

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)
U.S. Office of Personnel Management

2. MAJOR SUBDIVISION
Administration Group

3. MINOR SUBDIVISION
Information Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
Charles R. Chesek

5. TEL EXT.
632-6883

LEAVE BLANK

JOB NO.

NC1-146-82-3

DATE RECEIVED

9-21-82

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

10-27-83
Date

[Signature]
Archivist of the United States

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 3 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 9/13/82 | D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> William C. Duffy | E. TITLE Chief, Information Systems Plans and Policies Branch | |
| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
| | Amend the Evaluation (EVL) portion of the OPM disposition schedule (AM Supplement 44-3, Disposition of Records) as per attached. | NC1-146-77-1 | 9 items |

**MASS DATA CHANGE SHEET WILL BE
FORWARDED WITH PRINTED CHANGE**

Copy delivered to Agency 11/03/83

NMF sent 11-10-83 by [Signature]

EVALUATIONS

This group of records consists of documents relating to the Government-wide personnel management evaluation program.

| Item No. | Title and Description of Records | Disposition |
|----------|---|--|
| 1. | <p>Personnel management evaluations and special program studies (including official correspondence).</p> <p style="padding-left: 40px;">a. Agency-level national and regional personnel management evaluation reports.</p> <p style="padding-left: 40px;">b. Agency-level or Government-wide national and regional special program study reports.</p> <p style="padding-left: 40px;">c. All other personnel management evaluation and other types of reports.</p> | <p>PERMANENT. Break annually. Transfer to FARC periodically. Offer to NARS when 10 years old, <i>in 10-year blocks.</i></p> <p>Same as above.</p> <p>Break annually. Destroy 10 years after break.</p> |
| 2. | <p>Working papers for Items 1a, b, and c above.</p> <p style="padding-left: 40px;">a. Agency-level national and regional personnel management evaluation reports.</p> <p style="padding-left: 40px;">b. Agency-level or Government-wide national and regional special program study reports.</p> <p style="padding-left: 40px;">c. All other personnel management evaluation and other types of reports.</p> | <p>Destroy after national compliance or local compliance is closed, whichever comes later.</p> <p>Destroy 1 year after issuance of national report, if no national or regional compliance is required. When compliance is required, destroy after national or regional compliance is closed, whichever comes later.</p> <p>Destroy after issuance of report if no compliance is required. When compliance is required, destroy after compliance is closed.</p> |
| 3. | <p>Personnel management evaluation program (e.g., OPM Form 1045), and Fair Labor Standards Act (FLSA) statistics.</p> | <p>Break annually. Destroy 4 years after break.</p> |
| 4. | <p>Position Classification Advisory Opinion File; consisting of position information provided by agency, results of any fact-finding done by OPM regional or central office, and the advisory opinion.</p> | <p>Break annually. Destroy upon cancellation or revision of related classification standard. <i>Do not transfer to FARC.</i></p> |

| Item No. | Title and Description of Records | Disposition |
|----------|--|--|
| 5. | DELETED (Third-party complaints of discrimination). | |
| 6. | FLSA case files; concerning requests by individuals for compensation under the FLSA. | Break closed cases annually. Destroy 7 years after break. |
| 7. | DELETED (Merit System Investigation Case Files). | |