

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO	NCL-116-85-1
1 FROM <i>(Agency or establishment)</i>		DATE RECEIVED	10-05-84
2 MAJOR SUBDIVISION <u>Administrative Office of the United States Courts</u>		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION <u>Personnel Division</u>		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE EXT	DATE	ARCHIVIST OF THE UNITED STATES
<u>Charles Summers</u>	<u>633-6057</u>	<u>Nov 25, 84</u>	<i>Robert Stone</i>
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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence is attached, or is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
<u>9/21/84</u>	<i>Albert R. Stone</i>	Chief, Records Management & Printing Branch

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p><u>Personnel Division</u></p> <p>The Personnel Division provides the Administrative Office and the Federal Judiciary (exclusive of the Supreme Court) with all personnel services required by Office of Personnel Management regulations.</p> <p><u>Service Record Cards.</u></p> <p>Service record cards for employees separated or transferred on or after January 1, 1948.</p> <p><u>Disposition:</u> Microfiche card after employee is separated or transferred. Retain microfiche card permanently. Destroy paper cards after micro-filming. DESTROY MICROFICHE CARDS WHEN NO LONGER NEEDED FOR REFERENCE</p> <p>Microfiche cards are kept for quick reference to avoid lengthy delays associated with recalling records from the National Personnel Records Center (NPRC) or other agencies. Approx. 15 cubic feet of these records are maintained in this office.</p> <p>MASS DATA SHEET NOT REQUIRED.</p>	GRS 1 Item 2	<p>MFP 11/15/84</p> <p>CWS 11/15/84</p>