

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1-GRS-79-2	
DATE RECEIVED 3-6-79	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
3-13-79 Date	<i>Jane B. Rhoads</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
National Archives and Records Service

2. MAJOR SUBDIVISION
Office of Federal Records Centers

3. MINOR SUBDIVISION
Records Disposition Division

4. NAME OF PERSON WITH WHOM TO CONFER
Jean K. Fraley

5. TEL. EXT.
724-1590

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
3/8/79	<i>Thomas J. ...</i>	Director, Records Disposition Division		
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)			
1.	<p>The following is a new item to be added to General Records Schedule 1, Civilian Personnel Records:</p> <p><u>Temporary Records Relating to Promotions</u></p> <p>Records documenting the promotion of an individual including qualification standards, evaluation methods, selection procedures, and evaluations of candidates, excluding information duplicated in the promotion plan, in the Official Personnel Folders, or in other personnel records.</p> <p>DESTROY 2 YEARS AFTER THE PERSONNEL ACTION OR AFTER THE ACTION HAS BEEN AUDITED BY OPM, WHICHEVER IS SOONER.</p> <p>Office of Personnel Management concurrence: <i>W. J. ...</i> Director for Staffing 2/16/79 NAME TITLE DATE</p>			

115-107

Sent to UNF 3/16/79 jaf