INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-478-91-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

DAA-0478-2017-0002-0004 supersedes both items.

Date Reported: 3/14/2022
REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: GENERAL SERVICES ADMINISTRATION
   NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment)
   U.S. Office of Personnel Management

2. MAJOR SUBDIVISION
   Office of International Affairs

3. MINOR SUBDIVISION
   Office of Personnel Management

4. NAME OF PERSON WITH WHOM TO CONFER
   Charles R. Chesek

5. TELEPHONE EXT.
   202-606-1860

6. CERTIFICATE OF AGENCY REPRESENTATIVE
   I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency’s records; that the records proposed for disposal in this Request of ___ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: □ is attached; or □ is unnecessary.

<table>
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<tr>
<th>B. DATE</th>
<th>C. SIGNATURE OF AGENCY REPRESENTATIVE</th>
<th>D. TITLE</th>
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<tr>
<td>1/23/91</td>
<td></td>
<td>Chief, Reports and Forms Management Branch</td>
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7. ITEM NO.

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)

| 9. GRS OR SUPERSEDED |
| JOB CITATION |
| 10. ACTION TAKEN |
| (NARS USE ONLY) |

| 1. General correspondence relating to foreign countries and nationals. Subjects relating to visits to OPM, training, and orientations. DISPOSITION: Cut off at end of calendar year. Destroy after 2 years. NEW |

| 2. Information accumulated in controlling, administering, and facilitating visits of foreign nationals to OPM. Included are plans, agendas, invitations, acceptances, itineraries, biographies, clearances, referrals, requests to visit; information on meetings scheduled and conducted; quarterly narrative reports, and related information. Filed by name of organization, group, institution, etc. DISPOSITION: Cut off annually. Destroy after 2 years or when no longer needed for operational purposes. NEW |

OFFICE OF INTERNATIONAL AFFAIRS CONCURRENCE:

Signature