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

Date received: 4/19/04

1. FROM (Agency or establishment):  
OFFICE OF PERSONNEL MANAGEMENT  

Room 5415, 1900 E Street, Washington, DC 20415

2. MAJOR SUBDIVISION:  
Center for Federal Investigative Services

3. MINOR SUBDIVISION:  
Administrative Services Group

4. NAME OF PERSON WITH WHOM TO CONFER:  
Kathy D. Baker  
Supervisory FOI/PA Specialist

5. TELEPHONE NUMBER:  
(724) 794-5612 x118

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 page(s) are not needed now 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  
04/01/2004

SIGNATURE OF AGENCY REPRESENTATIVE  
Nancy G. Miller  202-606-0017

TITLE  
Records Officer

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

SEE ATTACHED SHEET(S) FOR:  

Title and Description of Records  
Copies of reports, related papers, and investigator notes retained in Regional Personnel Investigations Division and Investigations, Washington Division.

Copies of origin cases, participating PID cases, spot checks, personal confidential inquires, personal record searches, and all other special types of investigative cases

Disposition  
Break and destroy closed copies after 30 days.

Title and Description of Records  
Files closed "Processed."

Disposition  
Break and destroy closed copies after 30 days.