

Request for Records Disposition Authority (See Instructions on reverse)		Leave Blank (NARA Use Only)	
To National Archives and Records Administration (NIR) Washington, DC 20408		Job Number N1-478-08-3	
1 From (Agency or establishment) Office of Personnel Management		Date Received 5/1/08	
2 Major Subdivision		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3 Minor Subdivision			
4 Name of Person with whom to confer Mary Beth Smith-Toomey	5 Telephone (include area code) 202-606-8358	Date 7/30/08	Archivist of the United States <i>Allen W. Wright</i>
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 <u>1</u> 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. <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached <input type="checkbox"/> has been requested			
Signature of Agency Representative <i>Mary Beth Smith-Toomey</i>		Title OPM Records Officer	
		Date (mm/dd/yyyy) 4/30/2008	

Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
1	<p>Office of Congressional Relations legislative files</p> <p>Includes copies of bills, reports, public laws and excerpts from the Congressional Record. Includes numerous items that would not be available in the normal Library of Congress materials. For example, many pre-decisional internal communications leading to the development of an agency position on specific proposed measures are included in these files and in no other place. They are not releasable and may be used only internally to inform current staff who are seeking to address similar issues or proposals.</p> <p>Includes communications between OPM and other agencies, particularly the Office of Management and Budget. These communications are privileged and not available to the public, but are used by OPM staff to develop policy positions that are historically consistent and, possibly in litigation, to illuminate the intentions of the agency and a given Administration when a policy, program or position was developed.</p> <p>Communications with Members of Congress on numerous legislative issues.</p>		

removed as per comment w/ R.O. 7/15/08

8/27/08 copies sent to Agency, NARA, NARA, NARA, NARA, NARA

OFFICE OF CONGRESSIONAL RELATIONS

This grouping of records consists of documents relating to proposed and enacted legislation which affects OPM.

Item No.	Title and Description of Records	Disposition
1.	Legislative files	PERMANENT. Break annually; after 5 years send to NARA
2.	Internal decisional documents regarding various pieces of proposed and enacted legislation.	PERMANENT Break annually, after 5 years send to NARA.

Total vol. - 196 c.f.
Annual Acc - less than 1 c.f.