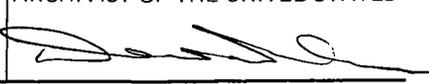


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO <b>NS1-146-89-2</b>	DATE RECEIVED <b>7/14/89</b>
1 FROM (Agency or establishment) <b>U.S. Office of Personnel Management</b>		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
2 MAJOR SUBDIVISION <b>Office of Information Management</b>			
3 MINOR SUBDIVISION <b>Reports and Forms Management Branch</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Charles R. Chesek</b>	5 TELEPHONE EXT <b>632-2860</b>	DATE <b>3/23/90</b>	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 2 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence  is attached, or  is unnecessary

B DATE <b>6/26/89</b>	C SIGNATURE OF AGENCY REPRESENTATIVE  <b>C. Ronald Trueworthy</b>	D TITLE <b>Chief, Reports and Forms Management Branch</b>
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	Amend the Examining and Recruiting section of Administrative Manual Supplement 44-3, Disposition of Records, to add item 29, Presidential Management Intern Files.		

Item No.	Title and Description of Records	Disposition
29.	Presidential Management Intern Files.	
	a. Application File; consisting of PMIP application form, institutional nomination form, independent evaluation forms, transcripts, writing sample, reader rating forms, group exercise rating form, individual exercise rating form, and overall summary, rating form.	
	(1) Finalist records.	Break annually. Destroy 3 years after break.
	(2) Non-finalist records.	Destroy after retention of 1 year.
	b. Data base; consisting of name, address, telephone number, social security number, agency, of selected interns (maintained on floppy disk by class).	Break annually. Destroy 5 years after break.

~~EXR COMPUTER TAPES~~

<del>1. Tape #TDHS01 (Application Processing Subsystem)</del>	<del>Scratch 60 days after date of creation.</del>
<del>2. Tape #TDHS02 (Application Processing Subsystem)</del>	<del>Scratch 1 year after date of creation.</del>
<del>3. Tape #ATBU11</del>	<del>Scratch 4 weeks after date of creation.</del>
<del>4. Tape #ATBU15</del>	<del>Scratch 4 weeks after date of creation.</del>
<del>5. Tape #ATHS01</del>	<del>Scratch 60 days after date of creation.</del>
<del>6. Tape #ATHS02</del>	<del>Scratch 3 years after date of creation.</del>