

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	<i>NC1-146-83-1</i>
DATE RECEIVED	<i>11-8-82</i>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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>Dec 5 82</i> Date	<i>[Signature]</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
Merit Systems Protection Board

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Kathy W. Semone

5. TEL. EXT.
653-7200

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 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>11/5/82</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE <i>Secretary, Merit Systems Protection Bd.</i>
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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>This request resubmits one item from a more comprehensive disposition schedule submitted by the Board in June 1982. The item relates to an advisory memorandum summarizing the case before the Board for decision. The memorandum accompanies the case record and draft Order when they are submitted to the Board for approval. Administrative considerations related to continued storage of the case memoranda have made it necessary for the Board to seek immediate approval of the retention period for this item.</p> <p>Case memorandum. These are memoranda to the Board prepared by the Office of Appeals staff who prepared the draft decision in the case. These memoranda customarily contain summaries of the facts and a discussion of the issues of law arising in the case. They may be brief or extensive in nature, depending upon the case. In some instances, the memoranda merely recommend that the Board approve the draft decision for the reasons outlined in the decision, in others they may go beyond the draft decision by including discussions of questions of fact or law not</p>		

115-107
Agency Copy delivered 12/10/82
Closed out: 12-15-82:cm
MASS DATA CHANGE SHEET NOT REQUIRED
COPY to NNF

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

Request for Records Disposition Authority - Continuation

JOB NO.
NC1-146-83-1

PAGE OF 2
2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>found in the decision as well as options the Board may select in deciding the case. The memoranda accompany the working file and proposed order for the Board's signature.</p> <p>Destroy when the draft Order is approved and signed, unless the memorandum contains research valuable as reference for similar cases. If the memorandum does contain valuable reference material, file it under the subject of interest and destroy when it becomes outdated or superseded.</p>		