REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS
(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)
   U.S. Civil Service Commission

2. MAJOR SUBDIVISION
   Bureau of Management Services

3. MINOR SUBDIVISION
   Records Administration Section

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

5. TEL. EXT.
   632-4510

6. CERTIFICATE OF AGENCY REPRESENTATIVE:
   Eugene D. Rummel

7. ITEM NO.
8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)

9. SAMPLE OR JOB NO.
10. ACTION TAKEN

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Investigative Case Files -</td>
<td>II-NNA-3152</td>
</tr>
<tr>
<td></td>
<td>Break closed cases annually. Transfer to FARC 5 years after break. Destroy 15 years after transfer.</td>
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<td>2.</td>
<td>Security Investigations Index -</td>
<td>II-NNA-3152</td>
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<tr>
<td></td>
<td>When an investigative case file is not maintained, destroy 2 years from the date of the last action. Destroy all other cards 20 years after date of last action.</td>
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</table>

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 [number of pages] page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

Eugene D. Rummel
Date (Signature of Agency Representative)

Chief, Office Services Division (Title)

STANDARD FORM 115
Revised January 1973
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4