Raid NCD 9 Jan 78

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
Office Services Division

4. NAME OF PERSON WITH WHOM TO CONFER	5. TEL. EXT.
Charles R. Chesek	632-4510

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

<table>
<tr><td colspan="2">LEAVE BLANK</td></tr>
<tr><td>DATE RECEIVED
9 JUN 1978</td><td>JOB NO.</td></tr>
<tr><td colspan="2">NC1 146 78 6</td></tr>
<tr><td colspan="2">NOTIFICATION TO AGENCY</td></tr>
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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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

6-26-78 _James B Rhoads_
(Date)   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.

June 9, 1978	Donald J. Biglin	Director, Bureau of Mgt. Services
Date	(Signature of Agency Representative)	(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	**Applicant Data Sheet (Form A1)** Form is filled out by applicant and ~~sample~~ contains applicants name, address, date of birth, etc., and is used to create applicant's basic computer record and to issue a Notice of Results. Destroy 90 days after processing date.	sample attached	
2	**Occupational Supplement (Form B)** Form is filled out by applicant and contains background and qualifying information. Content of this form varies somewhat between supplements used for different occupational series. Blank fields and fields of conflicting responses are defaulted to a preprogramed value (giving applicant the benefit of maximum consideration) and the defaulted determinations are printed on a Notice of Rating. Destroy 90 days after processing date.	sample attached	
3	**Tape TDHS01 (Application Processing Subsystem)** A historical tape file containing the merged records of tape TDBU01. This contains the merged original scan records of the answer sheets prior to pre-edit. Scratch 60 days after date of creation		WITHDRAWN

2 items

Copy sent to NNF 6-28-78 MM