

**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:

| LEAVE BLANK | |
|---|---------------------------------|
| DATE RECEIVED JUL 16 1975 | JOB NO. NC - 146-76-1 |
| NOTIFICATION TO AGENCY | |
| In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10. | |
| <p align="center">7-22-75 <u>James E. O'Neil</u> (Date) <u>acting</u> Archivist of the United States</p> | |

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

7/11/75 Eugene D. Rummel
Date (Signature of Agency Representative)

Chief, Office Services Division

(Title)

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|--|----------------------|------------------|
| 1. | <u>Investigative Case Files -</u> Break closed cases annually. Transfer to FARC 5 years after break. Destroy 15 years after transfer. | II-NNA-3152 | |
| 2. | <u>Security Investigations Index -</u> 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. | II-NNA-3152 | |

Copy to NCW 8-8-75

| ITEM NO. | TITLE AND DESCRIPTION OF RECORDS | CLASS | AUTHORIZED DISPOSITION |
|---|---|---|---|
| 1 | INVESTIGATIONS | | |
| | <p>This functional grouping of records consists of collections of reports, indexes, case files, etc., relating to the administration and appraisal of the Government-wide investigative and suitability-rating programs; reports of Loyalty Review Board or Security Hearing Boards; training of investigators, etc.</p> <p>SEE: LEG for Hatch Act cases; COM for management of Boards.</p> | | |
| | <p>Investigative case files: Includes investigative reports and all related case records.</p> | | |
| | (a) Record copies of reports and related papers. Files retained in BPI. | Temporary | Transfer to Federal Records Center 5 years after date of closing action. Destroy 25 years after transfer (except those designated by Archives for permanent retention). |
| | (b) Copies of reports, related papers, and investigator notes retained in RID. | | |
| (1) copies of region of origin cases | Nonrecord | Destroy 6 months after case is closed. See FPM Supp. (Int.) 736-72 for detailed disposition instructions. | |
| (2) copies of participating region cases (i.e. cases originated in other regions or BPI). | Nonrecord | Destroy 6 months after case is closed. | |
| (3) copies of spot checks, personal confidential inquiries, and personal record searches. | Nonrecord | Destroy 6 months after case is closed. | |

September 1964

3. INV. 02

| ITEM NO. | TITLE AND DESCRIPTION OF RECORDS | CLASS | AUTHORIZED DISPOSITION |
|----------|--|--|--|
| | <p>Item 1 (b) cont'd.</p> <p>(4) copies of postmaster, rural carrier, political activity, and other special types of investigative cases.</p> <p>(c) Bar and flag files, excluding medical flags.</p> <p>* (1) copies of closed cases resulting in debarment or flagging.</p> <p>(2) regional office copy of closed cases which resulted in debarment or flagging.</p> | <p>Nonrecord</p> <p>Temporary</p> <p>*Nonrecord*</p> | <p>Destroy 6 months after case is closed.</p> <p>Transfer to Federal Records Center 5 years after date of closing action. Destroy 25 years after date of transfer. *</p> <p>Destroy 6 months after case is closed.</p> |
| * 2 | (DELETED) | | |
| 2A | Security Investigations Index: Central office index to personnel investigations made by the CSC. (Includes records of personnel investigations made by agencies since 1939, records of CSC bar and flag action investigations and material formerly identified as the central office Master Index.) | Permanent | Disposal not authorized. Retain for reference use. |
| 2B | Investigations Locator File: Card index to pending and recently closed investigations maintained in RID and WDI. | Nonrecord | Break semiannually beginning July 1, 1964. Destroy 6 months after break. * |
| 3 | Case Control File: Card record maintained by deadline date, in RID and WDI. | Temporary | Destroy when case is closed, unless card is filed in SII per FPM Supp. (Int.) 736-72. |

AM Supplement 178-D

TR 5