

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

*NO 920 814*

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  
**Robert W. Storm, Jr.**

5 TEL EXT  
**724-1591**

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JOB NO  
**NC1-GRS-81-13**

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the disposal request including amendments is approved except for items that may be stamped disposal not approved or withdrawn in column 10

**7-15-81** *Robert W. Storm, Jr.*  
Date 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 one 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>7/9/81</b>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Raymond A. Morley</i>	E TITLE <b>Director, Records Disposition Division</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
1.	<p>Amendments to General Records Schedules 1 (Civilian Personnel Records), Item 33, and 5 (Budget Preparation, Presentation, and Apportionment Records), Item 4.</p> <p><b>BRS 1, Item 33. Merit Promotion Case Files.</b> Records relating to the promotion of an individual that document qualification standards, evaluation methods, selection procedures, and evaluations of candidates, EXCLUDING any records that duplicate information in the promotion plan, in the Official Personnel Folders, or in other personnel records.</p> <p>DESTROY after 5 years.</p>		
2.	<p><b>GRS 5, Item 4. Budget Background Records.</b> Working papers, cost statements, and rough data accumulated in the preparation of annual budget estimates, including duplicates of papers described in item 2; and originating offices' copies of reports submitted to budget offices.</p> <p>DESTROY 1 year after the close of the fiscal year covered by the budget.</p>		

**2 items**

115-107 *Closed Out: 7-22-81: K.T.J.*