

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) Washington, DC 20408		JOB NUMBER	NI-478.95-2
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 FOR ARCHIVIST OF THE UNITED STATES 11/25/94	<i>James W. Moore</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 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,			
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>10/24/94</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace W. Butler</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	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.  29. Presidential Management Intern Files.  a. Application File; consisting of PMIP 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.	NI-146-89-2	

Copy sent to Agency      (4)      11/30/94