

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

U.S. Civil Service Commission

2. MAJOR SUBDIVISION

Bureau of Management Services

3. MINOR SUBDIVISION

Records Administration Section

4. NAME OF PERSON WITH WHOM TO CONFER

Charles R. Chesek

5. TEL. EXT.

632-4510

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK

DATE RECEIVED

JUL 16 1975

JOB NO.

NC - 146-76-1

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 "with-drawn" in column 10.

7-22-75

(Date)

James E. O'Neil
Acting Archivist of the United States

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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

7/11/75
Date
Eugene D. Rummel
(Signature of Agency Representative)

Chief, Office Services Division

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<u>Investigative Case Files -</u> Break closed cases annually. Transfer to FARC 5 years after break. Destroy 15 years after transfer.	II-NNA-3152	
2.	<u>Security Investigations Index -</u> When an investigative case file is not maintained, destroy 2 years from the date of the last action. Destroy all other cards 20 years after date of last action.	II-NNA-3152	

Copy to NCW 8-8-75

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	CLASS	AUTHORIZED DISPOSITION
	INVESTIGATIONS This functional grouping of records consists of collections of reports, indexes, case files, etc., relating to the administration and appraisal of the Government-wide investigative and suitability-rating programs; reports of Loyalty Review Board or Security Hearing Boards; training of investigators, etc. SEE: LEG for Hatch Act cases; COM for management of Boards. Investigative case files: Includes investigative reports and all related case records. (a) Record copies of reports and related papers. Files retained in BPI. (b) Copies of reports, related papers, and investigator notes retained in RJD. (1) copies of region of origin cases (2) copies of participating region cases (i.e. cases originated in other regions or BPI). (3) copies of spot checks, personal confidential inquiries, and personal record searches.	Temporary Nonrecord Nonrecord Nonrecord	Transfer to Federal Records Center 5 years after date of closing action. Destroy 25 years after transfer (except those designated by Archives for permanent retention). Destroy 6 months after case is closed. See FPM Supp. (Int.) 736-72 for detailed disposition instructions. Destroy 6 months after case is closed. Destroy 6 months after case is closed.

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	CLASS	AUTHORIZED DISPOSITION
	Item 1 (b) cont'd. (4) copies of postmaster, rural carrier, political activity, and other special types of investigative cases. (c) Bar and flag files, excluding medical flags. * (1) copies of closed cases resulting in debarment or flagging. (2) regional office copy of closed cases which resulted in debarment or flagging. * 2 (DELETED) 2A Security Investigations Index: Central office index to personnel investigations made by the CSC. (Includes records of personnel investigations made by agencies since 1939, records of CSC bar and flag action investigations and material formerly identified as the central office Master Index.) 2B Investigations Locator File: Card index to pending and recently closed investigations maintained in RJD and WDI. 3 Case Control File: Card record maintained by deadline date, in RJD and WDI.	Nonrecord Temporary *Nonrecord* Permanent Nonrecord Temporary	Destroy 6 months after case is closed. Transfer to Federal Records Center 5 years after date of closing action. Destroy 25 years after date of transfer. * Destroy 6 months after case is closed. Disposal not authorized. Retain for reference use. Break semiannually beginning July 1, 1964. Destroy 6 months after break. * Destroy when case is closed, unless card is filed in SII per RPM Supp. (Int.) 736-72.