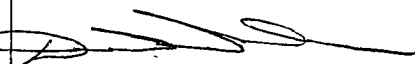



REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-146-89-3	DATE RECEIVED 9/14/89
1 FROM (Agency or establishment) U.S. Office of Personnel Management 2 MAJOR SUBDIVISION Office of Information Management 3 MINOR SUBDIVISION Reports and Forms Management Branch		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4 NAME OF PERSON WITH WHOM TO CONFER Charles R. Chesek	5 TELEPHONE EXT 632-2860	DATE 9/12/90	ARCHIVIST OF THE UNITED STATES 
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 3 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 9/12/89	C. SIGNATURE OF AGENCY REPRESENTATIVE  C. Ronald Trueworthy	D TITLE Chief, Reports and Forms Management Branch	
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)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.	Amend the Executive Personnel Section of Administrative Manual Supplement 44-3, Disposition of Records as follows: <u>Delete item 1, Executive Correspondence Files</u> and allow for the immediate destruction of these records. These files cover material related to the authorization and classification of positions at the GS 16/18 level (other than Administrative Law Judges) prior to the establishment of the SES. With creation of the SES, the majority of these positions moved into the SES. The authorization of the small number of GS 16/18 positions remaining is now handled under a process similar to that used for the allocation of SES positions. We maintain those records in accordance with item 6, SES and Other Agency Executive Allocation Requests. In addition, the classification of almost all of the remaining GS 16/18 positions is now performed by the agencies under Delegations of Authority from OPM. In those rare instances when OPM classifies one of these positions it is done at the time the position is allocated to the agency, and again these are maintained under item 6. OPM has no need to continue to retain these pre-SES records.	NC-1-146-83-7	
2.	<u>Delete item 2, Position Description Files</u> , and allow for the immediate destruction of these files.	NC1-146-83-7	

Request for Records Disposition Authority – Continuation		JOB NO	PAGE OF 2
7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
2.	The situation with these files are the same as item 1, Executive Correspondence Files. These files relate to pre-SES positions. These position descriptions are no longer collected and we have no need for those relating to the pre-SES program.		

EXECUTIVE PERSONNEL

This grouping of records consists of documents relating to (1) the operation of the Senior Executive Service as established by the CSRA of 1978; (2) the operation of the Executive Assignment System established by Executive Order 11315; (3) other OPM activities involving classification, qualifications, and appointment determinations for positions and persons at grades GS-16, -17, and -18, and at equivalent salary levels, except for Administrative Law Judges; and (4) the maintenance of data on positions and incumbents in the Executive Schedule, SES, and GS-16, -17, and -18 and equivalent salary levels.

Item No.	Title and Description of Records	Disposition
1.	DELETED (Executive Correspondence Files).	
2.	DELETED (Position Description Files).	
3.	Executive Qualifications Files, including Executive Inventory Records (SF 164, SF 461a, SF 4470 or equivalent)	
	a. Active files	Transfer to inactive file upon denial of certificate or termination from executive position, whichever occurs first
	b. Inactive files	Break annually. Destroy 5 years after break.
*4.	Annual SEG Presidential Rank Award Files (5-U.S.C. 4507).	
	a. General correspondence, memo, review panel tally sheets, Director's recommendation, Presidential decision, etc.	Break annually. Transfer to inactive files after 5 years. Destroy 5 years after transfer
	b. Nominations from agencies	Transfer to inactive files annually. Destroy 5 years after transfer
	c. Active files	Destroy 1 month after final Presidential decision on nominee