

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-146-87-3

DATE RECEIVED

9-23-87

TO: **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (Agency or establishment)

U.S. Office of Personnel Management

2. MAJOR SUBDIVISION

Administration Group

3. MINOR SUBDIVISION

Office of Information Management

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. Charles Chesek

5. TELEPHONE EXT.

632-7720

DATE

2/8/88  
~~9/10/87~~

ARCHIVIST OF THE UNITED STATES

*[Signature]*

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

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 9/18/87	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Mr. William Duffy	D. TITLE Chief, Information Systems Plans and Policies Division
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
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 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 development 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: <i>[Signature]</i> 9/17/87 Name/Title/Date</p>		<p>Delete - see attached, p. 2.</p>

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.  
N1-146-8703

PAGE  
2 OF 2

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)
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>Charles M. Brown</i></u>      <u>12/14/87</u> NARA representative      date</p> <p><u><i>M. Kelly</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>CMB</i> 1/8/88</p>		