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.
   632-7714

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.

   [Signature]
   [Title]

7. Item No.

8. Description of item
   Amend the Classification and Compensation (CLC) section of Administrative Manual Supplement 44-3, Disposition of Records, as per attached.

9. Sample or job no.

10. Action taken

   [4 Items]

For immediate disposal

[ ] A

For disposal after a specified period of time or request for permanent retention

[ ] B

FPMR (41 CFR) 101-11.4
CLASSIFICATION AND COMPENSATION

This grouping of records consists of documents relating to the Government-wide programs concerning the classification of positions and the compensation of federal employees.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Title and Description of Records</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Occupational Series Definitions, Position Classification and Job Grading Standards, Occupational Qualification Standards and Examining Guides.</td>
<td>PERMANENT. Transfer to Executive Files when inactive. Offer to NARS in 5 year blocks when 25 years old.</td>
</tr>
<tr>
<td></td>
<td>a. Record copy with background material including approved drafts of standards, notes, and correspondence having a substantive bearing on the development of the final product. Arranged by job series number.</td>
<td>Destroy no later than 1 year from the publication of the final product.</td>
</tr>
<tr>
<td></td>
<td>b. Working papers including rough drafts, notes, and correspondence not having a substantive bearing on the development of the final product.</td>
<td>Destroy no later than 1 year from the publication of the final product.</td>
</tr>
<tr>
<td></td>
<td>a. Record copy with background material having a substantive bearing on the development of the final product. Arranged by CFR number, and thereunder by Federal Personnel Manual number.</td>
<td>Destroy upon publication of the final product.</td>
</tr>
<tr>
<td></td>
<td>b. Working papers including drafts, notes, and correspondence not having a substantive bearing on the development of the final product.</td>
<td>Destroy upon publication of the final product.</td>
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</tbody>
</table>