REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)
General Services Administration

2. MAJOR SUBDIVISION
National Archives and Records Service

3. MINOR SUBDIVISION
Office of Federal Records Centers

4. NAME OF PERSON WITH WHOM TO CONFER
   Ronald L. Heise, NCD 724-1698
   Daniel J. Rooney, NCD (CPR) 8-279-5764

5. TEL. EXT.
   724-1698
   8-279-5764

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

   [X] A Request for immediate disposal.

   [ ] B Request for disposal after a specified period of time or request for permanent retention.

   [ ] C Request for permanent retention.

   [ ] D Request for permanent retention with a choice of disposal date.

   [ ] E Request for permanent retention with a choice of disposal location.

   [ ] F Request for permanent retention with a choice of disposal method.

   [ ] G Request for permanent retention with a choice of disposal means.

7. ITEM NO.

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)

   Arranged alphabetically by surname of individual employee.

   Copies of standardized documents signed by civilian employees upon appointment to a position with the Federal government. These records consist of statements that the employee will uphold the Constitution of the United States (Oath of Office); does not advocate the overthrow of the government, will not strike; and/or understands the Hatch Act (Affidavits); has not acquired his position by illegal means and has truthfully completed a form requesting information about his citizenship, arrest record, and similar personnel questions (Declaration of Appointee). Depending upon the period there may also be included various types of loyalty oaths.

   Destroy Immediately.

   Approved for the U.S. Civil Service Commission.

   NAME: [Signature]
   DATE: 5/27/78

   TITLE: [Signature]

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4