

**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  
Info. Systems Plans & Policies Branch

4. NAME OF PERSON WITH WHOM TO CONFER  
Charles R. Chesek

5. TEL EXT  
632-6883

LEAVE BLANK

JOB NO  
NCl-146-83-5

DATE RECEIVED  
March 17, 1983

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

3-28-83 *[Signature]*  
Date Archivist of the United States

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 2 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  
3/16/83

D. SIGNATURE OF AGENCY REPRESENTATIVE  
*[Signature]*  
William C. Duffy

E. TITLE  
Chief, Information Systems Plans and Policies Branch

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
MED 3	<p>Amend Item 3 of the Medical (Med) section of the OPM Administrative Manual Supplement 44-3, Disposition of Records &amp; add Item 7.</p> <p>OPM review of government-wide files of eligibles rejected for medical reasons. These files contain confidential medical reports and pre-employment examinations which are not filed in or associated with the OPF.</p> <p>Break closed records annually. Destroy 3 years after break.</p> <p>NOTE: The requested disposition is one year longer than currently authorized. The increase is requested in order to have records available in case of law suits. The additional one year retention will not create a storage problem.</p>		<i>[Signature]</i>

**Request for Records Disposition Authority – Continuation**

JOB NO  
**NCL-146-83-5**

PAGE OF  
2 of 2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
MED 7	<p>OPM review of government-wide case files of a spouse or mother seeking hiring preference by virtue of being a spouse or mother of a retired military disabled veteran. These files contain confidential medical disability reports which are not filed in or associated with the OPF.</p> <p>Break closed records annually. Destroy 1 year after break.</p>		