

LEAVE BLANK (NARA use only)

**JOB NUMBER**

DATE RECEIVED

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

OFFICE OF ADMINISTRATION

### 3. MINOR SUBDIVISION

(1) DPM (2) DFM (3) DAS (4) DPRO

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE
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VICKI S. THORPE

(304) 480-6553

DATE \_\_\_\_\_

ARCHIVIST OF THE UNITED STATES

4-7-95

John W. Carl

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 \_\_\_\_\_ 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
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10/01/96

Dicki S. Thorpe

7.  
ITEM  
NO.

## 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR  
SUPERSEDED  
JOB CITATION

10. ACTION  
TAKEN (NARA  
USE ONLY)

See attached.

APR 25 1997 *mmr* Copy to: Agency  
NWDD  
NR-Scott Roles

Request For Record Disposition Authority

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Item No.	Description of Item	Authority
N1-53-97-01-0001.01	EMPLOYEE AWARDS NON SES FILES-1011.5-2: LETTERS OF COMMENDATION AND APPRECIATION. PER 5 CFR 293.404A(I)(II) THESE RECORDS MAY BE RETAINED FOR 4 YRS.	NEW 169A GRS-1, 23a5

Form No:                      Series No:                      Org. Abbrev: OA/DPM  
Retain: 4 yrs 0 mths  
REFERENCE GRS-01, 126. CUT OFF AT END OF CLENDAR YEAR. TRANSFER  
TO FRC AS VOLUME WARRANTS. DESTROY 4 YEARS AFTER CUTOFF.

Item No.	Description of Item	Authority
N1-53-97-01-0001.02	EMPLOYEE AWARDS NON SES FILES-1011.5-6: LENGTH OF SERVICE AND SICK LEAVE AWARD FILES. RETENTION OF 4 YEARS IS ALLOWED PER 5 CFR 293.404A(I)(II).	NEW 169A GRS-1, 23a5

Form No:                      Series No:                      Org. Abbrev: OA/DPM  
Retain: 4 yrs 0 mths  
REFERENCE GRS-01, 126. CUT OFF AT END OF CALENDAR YR. TRANSFER TO  
FRC AS VOLUME WARRANTS. DESTROY 4 YEARS AFTER CUTOFF.

Request For Record Disposition Authority

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Item No.	Description of Item	Authority
N1-53-97-01-0001.03	EMPLOYEE AWARDS SES FILES-1011.5-2: LETTERS OF COMMENDATION AND APPRECIATION. PER 5 CFR 293.404A(I)(II) THESE RECORDS MAY BE RETAINED 5 YEARS.	<del>NEW 169B</del> GNS-1, 2364

Form No:                      Series No:                      Org. Abbrev: OA/DPM  
Retain: 5 yrs 0 mths  
~~REFERENCE GRS-01, 12C & 23B(2).~~ CUT OFF END OF CALENDAR YR.  
~~TRANSFER TO FRC AS VOLUME WARRANTS.~~ DESTROY 5 YRS AFTER CUTOFF.

Item No.	Description of Item	Authority
N1-53-97-01-0001.04	EMPLOYEE AWARDS SES FILES-1011.5-3: LENGTH OF SERVICE AND SICK LEAVE AWARD FILES. PER 5 CFR 293.404A(I)(II) THESE RECORDS MAY BE RETAINED FOR 5 YEARS.	<del>NEW 169B</del> GNS-1, 2364

Form No:                      Series No:                      Org. Abbrev: OA/DPM  
Retain: 5 yrs 0 mths  
~~REFERENCE GRS-01, 12C.~~ CUT OFF END OF CALENDAR YR. ~~TRANSFER TO~~  
~~FRC AS VOLUME WARRANTS.~~ DESTROY 5 YRS AFTER CUTOFF.

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Item No.	Description of Item	Authority
N1-53-97-01-0001.05	EMPLOYEE AWARDS SES FILES-1011: CASE FILES INCLUDING RECOMMENDATIONS APPROVED NOMINATIONS, CORRESPONDENCE, REPORTS AND RELATED HANDBOOKS PERTAINING TO AGENCY-SPONSORED CASH AND NON-CASH AWARDS.	<del>NEW 169B</del> GRS-1, 2364

Form No:                      Series No:                      Org. Abbrev: OA/DPM  
Retain: 5 yrs 0 mths  
~~REFERENCE GRS-01, 2364~~  
~~TRANSFER TO~~  
~~FRC AS VOLUME WARRANTS.~~ DESTROY 5 YRS AFTER CUTOFF.

Item No.	Description of Item	Authority
N1-53-97-01-0002	ABSENCE FROM THE JOB-1015: TO REPRESENT THE UNION	<del>NEW 39</del>

Form No: PD F 4388-1    Series No: A COPY                      Org. Abbrev: OA/DPM/ELRB  
Retain: 1 yrs 0 mths  
CUT OFF END OF CALENDAR YEAR. DESTROY 1 YR AFTER NTEU AGREES WITH  
FINAL REPORT.

Request For Record Disposition Authority

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Item No.	Description of Item	Authority
N1-53-97-01-0003	EMPLOYEE EXIT CLEARANCE-1021.1 THIS IS A FORM THAT SPECIFIC OFFICES SIGN AND STATES THAT THE EMPLOYEE IS SEPERATING FROM THE BUREAU. THESE OFFICES ARE TO CONFIRM THAT THEY HAVE RECEIVED ALL NEEDED DOCUMENTATION FROM THIS EMPLOYEE.	NEW 242

Form No: PD F 5195      Series No: C COPY      Org. Abbrev: OA/DPM/EDB  
Retain: 3 yrs    0 mths  
CUT OFF AT END OF CALENDAR YEAR. ~~TRANSFER TO PRC AS VOLUME~~  
~~WARRANTS.~~ DESTROY 3 YRS AFTER CUTOFF.

Item No.	Description of Item	Authority
N1-53-97-01-0004.01	ORGANIZATIONAL LISTINGS-1002: EMPLOYEE LISTINGS BY ORGANIZATION THIS IS A REPORT FROM THE NFC PAYROLL SYSTEM. IT LISTS ALL EMPLOYEES BY ORGANIZATION IN DESCENDING GRADE.	NEW 100

Form No:                      Series No:                      Org. Abbrev: OA/DPM/ECB  
Retain: 5 yrs    0 mths  
CUT OFF AT END OF CALENDAR YR. ~~TRANSFER TO PRC AS VOLUME WARRANTS~~  
DESTROY 5 YRS AFTER CUTOFF.

Request For Record Disposition Authority

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Item No.	Description of Item	Authority
N1-53-97-01-0004.02	ORGANIZATIONAL LISTINGS-PRE-CONSOLIDSTION/REORG. LISTING-1002: THIS LISTS ALL EMPLOYEES PRIOR TO CONSOLIDATION BY ORGANIZATION IN DESCENDING GRADE.	NEW <del>101</del>

Form No:                      Series No:                      Org. Abbrev: OA/DFM/ECB  
Retain: 5 yrs    0 mths  
DESTROY 5 YRS AFTER CONSOLIDATION/REORGANIZATION IS COMPLETED.  
~~COMPLETION IS SCHEDULED FOR 12/97.~~

Item No.	Description of Item	Authority
N1-53-97-01-0005	PAYROLL RECORDS PRIOR TO A NEW PAYROLL SYSTEM-1014.2: AN EXAMPLE IS PER-NFC RECORD SYSTEM. PAYROLL MICROFICHE FROM 1982 THROUGH 1990. NFC STARTED IN 1990. RETAIN MICROFICHE UNTIL YEAR 2020. THIS MAY BE MICROFORM OR TEXUAL RECORDS	NEW <del>102</del>

Form No:                      Series No:                      Org. Abbrev: OA/DPM/PPB  
Retain: 30 yrs    0 mths  
CUT OFF AT THE START OF IMPLEMENTATION A NEW PAYROLL SYSTEM.  
~~TRANSFER TO FRC AS VOLUME WARRANTS.~~ DESTROY 30 YRS AFTER CUTOFF.

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Item No.	Description of Item	Authority	
N1-53-97-01-0006	ISSUING AGENT AND PAYING AGENT FEE-507.1-1: LISTINGS AUTHORIZING A DISBURSINGS OFFICER TO COMPENSATE. THIS IS A MONTHLY LIST OF FRB's AND BANKS THAT ARE DUE COMPANSATION FOR ISSUING OR REDEEMED BONDS AS THE GOVT AGENT.	NC1-53-78-04, 09F	4R

Form No: Series No: Org. Abbrev: OA/DMA

Retain: 3 yrs 0 mths

MICROFILM. CUTOFF YRLY. DESTROY PAPER AFTER VERIFICATION OF FILM, TRANSFER FILM TO FRC AS VOLUME  
DESTROY FILM 3 YRS AFTER CUTOFF. ~~TRANSFER TO FRC AS VOL. WARRANTS~~ WARRANTS

Item No.	Description of Item	Authority
N1-53-97-01-0007	BADGE INVENTORY LOG-615: USED TO TRACK TEMPORARY BADGES THIS FORM IS USED TO TRACK TEMPORARY BAGDES BEING ISSUED.	<del>NEW 183</del> GRS 23, 1

Form No: PD F 5345 Series No: A COPY Org. Abbrev: OA/DAS/PMB

Retain: 0 yrs 1 mths

DESTROY RECORDS AFTER BADGE IS RETURNED OR 1 MONTH AFTER MISSING  
BADGE IS DECLARED UNRECOVERABLE.

Request For Record Disposition Authority

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Item No.	Description of Item	Authority
N1-53-97-01-0008	EMPLOYEE EXIT CLEARANCE-1021.1 THIS IS A FORM THAT SPECIFIC OFFICES SIGN AND STATES THAT THE EMPLOYEE IS SEPERATING FROM THE BUREAU. THESE OFFICES ARE TO CONFIRM THAT THEY HAVE RECEIVED ALL NEEDED DOCUMENTATION FROM THIS EMPLOYEE.	NEW <del>243</del>

Form No: PD F 5195      Series No: E COPY      Org. Abbrev: OA/DPRO  
Retain: 1 yrs    0 mths  
CUT OFF AT END OF YEAR.    DESTROY 1 YEAR AFTER CUTOFF.