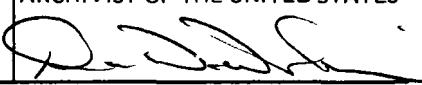



REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-GRS-88-4	DATE RECEIVED 2-19-88
1. FROM (Agency or establishment) National Archives and Records Administration		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Records Administration		In accordance with the provisions of 44 U.S.C. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Records Appraisal and Disposition Division			
4. NAME OF PERSON WITH WHOM TO CONFER Chris Beam	5. TELEPHONE EXT. 724-1490	DATE 4/25/88	ARCHIVIST OF THE UNITED STATES 

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; 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 2/19/88	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE Director, Records Appraisal and Disposition Division
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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 GRS OR SUPERSEDED JOB CITATION	10.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>
1.	<p>Change to General Records Schedule 1, Civilian Personnel Records, item 7b(1).</p> <p>Position Descriptions.</p> <p>Record copy of position descriptions which include information on title, series, grade, duties and responsibilities, and related documents.</p> <p>Destroy 2 years after position is abolished or description is superseded.</p> <p>[See attached copy of N1-AFU-88-2 and note from Charles Chesek for Office of Personnel Management concurrence.]</p>		

*Copies sent to agency
NCF, NARS file (copy)*

4/29/88