**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

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

**JOB NUMBER**  
721-478-04-2

**Date received**  
7-1-2004

| 1. FROM (Agency or establishment) | Office of Personnel Management |
| 2. MAJOR SUBDIVISION | Office of the Chief Information Officer |
| 3. MINOR SUBDIVISION | |

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**NOTIFICATION TO AGENCY**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

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

**4. TELEPHONE NUMBER**  
(202) 606-0017

**DATE**  
8-3-04

**ARCHIVIST OF THE UNITED STATES**  
John W. Carle

**5. 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 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**  
6/14/04

**SIGNATURE OF AGENCY REPRESENTATIVE**  
Kyna F. Sanders for Nancy Miller

**TITLE**  
Records Officer

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**INVESTIGATIONS**

1. Investigative Case Files.
   a. Master file of investigative case files maintained at the OPM-NACI Center and the Washington National Records Center.
   (1) When paper copy serves as the record copy.
      (b) Destroy all other cases when 16 years old.
   (2) When microfilm serves as the record copy.
      (b) Destroy all other cases when 16 years old.

2. Security Investigations Index (SII), OPM-NACI Center Index to personnel investigations.
   (b) Destroy all other cases when 16 years old.