

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	<i>NCL-146-84-5</i>
DATE RECEIVED	<i>9-24-84</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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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>1-27-86</i> Date	<i>James J. Bond</i> Archivist of the United States

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 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 <i>9/11/84</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William C. Duffy</i> William C. Duffy	E. TITLE Chief, Information Systems Plans and 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
1.	Certification of marital status. Cards with signature to see if widow/widower has remarried. (1976)	3.RET.02/12b	
2.	Government Printing Office Life Insurance ledgers, folders, bankbook information, cancelled checks, bank statements. (1951-56)	3.INS.02/6 and 8	
3.	Proposal list ledger books. (1/77-8/77)		
4.	Health Benefits Insurance Report. (1961)	WITHDRAWN	
5.	Public Law Project 601. (1965)	GRS 20, II, 10	
6.	Kaplan Committee Report. Attached is a letter from ^{GAO} GSA stating they have no objection to the disposition of these records. All changes to this proposed schedule have been approved by:	WITHDRAWN	
	<i>Nicholas J. Pacifico</i> (Nara appraiser)	<i>9/26/85</i> (date)	<i>Charles R. Chesek</i> (Agency representative)
		<i>9/26/85</i> (date)	

APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER
NC1-146-84-5

SECTION I - ACTION TAKEN

- 1. **APPROVED FOR DISPOSAL.** The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention by the Federal Government.
- 2. **APPROVED FOR PERMANENT RETENTION.** The records described under the following item or items have been appraised by the National Archives and Records Service (NARS) and are designated for permanent retention by the Federal Government. The agency will offer these records to NARS as specified in the schedule.
- 3. **DISPOSITION NOT APPROVED.** The records described under the following item or items are not approved for disposition. See Section III of this form for explanation.
- 4. **WITHDRAWN.** The records described under the following item or items have been withdrawn at the request of the agency.

Items 4, 6

SECTION II - RECOMMENDATION/CONCURRENCES

	TITLE	SIGNATURE	DATE
APPRAISAL	APPRAISER	<i>Richard McKenney</i>	1/14/86
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Kenneth F. Rosman</i>	1/17/86
CONCURRENCES	<i>df</i> NNF	<i>Samuel H. Troj...</i>	1-21-86

SECTION III - APPRAISER'S COMMENTS

The attached SF 115 consists of a request for a one-time disposition authority for records pertaining to the Federal retirement and health benefits program. Items 1 and 2 are already scheduled for disposal in OPM's records disposition handbook (AMS 44-3). Item 5 is already scheduled by GRS 20. Items 4 and 6 have been withdrawn because the agency could not locate the records. Item 3, which appears to be lists of claim numbers with a second number called a "batch Number," do not have sufficient evidential or informational value to warrant archival retention. I recommend this schedule item be approved for disposal. NNF concurred on October 1, 1985.