

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

Information Management Division

3. MINOR SUBDIVISION

Info. Systems Plans & Policies Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Charles R. Chesek

5. TEL EXT

632-6883

LEAVE BLANK

JOB NO

NCI-146-83-2

DATE RECEIVED

11-12-82

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

11-17-82 [Signature]
Date 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 2 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

11/11/82

D. SIGNATURE OF AGENCY REPRESENTATIVE

[Signature]
William C. Duffy

E. TITLE

Chief, Information Systems Plans & Policies Branch

7. ITEM NO

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR
JOB NO

10. ACTION TAKEN

11.

Amend items 11 and 14 of the Examining & Recruiting (EXR) section of the OPM Administrative Supplement 44-3, Disposition of Records.

NCI-146-77-1

Register of eligibles; OPM Form 5001C, or equivalent document that records eligibility of an individual for a Federal job.

(a) Break records on individuals with terminated or expired eligibility annually. Transfer to FARC 1 year after break. Destroy 5 years after break. (b) When entire register terminates, transfer to FARC 1 year after termination date. Destroy 5 years after termination date.

14.

Cancelled and ineligible applications including the application, supplemental forms, and attachments submitted with the application.

Applications are usually returned to the applicant with notice of ineligibility. Destroy cancelled and ineligible applications not returned to applicants 90 days after date of action.

NOTE: (1) Under job number NN 165-162 we were previously

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF 2

2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	authorized a 5 year retention period for Register of Eligibles. (2) The reduction in retention for cancelled and ineligible applications will allow for retention (90 days) that will be long enough for retrieval should an inquiry from the applicant occur but short enough to control the volume of record accumulation.		