

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-478-02-2</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>2-4-2002</i>	
1. FROM (Agency or establishment) Office of Personnel Management		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Administrative Law Judges		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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	4. TELEPHONE NUMBER (202) 606-2214	DATE <i>5-7-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Cal</i>
<p>5. AGENCY CERTIFICATION</p> <p>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 needed now for the business for 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,</p> <p><input checked="" type="checkbox"/> is not required      <input type="checkbox"/> is attached; or      <input type="checkbox"/> has been requested.</p>			
DATE <i>1/24/2002</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Michele M. Geary</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See attached page		
<i>cc Agency, NR, NWML</i>			

Item No.	Title and Description of Records	Disposition
b.	Administrative Law Judge Qualifications Files	Retire to inactive upon notice of ineligibility; upon confirmation of ineligibility by Ratings Appeal Panel; upon failure to complete examination; upon withdrawing from examination; upon request of the applicant; upon termination of application for just cause; upon notification that applicant is deceased; or upon appointment of applicant; whichever of the above occurs first.
	(1) Active files.	
	(2) Inactive files.	Break annually. Transfer to records center 1 year after break, unless there remains a business need for the file(s). Destroy 15 years after transfer to <del>file break.</del> <del>records center.</del> <i>file break.</i> <i>or MMG for OPM</i>
c.	Electronic mail and word processing system copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by this item.	

Item No.	Title and Description of Records	Disposition
	Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
	(1) Copies of records covered that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disc or network drivers that are used only to produce the recordkeeping copy.	Destroy/delete within 180 days after the recordkeeping copy has been produced.
	(2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Destroy/delete within 180 days after the recordkeeping copy has been produced.