**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

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
   Office of Information Management

3 MINOR SUBDIVISION
   Reports and Forms Management Branch

4 NAME OF PERSON WITH WHOM TO CONFER
   Charles R. Chesek

5 TELEPHONE EXT
   632-2860

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

<table>
<thead>
<tr>
<th>B DATE</th>
<th>C Signature of Agency Representative</th>
<th>D Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/4/89</td>
<td>C. Ronald Trueworthy</td>
<td>Chief, Reports and Forms Management Branch</td>
</tr>
</tbody>
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<tr>
<th>ITEM NO</th>
<th>8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
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<tbody>
<tr>
<td></td>
<td>Amend the Examining and Recruiting section of Administrative Manual Supplement 44-3, Disposition of Records, to add item 29, Presidential Management Intern Files.</td>
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**NOTIFICATION TO AGENCY**

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disposal request, including amendments, is approved except for items that may be marked “disposition not approved” or “withdrawn” in column 10.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

**JOB NO** N1-146-89-2
**DATE RECEIVED** 7/14/89
29. Presidential Management Intern Files.
   a. Application File; consisting of PMIP application form, institutional nomination form, independent evaluation forms, transcripts, writing sample, reader rating forms, group exercise rating form, individual exercise rating form, and overall summary, rating form.
      (1) Finalist records.
      (2) Non-finalist records.
   b. Data base; consisting of name, address, telephone number, social security number, agency, of selected interns (maintained on floppy disk by class).

   **Disposition**

   Break annually. Destroy 3 years after break.
   Break annually. Destroy 5 years after retention of 1 year.

   **Ex-Computer Tapes**

   1. Tape ST01601 (Application Processing Subsystem)
      Scratch 60 days after date of creation.

   2. Tape ST01602 (Application Processing Subsystem)
      Scratch 1 year after date of creation.

   3. Tape SAT1111
      Scratch 4 weeks after date of creation.

   4. Tape SAT1115
      Scratch 4 weeks after date of creation.

   5. Tape SAT1601
      Scratch 60 days after date of creation.

   6. Tape SAT1602
      Scratch 3 years after date of creation.