

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-478-01-1</i>	DATE RECEIVED <i>6/4/01</i>
1. FROM (Agency or establishment) U.S. Office of Personnel Management		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of the Chief Information Officer		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Michele M. Geary	5. TELEPHONE (202) 606-2214	DATE <i>9-18-01</i>	ARCHIVIST OF THE UNITED STATES <i>John 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 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE <i>5/25/2001</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Michele M. Geary</i>	TITLE OPM Records Officer
--------------------------	---	------------------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
See attached.			

cc: NR, NWMD, NWML, Agency

Item No.	Title and Description of Records	Disposition
6.	Schedules of Daily Activities, such as calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits and other activities by Federal employees while serving in an official capacity, created and maintained in hard copy or electronic form EXCLUDING materials determined to be personal. Records containing substantive information relating to official activities, the substance of which has <u>not</u> been incorporated into memoranda, reports, correspondence or other official files.	
	a. High-level officials (Director and Deputy Director), hard copy.	PERMANENT. Break file when official leaves office. Transfer to FRC when no longer needed for reference purposes. Transfer to NARA 10 years after file break.
	b. High-level officials (Director and Deputy Director), electronic copy	Destroy or delete after recordkeeping copy has been reproduced.
	c. Records of other than high-level officials (Chief of Staff, Senior Advisors and Special Assistants to the high-level officials, Associate Directors and Heads of Other Offices and political appointees serving in equivalent or comparable positions), hard copy.	Break file when official leaves office. Destroy or delete 5 years after file break.
	d. Records of other than high level officials (Chief of Staff, Senior Advisors and Special Assistants to the high-level officials, Associate Directors and Heads of Other Offices and political appointees serving in equivalent or comparable positions), electronic copy.	Destroy or delete after recordkeeping copy has been reproduced.