

**REQUEST FOR RECORDS**  
(See Instructions)

**AMENDMENT**  
**DISPOSITION AUTHORITY**  
(reverse)

LEAVE BLANK

**AMENDMENT**

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

**NC1-146-85-1**

1. FROM (AGENCY OR ESTABLISHMENT)  
**Office of the Special Counsel, MSPB**

DATE RECEIVED  
**December 7, 1984**

2. MAJOR SUBDIVISION

NOTIFICATION TO AGENCY

3. MINOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

**William E. Caldwell**

**653-7144**

*11-5-85*  
Date *Frank S. Burke*  
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 4 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 <b>12/5/84</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William E. Caldwell</i>	E. TITLE <b>Managing Director for Operations</b>
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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 style="text-align: center;"><u>Amendment</u></p> <p>This grouping of records represents the collective files of the Office of the Special Counsel relating to its operations under authority of the Civil Service Reform Act 1978 (PL 95-454; 5 U.S.C. Sections 1205-1208).</p> <p style="text-align: center;"><u>Cases and Matters</u></p> <p>These files relate to disciplinary action and corrective action complaints and requests for stays of personnel actions filed with and prosecuted before the Merit Systems Protection Board pursuant to 5 U.S.C. Sections 1206(c)(1), (g) and 1208, other litigation before the Board and the United States courts to which the Special Counsel may be a party, and corrective action letters sent to heads of agencies pursuant to 5 U.S.C. Section 1206(c)(1) as well as records pertaining to the review and investigation of allegations pursuant to 5 U.S.C. Sections 1206(a), (e) and 1303. These files contain all pertinent records, including the results of any investigation of the matter, legal memoranda, pleadings, Board and court orders, and related correspondence, concerning each matter prosecuted or litigated.</p>		<i>Tidemo</i>

*Copies sent to agency, NC, NNF, NNS, NNI, 11-7-85; MFP*

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2.	<p><b>RETENTION:</b></p> <p><u>Official File:</u> Close the case file after the final disposition of the case is determined and no further action is required on the part of OSC. One year after the file is closed, retire the case file to the Federal Records Center. Destroy three years after the file is finally closed.</p> <p><u>Automated File Record:</u> All detail information will be retired to magnetic tape storage and only relevant statistical and control data will be retained. Retirement to magnetic media occurs upon transfer of the official file to Federal Records Center. Magnetic media is erased when official file is destroyed.</p> <p><u>Working File:</u> Destroy when official file is sent to Federal Records Center.</p> <p align="center"><u>Whistleblower Files</u></p> <p>These files consist of the records pertaining to actions taken pursuant to 5 U.S.C. Section 1206(b) on allegations of waste, fraud and abuse received by OSC. The records consist of copies of the original complaint, internal memoranda, correspondence and reports pertaining to each matter handled.</p>		

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3.	<p><b>RETENTION:</b> <u>Office File:</u> Close the case file when all necessary OSC actions on a matter have been completed. One year after the file is closed retire to the Federal Records Center. Three years after the file is closed destroy.</p> <p><u>Automated File Record:</u> All detail information will be retired to magnetic tape storage and only relevant statistical and control data will be retained. Retirement to magnetic media occurs upon transfer of the official file to Federal Records Center. Magnetic media is erased when official file is destroyed.</p> <p style="text-align: center;"><u>General Administrative Files</u></p> <p>These consist of all other records of the Office of the Special Counsel which are covered by the General Records Schedules, FPMR 101-11.4.</p> <p><b>RETENTION:</b> These files will be subject to the retention/disposition schedule of FPMR 101.11.4.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE
7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	OF 10. ACTION TAKEN <i>(NARS USE ONLY)</i>
4.	<p style="text-align: center;"><u>Annual Reports of the Special Counsel</u></p> <p>Produced at the end of each fiscal year describing the significant activities of the office during that period. This includes a discussion of major case activities and administrative functions.</p> <p>RETENTION: <u>Permanent</u>. Offer to National Archives in ten year blocks when twenty years old.</p>		