

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-GRS-90-1

TO: **GENERAL SERVICES ADMINISTRATION**
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED

10/10/89

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

National Archives and Records Administration

2. MAJOR SUBDIVISION

Office of Records Administration

3. MINOR SUBDIVISION

Records Appraisal and Disposition Division

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

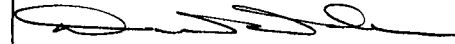
DATE

ARCHIVIST OF THE UNITED STATES

Richard Marcus

724-1483

10/16/89



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 X 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 10/06/89	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth F. Rossman</i>	D. TITLE Director, Records Appraisal and Disposition Division
---------------------	--	--

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1	Revision of General Records Schedule 1, Civilian Personnel Records, item 7, Position Classification Files d. Appeals Files. (1) Case files relating to classification appeals, excluding OPM classification certificate. Destroy 3 years after case is closed. (2) Certificates of classification issued by OPM. Destroy after affected position is abolished or superseded.		