

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-146-83-04

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded by NC1-146-84-04.

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

Information Systems Plans & Policies Branch

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

Charles R. Chesek

632-6883

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 <u>12/7/82</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <u>William C. Duffy</u>	E. TITLE <u>Chief, Information Systems Plans and Policies Branch</u>
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p>Amend Item 1a of the Investigations (INV) section of the OPM Administrative Manual Supplement 44-3, Disposition of Records to reflect the use of microfilm.</p> <p>Investigative Case Files</p> <p>a. Record copies of reports and related papers maintained by the Office of Personnel Investigations (OPI) at the Investigations Support Division (ISD) and the Federal Records Center.</p> <p>(1) When paper copy serves as the record copy. Break closed cases annually. Destroy when 15 years old.</p> <p>(2) When microfilm serves as the record copy. Break closed cases annually. (a) Destroy microfilm when 15 years old. (b) Destroy paper record upon microfilming.</p> <p>This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.</p>	NCL-146-81-1 item 1a	

115-107

MASS DATA CHANGE SHEET WILL BE
FORWARDED WITH PRINTED CHANGE

Copy to agency, 1-27-83

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

3 items