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 [number of pages] 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

| A | GAO concurrence | [ ] is attached, or [ ] is unnecessary |

**B DATE**

10/6/86

**C SIGNATURE OF AGENCY REPRESENTATIVE**

William C. Duffy

**D TITLE**

Chief, Information Systems Plans and Policies Division

**7 ITEM NO**

**8 DESCRIPTION OF ITEM**

(With Inclusive Dates or Retention Periods)

1. Amend item 20 (Addressee-Index File), Administrative Management Section (ADM), Administrative Manual Supplement 44-3 (Disposition of Records), to allow for the immediate destruction of the records listed under 20.a. (Central office Master Addressee Index).

The OPM will no longer maintain an Addressee-Index. Abolishment of the Index is based on recommendation C-4 (attached) of NARS Inspection Report, Maintenance and Disposition of Records at the Office of Personnel Management. OPM has concurred with the recommendation.