

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO <i>NI-GRS-86-4</i>	DATE RECEIVED <i>9-16-86</i>
1 FROM (Agency or establishment) U.S. Office of Personnel Management		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Information Management		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Reports and Forms Management Branch			
4 NAME OF PERSON WITH WHOM TO CONFER Charles R. Chesek	5 TELEPHONE EXT 632-7720	DATE 7-14-87	ARCHIVIST OF THE UNITED STATES <i>Frank S. Burke</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 2 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence is attached, or is unnecessary

B DATE <i>5/14/87</i>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>William C. Duffy</i> William C. Duffy	D TITLE Chief, Information Systems Plans and Policies Division
7 ITEM NO 1	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) Amend General Records Schedule 1 (Civilian Personnel Records) item 21 (Individual Health Case Files as follows: Item 21. <u>Employee Medical Folder (EMF)</u> a. Long-term medical records as defined in the Federal Personnel Manual (FPM), chapter 293. (1) Transferred employees See FPM for instructions relating to the disposition of EMFs of employees transferring to another agency. (2) Separated employees Transfer Employee Medical Folder to the National Personnel Records Center (CPR), 111 Winnebago Street, St. Louis, Missouri 63118, 30 days after separation except in situations outlined in FPM Supplement 293-31 regarding the	9 GRS OR SUPERSEDED JOB CITATION
		10 ACTION TAKEN (NARS USE ONLY)

*copies to agency, NCF, NNF,
GRS file
7-16-87
TRT*

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO N1-GRS-86-4	PAGE 2 OF 2
7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>transfer of Official Personnel Folders. NPRC will destroy 75 years after birth date of employee, 60 years after date of the earliest document in the folder if the date of birth cannot be ascertained, or 30 years after latest separation, whichever is later.</p> <p>b. Temporary or short-term records as defined in the FPM</p> <p>Destroy 1 year after separation or transfer of employee. Do not transfer to FRC.</p> <p>c. Individual Employee Health Case Files created prior to establishment of the EMF system that have been retired to the FRC</p> <p>Destroy 60 years after retirement to FRC.</p> <p>2. Item 32. <u>Personal Injury Files</u></p> <p>Forms, reports, correspondence, and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made, EXCLUDING copies filed in the Employee Medical Folder and copies submitted to the Department of Labor.</p> <p>Cut off file on termination of compensation or when deadline for filing a claim has passed. Destroy 3 years after cutoff.</p> <p>OPM concurrence:</p> <p><i>C. [Signature]</i> 4/14/17 Name/title/date</p> <p>Office of Workforce Information concurrence:</p> <p><i>Philip A. D. Schneider</i> 4/6/07 Name/title/date Dr. Philip A. D. Schneider Assistant Director for Workforce Information Personnel Systems and Oversight Group</p>		