

REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER N1-064-02-9		
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001			Date received 2-25-2002		
1 FROM (Agency or establishment) National Archives & Records Administration			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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10		
2 MAJOR SUBDIVISION Office of Human Resources and Information Services					
3 MINOR SUBDIVISION Human Resources Services Division (and constituent units)					
4 NAME OF PERSON WITH WHOM TO CONFER Richard Marcus		5 TELEPHONE NUMBER 713-7330 Ext. 250	DATE 3/8/02	ARCHIVIST OF THE UNITED STATES <i>Will Johnson</i>	
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 ___1___ page are not needed now for the business for 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,					
<input checked="" type="checkbox"/> Is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested					
DATE FEB 22 2002		SIGNATURE OF AGENCY REPRESENTATIVE <i>Richard W. Marcus</i>		TITLE NARA Records Officer	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION		10 ACTION TAKEN (NARA USE ONLY)	
	See attached.				
<i>cc Agency, RWMW</i>					

Item 1. File No. 306-1: Senior Executive Service (SES) Files: Subject files related to management of executive resources. Included are record copies of correspondence, special reports, and NARA notices and interim guidances, and related background materials.

Proposed Disposition: ~~Destroy when 3 years old. (GRS 1, item 3)~~ Destroy when 3 years old or when no longer needed for legal or administrative purposes, whichever is longer.

Item 2. File No. 308: Personnel Office Subject Files. Official files (maintained by all NHH units) on various human resources issues and programs that are not provided for elsewhere in this appendix. Included are record copies of correspondence, special reports, and NARA notices and interim guidances, as well as related background materials, such as copies of guidances, regulations, reports, surveys, and forms.

Proposed Disposition ~~Destroy when 3 years old. (GRS 1, item 3)~~ Destroy when 3 years old or when no longer needed for legal or administrative purposes, whichever is longer.