

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

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

LEAVE BLANK	
DATE RECEIVED <b>9 JUN 1978</b> <b>NC1 146 78 7</b>	JOB NO.
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.	
<b>8-9-78</b> (Date)	<i>James R. Brady</i> Archivist of the United States

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:

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 ~~2~~ **2** page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

*June 9, 1978*

*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
<b>1</b>	<b><u>Applicant Data Sheet (Form A1)</u></b>  Form is filled out by applicant and <del>sample</del> contains applicants name, address, date of birth, etc., and is used to create applicant's basic computer record and to issue a Notice of Results.  Destroy 90 days after processing date.	<del>sample attached</del> <i>See</i> <b>NC1-146-78-6</b>	<b>WITHDRAWN</b>
<b>2</b>	<b><u>Occupational Supplement (Form B)</u></b>  Form is filled out by applicant and contains background and qualifying information. Content of this form varies somewhat between supplements used for different occupational series. Blank fields and fields of conflicting responses are defaulted to a preprogramed value (giving applicant the benefit of maximum consideration) and the defaulted determinations are printed on a Notice of Rating.  Destroy 90 days after processing date.	<del>sample attached</del> <i>See</i> <b>NC1-146-78-6</b>	<b>WITHDRAWN</b>
<b>3</b>	<b><u>Tape TDH50L (Application Processing Subsystem)</u></b>  A historical tape file containing the merged records of tape TDBUOL. This contains the merged original scan records of the answer sheets prior to pre-edit.  Scratch 60 days after date of creation		

*Sent to NAR + Agency 8-10-78*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
4	<p><u>Tape TDHS02 (Application Processing Subsystem)</u></p> <p>A historical tape file containing the merged written test records as they exist following post-edit and just prior to transmutation.</p> <p>Scratch 1 year after date of creation.</p>		
5	<p><u>Tape ATBU11</u></p> <p>Contains prerated trailer file (ADIN20)</p> <p>Scratch 4 weeks after date of creation.</p>		
6	<p><u>Tape ATBU15</u></p> <p>Tape comprises the data of Forms A-1 and B and written test records.</p> <p>Scratch 4 weeks after date of creation.</p>		
7	<p><u>Tape ATHS01</u></p> <p>A historical tape file made up of merged TDBU14 files. This file consists of all good (edited) competitor records as they exist just prior to the Eligibility/Ineligibility program. Provides a rapid source of recovery if we should subsequently be unable to read records from the ATHS02 Tape.</p> <p>Scratch 60 days after date of creation.</p>		
8	<p><u>Tape ATHS01</u></p> <p>A historical tape file into which are merged the ATCI 11 files which contain all of the competitor's records processed to completion.</p> <p>Scratch 3 years after date of creation</p>		