

**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)

U.S. Office of Personnel Management

2. MAJOR SUBDIVISION

Information Management Division

3. MINOR SUBDIVISION

Info. Systems Plans & Policies Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Charles R. Chesek

5. TEL EXT

632-6883

LEAVE BLANK	
JOB NO  <u>NCL-116-83-3</u>	
DATE RECEIVED <u>12-7-82</u>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>WITHDRAWN</b>	
Date	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 <u>12/1/82</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <u>William C. Duffy</u> William C. Duffy	E. TITLE Chief, Information Systems Plans & Policies Branch
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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
PER 32	<p>Amend the Personnel (PER) section of the OPM Administrative Manual Supplement, 44-3, Disposition of Records to add item 32, Performance-Based Action Case Files.</p> <p>Performance-Based Action Case Files; consisting of cases developed under provisions of 5 CFR 432 and resolved without appeal.</p> <p>Break closed cases annually. Destroy 4 years after break.</p>		WITHDRAWN

115-107  
*closed*  
*2-29-83*  
*nd*

*1 item*