**ACTIVE ITEMS**. These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

**INACTIVE ITEMS.** These items may no longer be used to disposition records. They are superseded, obsolete, filing instructions, describe non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items may be annotated on the schedule.

**(P) Permanent**
**(T) Temporary**

| ITEM | STATUS | WHY INACTIVE |
|---|---|---|
| 1 / a | P (Inactive) | Accessioned see NAID 12023431 |
| 1 / b | P (Inactive) | Accessioned see NAID 12023431 |
| 1 / c | P (Inactive) | superseded by n1-478-00-001, item a |
| 2 / a | n/a | crossed out |
| 2 / b | T (Active) | |

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

*(See Instructions on reverse)*

LEAVE BLANK (NARA use only)

JOB NUMBER: N1-478-97-1

DATE RECEIVED: 7-16-97

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 the General Counsel

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER: Brenda Hickey

5. TELEPHONE: 202-606-2291

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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: 1-23-98

ARCHIVIST OF THE UNITED STATE: Allen 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 2 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 the GAO Manual for Guidance of Federal Agencies,

☑ is not required; ☐ is attached; or ☐ has been requested.

| DATE | SIGNATURE OF AGENCY REPRESENTATIVE | TITLE |
|---|---|---|
| 7/11/97 | Robert M. Hurley | Records Administrator |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|---|---|---|---|
| | See Attached | | |

115-109

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 122

FEB - 5 1998 NARA

copy to: Agency NWDD

**Item 1.** Legal Advisory Files

Correspondence concerning the agency's primary mission, showing legal opinions/legal advisory concerned with interpretations of statutes, laws, regulations, investigations, and similar information. Arranged alphabetically by subject matter. Subjects cover a broad range. Includes some miscellaneous correspondence to members of Congress regarding their constituents. Some contain legislative histories. Approximately 88 cubic feet.

CIVIL SERVICE COMMISSION

a. 1912 to 1978.

Permanent. Transfer to NARA upon approval of schedule.

b. Index/Digest Cards. Contains 3 x 5 index cards digesting the Legal Advisory Files. The card filing system was originally categorized into four separate alphabetize groups of subject headings: Part I - Appointments; Part II - Employment in Service; Part III - Separations, Etc.; Part IV - Miscellaneous. In the early 1970's, the card filing system was restructured into one revised unified alphabetical system. The alphabetical system still exists today, but the 3 x 5 index cards were discontinued sometime in the early 1980's.

Permanent. Transfer to NARA upon approval of schedule.

U. S. OFFICE OF PERSONNEL MANAGEMENT

c. 1979 to date.

Permanent. Transfer to NARA when 10 years old IN 5 YEAR BLOCKS. Annual accumulation is less than 1 cubic feet.

**Item 2.** Chronological Files.

Chronological file copies of outgoing correspondence.

CIVIL SERVICE COMMISSION

a) 1936 - 1978. Congressional and White House correspondence. Consists of correspondence with and between members of Congress (80th and 81st), other Federal agencies, outside attorneys, and office of the President about Federal Personnel subject matters (e.g., pay, leave, veterans' preference). Contains proposed bills and copies of advisory opinions. Approximately 16 cubic feet.

Permanent. Transfer to NARA upon approval of schedule. WITHDRAWN.

U. S. OFFICE OF PERSONNEL MANAGEMENT

b) 1978 to Present.

~~Permanent. Transfer to NARA when 10 years old. Approximately 90 cubic feet. Annual accumulation is approximately 3 cubic feet.~~

See e-mail 11/4/97

TEMPORARY. CUT OFF AT END OF FISCAL YEAR. DESTROY 10 YEARS AFTER CUTOFF.

NOTE. Records dated 1984 through 1990 also contain a file from each of three divisions. A division read file is a copy of outgoing correspondence with initiating document attached. The official read file is a consolidation of all three divisions, without the initiating correspondence. At the end of each month all four folders were grouped together.

Total accumulation of Chronological Files is approximately 106 cubic feet.