REQUEST FOR RECORDS DISPOSITION AUTHORITY

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
   8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

1. FROM (Agency or establishment)
   Office of Personnel Management

2. MAJOR SUBDIVISION
   Office of the Chief Information Officer

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
   Nancy G. Miller

5. TELEPHONE NUMBER
   (202) 606-0017

6. NOTIFYING PERSON
   Nancy G. Miller

7. DATE
   4/15/02

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

   Report Control Files; Case files maintained for each
   agency report created or proposed, including public
   use reports. Included are clearance forms, including
   OMB 83 (formerly SF 83); copies of pertinent forms
   or descriptions of format; copies of authorizing
   directives; preparation instructions; and documents
   relating to the evaluation, continuation, revision, and
   discontinuance of reporting requirements.

   Destroy 10 years after report is discontinued,
   canceled or superceded.

9. GRS OR SUPERSEDED JOB CITATION
   NEI-146-77-1

10. ACTION TAKEN
    (NARA USE ONLY)

   Destroy
<table>
<thead>
<tr>
<th>Item No.</th>
<th>Title and Description of Records</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>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. Also includes electronic copies of records created on electronic word processing systems that are maintained for updating, revision, or dissemination. Copies of Annual Report submissions in originating offices.</td>
<td>Destroy/delete within 180 days after the recordkeeping copy has been produced</td>
</tr>
</tbody>
</table>

(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.

(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 |