

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCL-146-83-7
DATE RECEIVED	4-1-83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
12-6-85 <i>Date</i>	<i>Frank A. Burke</i> <i>Archivist of the United States</i>

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  
**Information Systems Plans and Policies Branch**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Charles R. Chesek**

5. TEL EXT  
**632-6883**

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 3 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
3/28/83	<i>William C. Duffy</i> William C. Duffy	Chief, Information Systems Plans and Policies Branch

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Amend the heading of the Special Categories (SPC) section of the OPM Administrative Manual Supplement 44-3, Disposition of Records, to read Executive Personnel (EXP).</p> <p>In addition to changing the name of the heading, amend the Executive Personnel (EXP) section to add items 4 thru 7, as shown on the attached sheets.</p> <p>All changes to this proposed schedule have been approved by:</p> <p><i>MFP</i>      <i>8/29/85</i>      <i>CRC</i>      <i>8/29/85</i>  <i>Michelle J. Pacifico</i>      <i>7/30/85</i>      <i>Charles R. Chesek</i>      <i>7/30/85</i>  NARA Appraiser      date      Agency representative      date</p>		

*Agency, NNF copies sent 11/10/85*  
*RUM*

EXECUTIVE PERSONNEL

This grouping of records consists of documents relating to (1) the operation of the Senior Executive Service as established by the CSRA of 1978; (2) the operation of the Executive Assignment System established by Executive Order 11315; (3) other OPM activities involving classification, qualifications, and appointment determinations for positions and persons at grades GS-16, -17, and -18, and at equivalent salary levels, except for Administrative Law Judges; and (4) the maintenance of data on positions and incumbents in the Executive Schedule, SES, and GS-16, -17, and -18 and equivalent salary levels.

Item No.	Title and Description of Records	Disposition
1.	Executive Correspondence Files; general correspondence between agencies and the OPM regarding actions on executive positions, including certificates and letters authorizing or disapproving establishment of executive positions. (NC1-146-77-1)	Break annually. Destroy 20 years after break.
2.	Position Description Files. (NC1-146-77-1)	
	a. Active files.	Transfer to inactive file when position is abolished or cancelled.
	b. Inactive files.	Break annually. Destroy 10 years after break.
3.	Executive Qualifications Files, including Executive Inventory Records (SF 161, SF 161a, SF 1170 or equivalent). (NC1-146-77-1)	
	a. Active files.	Transfer to inactive file upon denial of certificate or termination from executive position, whichever occurs first.
	b. Inactive files.	Break annually. Destroy 5 years after break.

Item No.	Title and Description of Records	Disposition
4.	Annual SES Presidential Rank Award Files (5 U.S.C. 4507).	<del>PERMANENT</del> . Break annually. Transfer to inactive files after 5 years.
	a. General correspondence, memos, review panel tally sheets, Presidential decision, Director's recommendation, etc.	<del>Offer to NARS when 20 years old.</del> Destroy 5 years after transfer.
	b. Nominations from agencies.	Transfer to inactive files annually. Destroy 5 years after transfer.
	c. Review panel folders.	Destroy 1 month after final Presidential decision on nominees.
	d. Inquiry reports on nominees.	Transfer to Executive Office of the President 1 month after final Presidential decision on nominees.
5.	SES Vacancy Announcement Files.	
	a. Agency submissions.	Break annually. Destroy 1 year after break.
	b. Weekly vacancy listing.	Break annually. Destroy 5 years after break.
6.	SES and Other Agency Executive Allocation Requests (e.g., positions, noncareer appointments). (5 U.S.C. 3133)	
	a. Active files.	Transfer to inactive file after allocations made.
	b. Inactive files.	Break biannually. Destroy 5 years after break.
<del>7.</del>	<del>Source Data for Executive Personnel and Management Development information System (EPMDIS).</del>	<del>WITHDRAWN</del>
	<del>a. OPM Form 1390 or equivalent (position and executive transactions).</del>	<del>Break quarterly. Destroy 5 years after break.</del>
	<del>b. OPM Report 60 (performance).</del>	<del>Break annually. Destroy 5 years after break.</del>
8.	SES Qualifications Review Board Files. (5 U.S.C. 3393(c)) Worksheets completed by Board in certification of executive qualifications.	Break annually. Destroy 5 years after break.

Item No.	Title and Description of Records	Disposition
9.	SES RIF Placement and Mobility Files (including certification by agencies, referrals by OPM, objections by agencies, notification to Congress of failure to place). (5 U.S.C. 3595(b)(3))	
	a. Active files.	Transfer to inactive file after placement, withdrawal of request, or removal of individual from the SES in RIF cases.
	b. Inactive files.	Break annually. Destroy 5 years after break.