

**REQUEST FOR RECORDS 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  
Daniel J. Rooney, NCD (CPR)

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

LEAVE BLANK	
JOB NO  <b>NC 1 146 78 5</b>	
DATE RECEIVED <b>23 MAY 1978</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>5-26-78</i> Date	<i>James B. Phelan</i> 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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**A Request for immediate disposal.**

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

C. DATE <i>2/23/78</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Thomas M. ...</i>	E. TITLE Director, Records Disposition Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Oaths of Office, Personnel Affidavits, and Declarations by Civilian Employees, 1900-50.</p> <p>Arranged alphabetically by surname of individual employee.</p> <p>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.</p> <p>Destroy Immediately.</p> <p>Approved for the U.S. Civil Service Commission.</p> <p>NAME: <i>Ronald L. Heise</i> DATE: <i>5/23/78</i></p> <p>TITLE: <i>Associate Director For Workforce Information, BPNIS</i></p>		

*sent to agency. NCD & CPR - 5/1/78*