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  
Leslie Crawford  
703-606-8565

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.

7. ITEM NO.  
8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

Amend the Executive Personnel portion of OPM Administrative Manual Supplement 44-3, Disposition of Records, to add a new item 9.

9. Electronic database files containing:

a. Information on present and former incumbents of executive positions, including demographic, appointment and assignment information (e.g., name, office address, date of birth, Social Security Number, sex, race and ethnic designation, positions held, pay rates, and types of appointments).

b. Information on executive positions (e.g., title, pay plan, grade or level, appointing authority, and location).

c. Information on actions requiring approval by OPM or other authority (e.g., Presidential rank award determinations, executive qualification approvals, approvals of noncareer and limited appointing authorities).

9. GRS OR SUPERSEDED JOB CITATION

NEW

10. ACTION TAKEN (NARA USE ONLY)

115-109

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (WP)(REV. 3-91)  
Prescribed by NARA  
36 CFR 1228

CAPTURED FROM DRAFTED FORM, NSN 8/24/95
7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION |
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<td>d. Information on Federal agencies (e.g., name, executive position allocations, and organizational subelements).</td>
<td>Destroy when no longer needed for administrative purposes.</td>
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9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

Two copies, including original, to be submitted to the National Archives and Records Administration.