

Rec'd NCO 24 Mar 81

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

Debra W. Leahy

5 TEL EXT

724-1068

LEAVE BLANK

JOB NO

NCI-GRS-81-11

DATE RECEIVED

March 24, 1981

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the disposal request including amendments is approved except for items that may be stamped disposal not approved or withdrawn in column 10

4/10/81
Date

Robert H. Kay
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

A Request for immediate disposal

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

C DATE 3/25/81	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Raymond A. Madary</i>	E TITLE Director Records Disposition Division
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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
1.	<p>Amendment to General Records Schedule 1, Civilian Personnel Records, item 7a(1)</p> <p>Position Classification Standards Files.</p> <p>(1) Standards and guidelines issued or reviewed by OPM and used to classify and evaluate positions within the agency.</p> <p>Destroy when superseded or obsolete</p> <p>Office of Personnel Management concurrence</p> <p><i>William L. Duff</i> Name and Title</p> <p><i>3/19/81</i> Date</p>	GRS 1/7a(1)	1 item

Closed Out: 4-14-81: K.T.D.
Copies to NCI Staff Members & Agency