

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

May 14 1980

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

1. FROM (AGENCY OR ESTABLISHMENT)
National Archives and Records Service

2. MAJOR SUBDIVISION
Office of Federal Records Centers

3. MINOR SUBDIVISION
Records Disposition Division

4. NAME OF PERSON WITH WHOM TO CONFER
Rosanne T. Butler

5. TEL EXT
724-1402

LEAVE BLANK	
JOB NO	NC1-GRS-80-3
DATE RECEIVED	5-14-80
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date <i>6-6-80</i>	<i>James E. O'Neill</i> 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 _____ 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
<i>5/13/80</i>	<i>[Signature]</i>	<i>NC 1</i>

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	Amendment to General Records Schedule 1, Item 25, Conflict of Interest Case Files (SEE ATTACHED).		

3 items

AMENDMENT TO GENERAL RECORDS
SCHEDULE 1, CIVILIAN PERSONNEL RECORDS

25. Financial disclosure reports

a. Reports and related documents submitted by individuals as required under the Ethics in Government Act of 1978 (P.L. 95-521).

1) Records including SF 278A for individuals filing according to Section 201b of the Act, and not subsequently confirmed by the U.S. Senate.

Destroy 1 year after nominee ceases to be under consideration for appointment; EXCEPT that documents needed in an on-going investigation will be retained until no longer needed in the investigation.

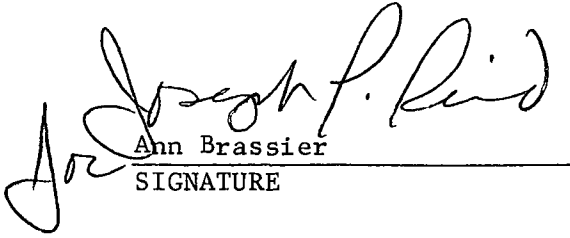
2) All other records including SF 278

Destroy when 6 years old; EXCEPT that documents needed in an on-going investigation will be retained until no longer needed in the investigation.

b. All other statements of employment and financial interests and related records

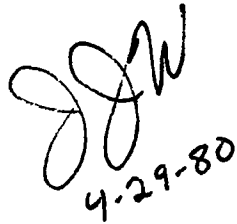
Destroy 2 years after separation of employee or 2 years after the employee leaves the position for which the statement is required.

Office of Personnel Management Concurrence:


Ann Brassier
SIGNATURE

Director, Office of Mgmt.
TITLE

4/29/80
DATE


4-29-80