

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		DUPLICATE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) Washington, DC 20408		JOB NUMBER	NI-478-95-1
1. FROM (Agency or establishment) U.S. Office of Personnel Management		DATE RECEIVED	11-16-94
2. MAJOR SUBDIVISION Office of Information Resources Management		<b>NOTIFICATION TO AGENCY</b>	
3. MINOR SUBDIVISION Plans and Policies Division		<small>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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.</small>	
4. NAME OF PERSON WITH WHOM TO CONFER Grace Butler	5. TELEPHONE 703-606-8566	DATE	ARCHIVIST OF THE UNITED STATES
		8/1/95	<i>John W. Carl</i>
<b>6. AGENCY CERTIFICATION</b> 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>one</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 GAO Manual for Guidance of Federal Agencies,  <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
10/24/94	<i>Grace W. Butler</i>	Records Administrator	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Amend the Employee Development and Utilization of AM Supplement 44-3, Disposition of Records, to add a new item 5.  5. Federal Executive Institute Files.  a. Application File (includes institutional nomination form).  (1) Successful applicants.      Break annually. Destroy 3 years after break.  (2) Non-successful applicants      Destroy after retention of 1 year.  b. Consent forms.      Break annually. Destroy 5 years after break.  c. Data base consisting of name, Social Security Number, agency, class attended; and for individuals submitting consent forms, home address and telephone number.      Temporary. Destroy when no longer needed for administrative purposes.		

*Copies sent to Agency, NI 8/23/95*