REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

LEAVE BLANK
JOB NO
.NC1-269-83-2

DATE RECEIVED
7-15-83

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

8-4-83
Date

Archivist of the United States

1 FROM (AGENCY OR ESTABLISHMENT)

General Services Administration

2 MAJOR SUBDIVISION

Federal Protective Service

3 MINOR SUBDIVISION

Operational Services Division

4 NAME OF PERSON WITH WHOM TO CONFER	5 TEL EXT
Sandy Groves	566-1643

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 __2__ 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
7/8/83	William W Hiebert	Chief, Records and Forms Management Branch

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<u>FEDERAL PROTECTIVE SERVICE PROGRAM RECORDS</u> Enclosed are file descriptions and proposed disposition schedules for records now accumulating in the Federal Protective Service. These schedules will be included in the GSA Records Maintenance and Disposition System (OAD P 1820.2) when the section covering the Federal Protective Service Program Records is updated.	NN-168-83	

<u>MASS</u> DATA CHANGE SHEET NOT REQUIRED

The original paper records described below may be converted to microfilm and the original paper records may be destroyed provided that the requirements and standards of the HB, GSA Micrographics Management Program, ch. 3-1 and 3 and ch. 4-3 and 4 (OAD P 1882.1), are met. *Microfilm will be disposed of as indicated below for paper records.*

1. **FPO preappointment investigations.** Documents created in conducting limited preappointment investigations on Federal Protective Officer (FPO) applicants. The investigations are conducted to determine the applicant's loyalty and fitness for the position.

    a. Office conducting investigation: Place in inactive file after separation or transfer, hold 1 year, and retire to FRC. Destroy when 5 years old.   *NN-168-83/JVB 15 yrs.*

    b. Other offices: ~~Hold 2 years and~~ Destroy *when 2 yrs. old,*   *23A16 2 yr.*

2. **Criminal investigations.** Case files relating to investigations of thefts of government and personal property and violations of Federal statutes covering other criminal activities on property under the charge of GSA, except when it is suspected that the crime was committed by a GSA employee.

    Cut off annually following completion of the investigation, including all action on it.

    a. Office conducting investigation: Hold 2 years and retire to FRC. Destroy when 7 years old.   *23A/a 15 yrs.*

    b. Other offices: Destroy when 2 years old.   *23A1A 2 yr*

3. **Noncriminal investigations.** Case files relating to investigations of incidents and accidents of a noncriminal nature occurring on property under the charge of GSA.

    Cut off annually following completion of the investigation, including all action on it. Destroy when 2 years old.   *23A/a 15 yr.*

4. **Investigative indices/assignment slips.** Cards and slips (GSA Form 2756) used to provide an index to the various investigation files.

    a. Central Office: Cut off in 2 year blocks. Destroy when no longer needed for reference purposes.   *23A5a Retain*

    b. Regional Offices: Cut off when inactive, destroy when 15 years old.   *23A5A 20 yrs.*