

REQUEST FOR RECORDS DISPOSITION AUTHORITY		NI-420-03-01	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 11/13/02	
1. FROM (Agency or establishment) Overseas Private Investment Corporation		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Office of the Chief Financial Officer			
3. MINOR SUBDIVISION Human Resources Department			
4. NAME OF PERSON WITH WHOM TO CONFER Bruce I. Campbell	5. TELEPHONE 202-336-8563	DATE 1-29-03	ARCHIVIST OF THE UNITED STATES <i>J. W. Carl</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>2</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 10/22/02	SIGNATURE OF AGENCY REPRESENTATIVE <i>B. I. Campbell</i>	TITLE Records Officer	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

1. **SEPARATING EMPLOYEE CLEARANCE FILES.**
 OPIC Federal Employees, Personal Service Contractors (PSC)s, and Interns are required to complete and sign-off on receipt of specific guidance and the return of government equipment, property and computer system access prior to leaving employment with OPIC. This clearance process entails a variety of documents including OPIC forms **OPIC-23** "Clearance for Final Salary Payment or Transfer"; **OPIC-23A**, "Network Access & Computer Hardware Return"; **OPIC-137** "Departing Employee Check-out Form"; and **OPIC-138** "Departing Employee Files Transfer Form." The departing employee returns the completed paperwork to HRD, which then forwards the collection of forms to OPIC's Central Files Administrator.

SH Copies sent to Agency, NARA

4. **Record Hardcopy**

Temporary. Record not included in Official Personnel Folder (OPF). Maintain in the Central File Room under Privacy Act restrictions. Destroy paper copy two years after employee departs from OPIC.

5. **Electronic Copy**

Temporary. Record not included in Official Personnel Folder (OPF). Maintain completed form on the system for two years under Privacy Act provisions. Delete form and related data from system two years after employee departs from OPIC.

Printouts.

Temporary. System generated hard copy of electronic forms. Observe Privacy Act restrictions and destroy when no longer needed for business purposes.