

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <b>NC1GRS 78 2</b>	
DATE RECEIVED <b>30 NOV 1977</b>	
NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>1-13-78</b> Date	<i>James B. Rhoads</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)  
**General Services Administration**

2. MAJOR SUBDIVISION  
**National Archives and Records Service**

3. MINOR SUBDIVISION  
**Office of Federal Records Centers**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Daniel J. Rooney**

5. TEL EXT  
**8-279-5722**

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.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE <b>1/28/78</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Thomas W. ...</i>	E. TITLE <b>NCD</b>
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
<b>1.</b>	<p>General Records Schedule 1, item 2, is hereby amended to provide a destruction date for part A.</p> <p><u>Service Record Cards.</u></p> <p>Service Record Card (Standard Form 7 or its equivalent).</p> <p><b>2a.</b> Cards for employees separated or transferred on or before December 31, 1947.</p> <p>Transfer to NPRC (CPR) St. Louis, Missouri. NPRC will destroy <del>within</del> 60 years <del>after</del> after the earliest personnel action date.</p> <p><del>Cards for employees separated or transferred on or after January 1, 1948.</del></p> <p><del>Destroy 3 years after separation or transfer of employee.</del></p>		

*Sent to agency, NPRC (CPR), - 1/16/78*

*1 item*

GENERAL RECORDS SCHEDULE 1

ITEM  
NO.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

(2) Separated employees.

Transfer folder to National Personnel Records Center (CPR) St. Louis, Missouri, 30 days after separation. NPRC will destroy 75 years after birth date of employee or 60 years after the date of the earliest document in the folder if the date of birth cannot be ascertained, provided the employee has been separated for at least 5 years.

2. Service Record Cards.

Service Record Card (Standard Form 7 or its equivalent).

a. Cards for employees separated or transferred on or before December 31, 1947.

Transfer to NPRC (CPR) St. Louis, Missouri.

b. Cards for employees separated or transferred on or after January 1, 1948.

Destroy 3 years after separation or transfer of employee.

3. Personnel Correspondence and Subject Files.

a. Files relating to the general administration and operation of personnel functions and including college programs, selective placement (handicapped, veterans, and ex-offenders) programs, special careers (Summer Aid, Inter-governmental Affairs Fellowship, Stay in School, etc.) programs, examinations, paid recruitment advertising, executive development program, merit promotion, employee safety program, and others not specifically described elsewhere in this schedule, excluding those at agency staff planning levels.

Destroy when 3 years old.