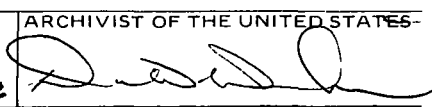



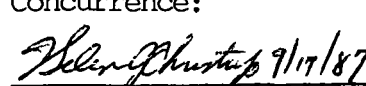
REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-146-87-3	DATE RECEIVED 9-23-87
1 FROM (Agency or establishment) <u>U.S. Office of Personnel Management</u>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION <u>Administration Group</u>		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION <u>Office of Information Management</u>		DATE <u>2/8/88</u> 2/10/87	ARCHIVIST OF THE UNITED STATES 
4 NAME OF PERSON WITH WHOM TO CONFER <u>Mr. Charles Chesek</u>	5 TELEPHONE EXT <u>632-7720</u>		

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 2 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 <u>9/18/87</u>	C SIGNATURE OF AGENCY REPRESENTATIVE  Mr. William Duffy	D TITLE Chief, Information Systems Plans and Policies Division
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p>Add the following item to the Examining and Recruiting (EXR) section of Administration Manual Supplement 44-3, (Disposition of Records).</p> <p>5. Test Material</p> <p>a. Basic File: showing development of the test, rating keys, rating instructions, rating schedules, transmutation 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 developed in connection with a particular announcement. It does not cover individual rating schedules used to examine for an individual position. Individual rating schedules are covered by EMP 2(Certificate Files).</p> <p>Permanent. Break cancelled or discontinued tests annually. Offer to NARA 10 years after last use of test questions.</p> <p>Office of Testing and Examining Concurrence:  <u>Helen J. Christrup</u> 9/17/87 Name/Title/Date</p> <p>Helen J. Christrup, Ast. Dir. Office of Examination Development</p>		<p>Delete - see attached, p. 2.</p>

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

N1-146-87-3

PAGE

2 OF 2

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p>5. Test material.</p> <p>b. Working papers, including background material, studies, drafts, and related nonpermanent records pertaining to the development of assembled examination items.</p> <p><u>Disposition:</u> Cut off and transfer to FRC when no longer needed, Destroy 20 years after cutoff. for current business.**</p> <p>c. Working papers, including background material, studies, drafts, and related nonpermanent records pertaining to the development of unassembled examination items.</p> <p><u>Disposition:</u> Cut off and transfer to FRC when no longer needed, Destroy 20 years after cutoff. for current business.**</p> <p>All changes to this schedule have been approved by:</p> <p><u><i>Christopher M. Brown</i></u> <u>12/14/87</u> NARA representative date</p> <p><u><i>M. H. G. G.</i></u> <u>6 January 1988</u> Agency representative date</p> <p>** Charles Chesek, OPM records officer, informally concurred in the amendments to items 5b and 5c. <i>C. M. Brown</i> <i>1/8/88</i></p>		