

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

| | |
|--|--------------|
| LEAVE BLANK | |
| JOB NO | NCI GRS 78 3 |
| DATE RECEIVED | 8 MAR 1978 |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. | |
| 3-21-78 <i>James E. O'Heill</i> Date acting Archivist of the United States | |

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

1. FROM (AGENCY OR ESTABLISHMENT)

General Service Administration

2. MAJOR SUBDIVISION

National Archives and Records Service

3. MINOR SUBDIVISION

Office of Federal Records Centers

4. NAME OF PERSON WITH WHOM TO CONFER

Ronald L. Heise, NCD

5. TEL. EXT

724-1698

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 | D. SIGNATURE OF AGENCY REPRESENTATIVE | E. TITLE | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|---|--|---|----------------------|------------------|
| 2/21/78 | <i>Thomas W. ...</i> | Director, Records Disposition Division | | |
| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | | | |
| 23. | <p><u>General Records Schedule 18</u> <u>Security and Protective Service Records</u></p> <p>Item 23 in hereby amended as follows:</p> <p><u>Personnel Security Clearance Case Files.</u></p> <p>Records of investigations of personnel employed by or seeking employment from the Government, or whose relationship otherwise with the Government requires a security clearance, but exclusive of copies of investigative reports and related papers furnished to agencies by the Civil Service Commission for which maintenance and disposition instructions are provided in Chapter 736 of the Federal Personnel Manual.</p> <p>Destroy 2 years after date of last action.</p> | | NC-64-76-1 | |
| Approved for the U.S. Civil Service Commission | | | | |
| Name <u><i>Thomas W. ...</i></u> | Name <u><i>Donald J. Bishop</i></u> | Director, Bureau of Management Services | Date <u>3/6/78</u> | |
| Title <u><i>Director Bc of Personnel Investigations</i></u> | Date: <u>3/1/78</u> | | | |

Sent to agency - 3/21/78