NWML

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER N1-478-95-2

DATE RECEIVED 11-16-94

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

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 11/25/94

ARCHIVIST OF THE UNITED STATES
James W. Moore

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,

[X] is not required; [ ] is attached; or [ ] has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
10/24/94	Grace W. Butler	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 GRS OR SUPERSEDED JOB CITATION	10.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 Examining and Recruiting section of AM Supplement 44-3, Disposition of Records, to revise the language to item 29, Presidential Management Intern Files.	NI-146-89-2	
	29. Presidential Management Intern Files.		
	a. Application File; consisting of PMIF application form, institutional nomination form, independent evaluation forms, transcripts, writing sample, reader rating forms, group exercise rating form, individual exercise rating form, and overall summary rating form.		
	(1) Finalist records — Break annually. Destroy 3 years after break.		
	(2) Non-finalist records — Destroy after retention of 1 year.		
	b. Data base; consisting of name, work address and telephone number, Social Security Number, agency; and for individuals submitting consent forms, home address and telephone number. — Temporary. Destroy when no longer needed for administrative purposes.		
	c. Consent forms. — Break annually. Destroy 5 years after break.		

Copy sent to Agency (H) 11/30/94