

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

TO **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

U.S. Office of Personnel Management

2. MAJOR SUBDIVISION

Information Management Division

3. MINOR SUBDIVISION

Information Systems Plans & Policies Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Charles R. Chesek

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**A** Request for immediate disposal.

**B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE <u>12/7/82</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <u>William C. Duffy</u> <i>John S. Duffy</i>	E. TITLE Chief, Information Systems Plans and Policies Branch
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	Amend Item 1a of the Investigations (INV) section of the OPM Administrative Manual Supplement 44-3, Disposition of Records to reflect the use of microfilm.  Investigative Case Files  a. Record copies of reports and related papers maintained by the Office of Personnel Investigations (OPI) at the Investigations Support Division (ISD) and the Federal Records Center.  (1) When paper copy serves as the record copy. Break closed cases annually. Destroy when 15 years old.  (2) When microfilm serves as the record copy. Break closed cases annually. (a) Destroy microfilm when 15 years old. (b) Destroy paper record upon microfilming.  This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.	NCL-146-81-1 item 1a	

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JOB NO	NCL-146-83-4
DATE RECEIVED	12-7-82
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
12-29-82 Date	<i>John S. Duffy</i> Archivist of the United States

115-107

MASS DATA CHANGE SHEET WILL BE FORWARDED WITH PRINTED CHANGE

*Copy to agency, 1-27-83*

STANDARD FORM 115  
Revised April, 1975  
Prescribed by General Services Administration  
FPMR (41 CFR) 101-11.4

3 items