

# Request for Records Disposition Authority

(See instructions on reverse)

To: **National Archives and Records Administration (NIR)**  
**Washington, DC 20408**

1 From: (Agency or establishment)

**Office of Personnel Management**

2 Major Subdivision

3 Minor Subdivision

4 Name of Person with whom to confer

**Mary Beth Smith-Toomey**

5. Telephone (include area code)

**202-606-8358**

## Leave Blank (NARA Use Only)

Job Number

**N1-478-08-2**

Date Received

**2/28/08**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

Date

**1-13-09**

Archivist of the United States

*Adrienne Thomas*

### 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 1 page(s) are not now needed 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     has been requested

Signature of Agency Representative

*Mary Beth Smith-Toomey*

Title

**OPM Records Officer**

Date (mm/dd/yyyy)

**2/21/2008**

Item Number

8 Description of Item and Proposed Disposition

9. GRS or Superseded Job Citation

10. Action taken (NARA Use Only)

**See attached revised Investigations Records Schedule**

**N1 - 478-04-2**

## INVESTIGATIONS

This grouping of records consists of documents relating to the Government-wide investigative program.

<b>Item No.</b>	<b>Title and Description of Records</b>	<b>Disposition</b>
1.	Investigative Case Files	
	a. Master file of investigative case files maintained at the OPM-FIPC.	a.) Destroy closed cases involving potentially actionable issues when 25 years old.
		b.) Destroy all other closed cases when 16 years old.
	b. Copies of reports, copies of related papers, and copies of investigator notes retained at FISD field offices and processing centers	Break and destroy closed copies after 30 days.
2.	Security Investigations Index (SII), OPM FIPC Index to personnel investigations	a.) Destroy closed cases involving potentially actionable issues when 25 years old.
		b.) Destroy all other closed cases when 16 years old.
3.	Adjudication File: file containing materials on adjudicative actions	Break and destroy 3 years after employment for OPM or access to OPM facilities or equipment terminates.
4.	Appraisal reports of agency security/suitability investigation programs	a.) Place in inactive file on receipt of succeeding report. Break inactive file annually. Destroy 3 years after break.
		b.) If there is no succeeding report, destroy 3 years from date of report.