

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-15-97-2</i>	DATE RECEIVED <i>12-10-96</i>
1. FROM (Agency or establishment) Department of Veterans Affairs		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Office of Human Resources Management			
3. MINOR SUBDIVISION Central Office			
4. NAME OF PERSON WITH WHOM TO CONFER Pamela McBride	5. TELEPHONE 202-273-5005	DATE <i>4-28-97</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE <i>DEC - 5 1996</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Donald L. Neilson</i> Donald L. Neilson	TITLE Department of Veterans Affairs Records Officer (045A4)
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Political Appointee Files. Files consist of records resulting from liaison with the White House to evaluate the suitability of individuals for non-career positions. The files include correspondence, applications for employment (SF-171s), resumes, White House candidate information forms, and other documentation relating to the selection and appointment of political appointees. These records consist of the following types of files:</p> <p>1. Appointee Files</p> <p>Disposition: Destroy at the end of the Presidential administration during which the individual is hired, but no later than January 15th of the inauguration year, except for any original material appropriate for filing in the Official Personnel Folders (OPFs). Original material appropriate for filing in the OPFs will be delivered to the Headquarters and Executive Resources Team for consideration and inclusion in the OPFs.</p> <p>2. Non-appointee Files</p> <p>Disposition: Close file upon termination of consideration. Destroy 1 year after file is closed but not later than the end of the Presidential administration during which the individual is considered.</p>		