INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-146-00-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is inactive. Records covered by permanent items have been accessioned, and all records covered by temporary items have been destroyed.

Date Reported: 2/24/2021
**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
   Office of Personnel Management

2. MAJOR SUBDIVISION  

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
   Mary Beth Smith-Toomey

5. TELEPHONE  
   (202) 606-8358

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 on the attached page(s) are not now needed for the business of 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, is not required; [X] is attached, or [ ] has been requested

7. ITEM NO

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  
   Record Group 146 WNRG Project Records of the U.S. Civil Service Commission
   This schedule provides for the one time disposition authority for U.S. Civil Service Commission records stored at the Washington National Records Center
   See attached schedule

9. GRS or SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)
RECORD GROUP 146: U.S. CIVIL SERVICE COMMISSION
WNRC PROJECT


These records consist of 112 half-size FRC boxes of Retirement Annuity Cards, CSC Form 3014 or equivalent, 1920-1948. The cards are monthly annuity payments to retired Civil Service Commission employees. They are arranged by the first letter of the last name, thereunder alphabetically by first name. The cards cite the name of the annuitant, address, CSC #, date of issuance, commencing date, yearly rate, monthly rate, equity and interest.

Aside from the home address which should be duplicated in the official personnel folder, the records have no significant historical or genealogical value.

Disposition: TEMPORARY. DESTROY UPON APPROVAL OF SCHEDULE.


This accession consists of three FRC boxes of survey forms entitled "Survey of Full-Time Federal Civilian Employment of Selected Minority Groups as of June 30, 1962." The forms are arranged by agency, thereunder by bureau or organizational unit, thereunder by location. There are forms for civilian and military organizations at both foreign and domestic locations. The forms document the Civil Service Commission's effort to count the number of minority civilian employees at different grade levels in federal organizations in each state, Washington DC, and in federal offices overseas. Each form requests such information as: total number of employees, number at each GS, wage grade, or other level; total number of "Negro" employees; number of Spanish-speaking employees; and for selected states, number of American Indian, Puerto Rican, Mexican, and Oriental employees. There is one folder of form letters requesting return or correction of the survey forms. There is no information in the boxes concerning data input or the consolidated results of the study. Beginning in 1969 and continuing into the early 1970s, the results of such studies were published by the Government Printing Office and are part of the Government Documents Collection (RG 287). However, no consolidated or published findings dated prior to 1969 were located.

This material is the raw data of a federal study of minority employment conducted in 1962, prior to the passage of the 1964 Civil Rights Act which outlawed discrimination in employment on the basis of race, color, religion, sex, or national origin. The raw data constitutes a unique if cumbersome count of minorities in different agencies, locations, and job classifications. The records provide a snapshot of minority employment in the federal government as of 1962, and a benchmark against which later studies can be compared.
Disposition: PERMANENT. TRANSFER TO NARA UPON APPROVAL OF SCHEDULE.


Arranged by category (Retirements, Resignations, and Roster of Scientists and Engineers), thereunder alphabetically, this accession consists of folders of completed SF 9s, "Roster of Scientists and Engineers in the Federal Service," a joint survey of the U.S. Civil Service Commission and the National Science Foundation. The forms were completed by scientists and engineers in technical positions throughout the federal government. The forms requested such information as: name, date and place of birth, sex, work address, position title and grade, citizenship, college education, major, other education, specialty, position and number of people supervised, special skills, language, geographic areas of specialization, foreign countries of specialization, geographic availability, accomplishments, publications, inventions, notices of personnel actions for retirement and death. Six boxes contain copies of SF 50s, "Notification of Personnel Action," and four contain agency tabulations by position code. There are copies of published tabulations entitled "Occupations of Federal White Collar Workers", October 30, 1960; published by the Civil Service Commission; and "Scientists and Engineers in the Federal Government", 1958, published by the National Science Foundation. At the end are five FRCs containing punch card indexes to the roster survey forms.

The SF9s, "Roster of Scientists and Engineers in the Federal Service", constitute resumes of federal scientists. Although there is interesting information about individual scientists and engineers, there is scant information on how federal agencies used the roster to recruit and hire experts in specific scientific or engineering fields. The punch card index is not usable, and the documentation on the survey forms should be duplicated in the person's Federal Personnel Folder.

Disposition: TEMPORARY. DESTROY UPON APPROVAL OF SCHEDULE.


These two accessions constitute the policy files or central files of the Civil Service Commission, ca. 1938-1962. They include correspondence, memorandums, circular letters, and related documentation concerning general administrative, routine personnel, policy and procedure, and legislative matters relating to the Civil Service Commission. These two accessions are similar to earlier accessions appraised as permanent per N1-146-94-1. As with earlier the accessions, records of historical or archival value are intermixed with records of negligible interest. Based on the precedent set under N1-146-94-1, these accessions are appraised as permanent with the suggestion that non-permanent materials be weeded during archival processing.

Disposition: PERMANENT. TRANSFER TO NARA UPON APPROVAL OF SCHEDULE.