

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
Washington, DC 20408

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

2. MAJOR SUBDIVISION  
Office of Information Resources Management

3. MINOR SUBDIVISION  
Plans and Policies Division

4. NAME OF PERSON WITH WHOM TO CONFER  
Grace Butler

5. TELEPHONE  
703-606-8566

LEAVE BLANK (NARA use only)

JOB NUMBER  
N1-478-95-1

DATE RECEIVED  
11-16-94

## 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
8/1/95

ARCHIVIST OF THE UNITED STATES  
John W. Carl

## 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 one 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,



is not required;



is attached; or



has been requested.

DATE  
10/24/94

SIGNATURE OF AGENCY REPRESENTATIVE  
Grace W. Butler

TITLE  
Records Administrator

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Amend the Employee Development and Utilization of AM Supplement 44-3, Disposition of Records, to add a new item 5.</p> <p>5. Federal Executive Institute Files.</p> <p>a. Application File (includes institutional nomination form).</p> <p>(1) Successful applicants. Break annually. Destroy 3 years after break.</p> <p>(2) Non-successful applicants. Destroy after retention of 1 year.</p> <p>b. Consent forms. Break annually. Destroy 5 years after break.</p> <p>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.</p>		

Copies sent to Agency, N1 8/23/95