

**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

Office Services Division

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 23 FEB 1978	JOB NO. NC 1 146 78 3
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.	
2-28-78 (Date)	<i>James B. Rhoads</i> Archivist of the United States

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

2/22/78
Date

Donald J. Biglin
Donald J. Biglin
(Signature of Agency Representative)

Director, Bureau of Mgt. Services
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>The present retention requirement for investigative files is 20 years. The files in Accession 61A-200 (Alpha Files 1928-6/30/59) would not be disposable as a block until 1980. However, the largest portion of records in this Accession would fall within the retention period and be disposable. Since the records do not have sufficient administrative value to the Commission, the cost of purging material eligible for destruction would not be justified. It is therefore requested that the whole of Accession 61A-200 be disposed immediately.</p> <p>In our annual review of retention periods we will look at the feasibility of reducing the present retention period of 20 years on Investigative Case Files.</p>	61A-200	<p><i>NC 1-146-77-1 item 1A (INV)</i></p>

sent to agency. NNF & KCW - 3/2/78