

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION WASHINGTON, DC 20408		N1-146- 00 -1	
1 FROM (Agency or establishment) Office of Personnel Management		DATE RECEIVED	
2 MAJOR SUBDIVISION		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		In accordance with the provision of 44 U S C 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Mary Beth Smith-Toomey	5 TELEPHONE (202) 606-8358	DATE 1-6-00	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 on the attached <u>2</u> 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, [X] is not required, [] is attached, or [] has been requested			
DATE 9/15/99	SIGNATURE OF AGENCY REPRESENTATIVE <i>Mary Beth Smith-Toomey</i>	TITLE <i>OPM Records Officer</i>	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Record Group 146 WNRC 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		

cc - Agency, NWMD, NWCT, NWMW

RECORD GROUP 146: U.S. CIVIL SERVICE COMMISSION WNRC PROJECT

- ✓ #1. Accession 54A-0313. Civil Service Commission. Retirement Division. Retirement Annuity Cards. 1920-1948. 55 cf. Boxes 1-112.

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.

- ✓ #2. Accession 68C-5015. Civil Service Commission. Management Systems Division. Minority Group Study, 1962. 3 cf. Boxes 52-54.

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.

✓ #3. Accession 71A-2745. Civil Service Commission. Bureau of Recruiting and Examining. Roster of Scientists and Engineers. ca. 1958- ca. 1963. 175 cf. Boxes 1-175.

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.

✓ #4. Accessions 76A-0006 (boxes 1-194) and 76B-0006 (boxes 195, 195A, 196-308). Civil Service Commission. Policy Files. ca. 1938-1962. 309 cf.

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.