

**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)  
**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**

LEAVE BLANK	
JOB NO	<b>NCL-101-85-1</b>
DATE RECEIVED	<b>3-4-85</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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>3-8-85</b> <i>Date</i>	<i>Patrick Mar</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 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
2/19/85	<i>Marjorie M. Gustafson</i>	Associate Director Information Resources Management

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
Subschedule B, No. 4 (p. 27)	<p>Conflict of Interest Case Files: Disposition.</p> <p>Item as now appears: Destroy two years after separation of employee or two years after employee leaves the position for which the statement is required.</p> <p><del>Substitute language requested for approval:</del></p> <p>a. <del>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.</del></p> <p>b. <del>Statements of separated employees.</del></p> <p>Disposition: Destroy one year from the effective date of separation</p> <p>Note: The language requested for approval represents official agency policy established in 1983. The previous language was in error.</p>	NCL-101-83-1	

*Disposition as per COM. w/ Marjorie Gustafson 3/5/85 RM-2000*

115-107 Agency copy sent 3/14/85 - DMH

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.