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Subschedule B, No. 4 (p. 27)</td>
<td>Conflict of Interest Case Files: Disposition. NCl-101-83-1</td>
</tr>
<tr>
<td>Item as now appears:</td>
<td>Destroy two years after separation of employee or two years after employee leaves the position for which the statement is required.</td>
</tr>
</tbody>
</table>

**a. Substitute language requested for approval**

Statements of current employees may be destroyed after five years. Statements of separated employees may be destroyed after one year from the effective date of separation. Statements of separated employees.

**b. Disposition:** Destroy one year from the effective date of separation.

**Note:** The language requested for approval represents official agency policy established in 1983. The previous language was in error.

**STANDARD FORM 115**
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
4. Conflict of Interest Case Files.

Statements of employment and financial interests and related records.

Disposition:

Destroy two years after separation of employee or two years after employee leaves the position for which the statement is required.