Schedule Number: N1-478-03-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded by DAA-0478-2017-0001-0002.

Date Reported: 6/26/2020
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: Center for Information Services and Chief Information Officer

3. MINOR SUBDIVISION:

4. NAME OF PERSON WITH WHOM TO CONFER: Nancy Goddin Miller  
(202) 606-0017

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 ___0___ 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,

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

DATE: 6-4-2003

SIGNATURE OF AGENCY REPRESENTATIVE: Nancy Goddin Miller

TITLE: Records Officer

7. ITEM NO.  
8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION:

Amend the Retirement portion of OPM Administrative Manual Supplement 44-3, Disposition of Records, to add the new item 1a.

No. 01a. High Profile Retirement Records Case Files
High Profile Retirement Records Case Files comprised of 1. Retirement Records Case Files (208 Files); 2. Closed Annuity Files (completed “208 Files”); and 3. Closed Death Claim Files for persons of historical significance such as former Presidents, Vice Presidents Members of Congress, high level appointments, survivors of high profile individuals, and anyone who has or is receiving media attention or is historically of high importance whether famous or infamous.

Disposition: Permanent. Transfer directly to the National Archives on a Standard Form 258 115 years from the date of the employee’s birth or 30 years after the date of the employee’s death (if a lump sum payment was made) or the survivor’s death (if a survivor annuity was paid), if no application for benefits is received.

STANDARD FORM 115 (REV. 3-91)  
Prescribed by NARA 36 CFR 122.