| REQUEST FOR RECORDS DISPOSITION (See Instructions on reverse) | AUTHORITY | JOB NO. N1-146-87-3 |
|---|---------------------|---|
| TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, W | ASHINGTON, DC 20408 | DATE RECEIVED |
| 1. FROM (Agency or establishment) | | NOTIFICATION TO AGENCY |
| U.S. Office of Personnel Management 2. MAJOR SUBDIVISION | · | In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not |
| Administration Group 3. MINOR SUBDIVISION | | approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required. |
| Office of Information Management 4. NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE EXT. | DATE ARCHIVIST OF THE UNITED STATES |
| Mr. Charles Chesek | 632-7720 | 28/88 Debil |

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 _____ 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: \Box is attached; or \mathbf{x} is unnecessary.

| ITEM 8. DESCRIPTION OF ITEM SUPERSEDED TAKEN NO (With Inclusive Dates or Retention Periods) JOB (NARS U | B. DATE | C. SIGNATURE OF AGENCY REPRESENTATIVE | D. TITLE | | |
|---|--------------|---|--|--------------------------------|---|
| 7. ITEM NO. 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) 9. GRS OR SUPERSEDED (WARSE ONLY) Add the following item to the Examining and Recruiting (EXR) section of Administration Manual Supplement 44-3, (Disposition of Records). 10. ACTI TAKEN SUPERSEDED (MARSE ONLY) 1 5. Test Material a. Basic File: showing development of the test, rating keys, rating instructions, rating schedules, transmita- tion tables, validation studies, processed core of the test and the index, and other material of significant value in the development of the test. This record series applies to written tests and also broad unassembled exams that are development for the test. This record series applies to written tests and also broad unassembled exams that are development of othe test. This record series applies to examine for an individual rating schedules. Decode - See Advactor Decode - See Used to examine for an individual position. Individual rating schedules are covered by EMP 2 (Certificate Files). Decode - See Advactor Decode - | 9/18/87 | William PDoM | | | |
| (EXR) section of Administration Manual Supplement 44-3, (Disposition of Records). 1 5. Test Material a. Basic File: showing development of the test, rating keys, rating instructions, rating schedules, transmutation tables, validation studies, processed coor of the test and the index, and other material of significant value in the development of the test. This record series applies to written tests and also broad unassembled exams that are development in connection with a particular announcement. It does not cover individual rating schedules are covered by EMP 2(Certificate Files). Permanent. Break cancelled or discontinued tests annually. Offer to NARA 10 years after last use test questions. Office of Testing and Examining Concurrence: Helen J. Christrup, Ast. Di Muthty 1/1/87 Office of Examination Devel | ITEM | 8. DESCRIPTION OF ITEM | | 9. GRS OR SUPERSEDED JOB | 10. ACTION TAKEN (NARS USE ONLY) |
| a. Basic File: showing development of the test, rating keys, rating instructions, rating schedules, transmuta- tion tables, validation studies, processed copy of the test and the index, and other material of significant value in the development of the test. This record series applies to written tests and also broad unassembled exams that are development in connection with a particular an- nouncement. It does not over individual rating schedules used to examine for an individual position. Individual rating schedules are covered by EMP 2(Certificate Files). Permanent. Break cancelled or discontinued tests annually. Offer to NARA 10 years after last use test questions. Office of Testing and Examining Concurrence: Helen J. Christrup, Ast. Di Muthing 1/1/187 Office of Examination Devel | | (EXR) section of Administration Manual S | | | · · |
| Permanent. Break cancelled or discontinued tests annually. Offer to NARA 10 years after last use test questions. Office of Testing and Examining Concurrence: Helen J. Christrup, Ast. Di Miler Ghurtup 9/17/87 Office of Examination Devel | 1 | a. Basic File: showing development keys, rating instructions, rating so tion tables, validation studies, pro- test and the index, and other mater value in the development of the test applies to written tests and also be that are development in connection we nouncement. It does not cover indiv- used to examine for an individual po | chedules, transmuta- ocessed copy of the ial of significant This record series road unassembled exams with a particular an- vidual rating schedules osition. Individual | Del see atte | lete- acked, |
| Belinifhustup 9/17/87 Office of Examination Devel | | annually. Offer to NARA 10 years at test questions. Office of Te Concurrence | fter last use | | Act Dir |
| 115-108 COPULS DED TO NCF, NNP NSN 7540-00-634-4964 STANDARD FORM 115 (REV. | 115 100 6.00 | Name/Title/ | Date | Examinatio | n Developme |

| REQUEST | FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION | JOB NO. N1-146-87⇔3 - | PAGE |
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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARS USE ONLY) |
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| | 5. Test material. | | |
| | J. Test material. | | |
| | b. Working papers, including backgrour | nd | |
| 11.5 | material, studies, drafts, and related nonpermanent records pertaining to the | | |
| | development of assembled examination it | ems. | |
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| | when no longer needed, Destroy 20 year | s · | |
| | after cutoff. for current business | ** | |
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| | All changes to this schedule have been approby: | oved | · . |
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| | Tolu John MALAM 12/1 | 1/87 | |
| | WARA representative date | | |
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| | Agency representative date | * | |
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| | ** Charles Chesek, OPM records officer, informally co | on- | |
| | curred in the amendments to items 5b and 5c. | am | - [· |
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