

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

National Archives and Records Administration

2. MAJOR SUBDIVISION

Office of Records Administration

3. MINOR SUBDIVISION

Records Appraisal and Disposition Division

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

Larry Baume

(202) 219-0578

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-GRS-92-5

DATE RECEIVED

12-18-91

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

4/13/92

ARCHIVIST OF THE UNITED STATES

act
Claudine Lewis

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 _____ 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

1/2/92

SIGNATURE OF AGENCY REPRESENTATIVE

James J. [Signature]

TITLE Director

Records Appraisal + Disposition Division

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>For inclusion in General Records Schedule 1, as Item 37.</p> <p>Donated Leave Program Case Files.</p> <p>Case files documenting the receipt and donation of leave for medical emergencies, including recipient applications, agency approvals or denials, medical or physician certifications, leave donation records or OF 630-A, supervisor/timekeeper approvals, leave transfer records, payroll notification records, and leave program termination records.</p> <p>AUTHORIZED DISPOSITION</p> <p>Cutoff closed case files at the end of each fiscal year, and destroy one year later.</p> <p>BEGINNING IN JANUARY, 1994, DESTROY CLOSED CASES ONE YEAR AFTER THE END OF THE YEAR IN WHICH THE FILES ARE CLOSED.</p> <p><i>Copies sent to agency, NCF, GRS 4/15/92</i></p>		<p><i>3/6/92 OPM concurrence rec'd by telephone from Leslie Crawford. JBaume</i></p>