REC	QUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK			
	(See Instructions on reverse)			JOB NO.		
				NC1-146-82	? <b>-</b> 3	
	AL SERVICES ADMINISTRATION, L ARCHIVES AND RECORDS SERVICE, WASHINGTON,	DC 20	408	DATE RECEIVED		
1. FROM (AGE	NCY OR ESTABLISHMENT)			9 <b>-</b> 21-82		
	ice of Personnel Management			NOTIFIC	CATION TO AGEN	CY
Adminis	tration Group			In accordance with the pro-		
3. MINOR SUB	DIVISION			be stamped "disposa! not	approved" or "withdr	awn" in column 10.
	tion Management Division ERSON WITH WHOM TO CONFER	6 751	rvt.	-	11/11	X/
		5. TEL.		10-27-83	JUM (B	llas/
charies	R. Chesek	032-	6883	Date	Archivist of the	United States
that the	certify that I am authorized to act for this agen records proposed for disposal in this Reques ancy or will not be needed after the retention por Request for immediate disposal.	st of $\_$	<b>3</b> page	nining to the disposa e(\$) are not now no	al of the agency eeded for the b	y's records; ousiness of
	Request for disposal after a spec retention.	ified	period c	of time or requ	uest for pe	rmanent
C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E.	TITLE Chie	ef, Informatio	n Systems	Plans
9/13/82	William C. Duffy			Pólicies Bran		
7. ITEM NO.	DESCRIPTION C (With Inclusive Dates or Re		eriods)		9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Amend the Evaluation (EVL) portischedule (AM Supplement 44-3, Diper attached.	ion of	the OPM	1 disposition Records) as	NC1-146	- 77-1

115-107

MASS DATA CHANGE SHEET WILL BE FORWARDED WITH PRINTED CHANGE

MNF SENT 11-10-83 by

11/03/83 Copy delivered to Agency

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Administration
FPMR (41 CFR) 101–11.4

## EVALUATIONS

This group of records consists of documents relating to the Government-wide personnel management evaluation program.

item No.	Title and Description of Records	Disposition
1.	Personnel management evaluations and special program studies (including official correspondence).	
	a. Agency-level national and regional personnel manage- ment evaluation reports.	PERMANENT. Break annually. Transfer to FARC periodically. Offer to NARS when 10 years old; in 10-year blocks.
	b. Agency-level or Government-wide national and regional special program study reports.	Same as above.
	c. All other personnel management evaluation and other types of reports.	Break annually. Destroy 10 years after break.
2.	Working papers for items 1a, b, and c above.	
	a. Agency-level national and regional personnel manage- ment evaluation reports.	Destroy after national compliance or local compliance is closed, whichever comes later.
	b. Agency-level or Government-wide national and regional special program study reports.	Destroy 1 year after issuance of national report, if no national or regional compliance is required. When compliance is required, destroy after national or regional compliance is closed, whichever comes later.
	c. All other personnel management evaluation and other types of reports.	Destroy after issuance of report if no compliance is required. When compliance is required, destroy after compliance is closed.
3.	Personnel management evaluation program (e.g., OPM Form 1045), and Fair Labor Standards Act (FLSA) statistics.	Break annually. Destroy 4 years after break.
4.	Position Classification Advisory Opinion File; consisting of position information provided by agency, results of any fact-finding done by OPM regional or central office, and the advisory opinion.	Break annually. Destroy upon cancellation or revision of related classification standard. Do not transfer to FARC.

tem No.	Title and Description of Records	Disposition
5.	DELETED (Third-party complaints of discrimination).	
6.	FLSA case files; concerning requests by individuals for compensation under the FLSA.	Break closed cases annually. Destroy 7 years after break.
7.	DELETED (Merit System Investigation Case Files).	•
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