REQUEST FOR RECORDS DISPOSITION AUTHORITY

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

Date received 4/19/04

FROM (Agency or establishment)
OFFICE OF PERSONNEL MANAGEMENT

Room 5415, 1900 E Street, Washington, DC 20415

1. MAJOR SUBDIVISION
Center for Federal Investigative Services

2. MINOR SUBDIVISION
Administrative Services Group

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

4. TELEPHONE NUMBER
(724) 794-5612 x118

5. JOB NUMBER
NI-478-04-1

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  SIGNATURE OF AGENCY REPRESENTATIVE  TITLE
04/01/2004  Nancy G. Miller  202-606-0017  Records Officer

7. ITEM NO.

Investigations
Item No. 1,b

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

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.

Investigations
Item No. 1,c

Title and Description of Records
Files closed "Processed."

Disposition
Break and destroy closed copies after 30 days.

9. GRS OR SUPERSEDED JOB CITATION
NC1-146-77-1
(Civil Service Commission)

10. ACTION TAKEN (NARA USE ONLY)

SEE ATTACHED SHEET(S) FOR: