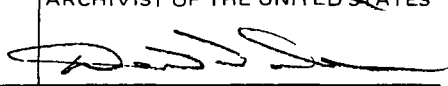
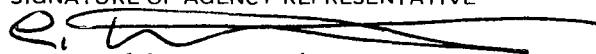


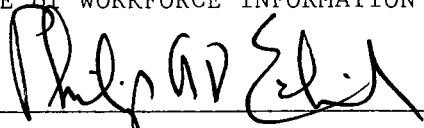
|   |                                 |  |   |
|---|---------------------------------|--|---|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br>(See Instructions on reverse)                               |                                 | LEAVE BLANK  |   |
| TO <b>GENERAL SERVICES ADMINISTRATION</b><br><b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b> |                                 | JOB NO<br><i>NI-146-89-1</i>   | DATE RECEIVED<br><i>10/20/89</i>  |
| 1 FROM (Agency or establishment)<br>US Office of Personnel Management   |                                 | NOTIFICATION TO AGENCY   |   |
| 2 MAJOR SUBDIVISION<br>Office of Information Management   |                                 | In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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<br>Reports and Forms Management Branch  |                                 |  |   |
| 4 NAME OF PERSON WITH WHOM TO CONFER<br><br>Charles R. Chesek   | 5 TELEPHONE EXT<br><br>632-2860 | DATE<br><i>1/10/90</i>   | ARCHIVIST OF THE UNITED STATES<br> |
| 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<br><i>10/17/89</i> | C SIGNATURE OF AGENCY REPRESENTATIVE<br><br>C. Ronald Trueworthy | D TITLE<br>Chief, Reports and Forms Management Branch |
|---------------------------|---|---|

| 7 ITEM NO | 8 DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN<br>(NARS USE ONLY) |
|-----------|--|----------------------------------|------------------------------------|
|           | <p align="center"><u>Central Personnel Data File (CPDF)</u></p> <p>The CPDF is a Governmentwide statistical data file containing current personnel data on most of the Federal civilian workforce. FPM Supplement 298-1, "The Central Personnel Data File", contains information on agency requirements for updating the CPDF. A CPDF functional specification package provides the record formats. FPM Supplement 292-1, "Personnel Data Standards" provides the definitions of all the data elements that agencies report to CPDF. The CPDF functional specification package provides the definitions for CPDF-generated data elements not defined in FPM Supplement 292-1.</p> <p>The CPDF consists of three major files: (1) a Current Status Master File; (2) a Dynamics File; and (3) a Longitudinal History File. The Current Status Master File contains a snapshot of the Federal workforce as of a given date. The Dynamics File contains records of changes that have occurred in the interval between successive Current Status Master Files. The Longitudinal History File contains change records organized by individual employee.</p> <p>Current input information and products of the CPDF are currently scheduled in the OPM Administrative Manual Supplement 44-3, Disposition of Records, under EMP 16, 17, 18, and 19.</p> <p><u>NOTE:</u> NARA will urge all researchers requesting these records to contact OPM's Assistant Director For Workforce Information for technical assistance in the understanding and use of the data contained therein.</p> |                                  |                                    |

| Request for Records Disposition Authority – Continuation   |   | JOB NO                   | PAGE OF            |
|--|---|--------------------------|--------------------|
| 7<br>ITEM NO   | 8 DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9<br>SAMPLE OR<br>JOB NO | 10<br>ACTION TAKEN |
| 1.   | <p>Current Status Masterfile.</p> <p>a. <u>1) Unaltered record copy</u>, (to be restricted for reasons of Privacy for 72 years).</p> <p><u>2) Public use version</u>, (containing altered Social Security numbers as individual identifiers), which will be used as the public record until the data is 72 years old.</p> <p>PERMANENT</p> <p>(1) 1973–1978<br/>Transfer to the National Archives upon approval of schedule.</p> <p>(2) 1979–<br/>Break file at the end of each calendar year. Transfer to the National Archives on January 2 of the 11th year following the break. (e.g. file for 1980 to be transferred on January 2, 1991)</p> <p>b. Agency copy.<br/>Destroy annual copy when 72 years old.</p> |                          |                    |
| 2.   | <p>Dynamics File.<br/>Destroy each update when 72 years old.</p>  |                          |                    |
| 3.   | <p>Longitudinal History File.<br/>Destroy each 5 year block of data when 72 years old.</p>  |                          |                    |
| 4.   | <p>Documentation supporting the Current Status Masterfile.<br/>PERMANENT.<br/>Transfer one copy with the first transfer of related records and current documentation with each subsequent file transfer.</p>  |                          |                    |
| <p>OFFICE of WORKFORCE INFORMATION CONCURRENCE:</p> <p> 10/16/89</p> <hr/> <p>Name/Date/ Title<br/>Assistant Director for Workforce Information</p> |   |                          |                    |

January 30, 1990

Mr. C. Ronald Trueworthy, Chief  
Reports and Forms Management Branch  
Office of Personnel Management  
1900 E Street, NW  
Washington, DC 20415

Dear Mr. Trueworthy:

As you know, our appraisal of the Central Personnel Data File (CPDF), registered as N1-146-89-1, was recently signed by the Archivist of the United States. Enclosed for your convenience is a copy of Standard Form 258 for the transfer of the eligible permanent items to the National Archives of the United States. To begin the transfer process, please complete the information in Blocks 5 and 6 of the form and return the form itself to the administrative staff of the Office of the National Archives (NN-B).

Thank you for scheduling this accession for immediate transfer. The records will be a vital supplement to our holdings of your agency's permanently valuable records. If you have any questions, please call Patricia Richter at 724-1450.

Sincerely,

KENNETH F. ROSSMAN  
Director  
Records Appraisal  
and Disposition Division

Enclosure

Official File - NI  
Day File - NIR

cc: ~~Job~~ No. NF-146-89-1  
PR

PRichter:mj

t1/30/90

doc: 146^258^TRNS:FILE

File - Office of Personnel Management