

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 and Policies Branch

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

5. TEL. EXT.
632-7714

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
20/6/83

D. SIGNATURE OF AGENCY REPRESENTATIVE

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 Classification and Compensation (CLC) section of Administrative Manual Supplement 44-3, Disposition of Records, as per attached.

3

4 items

CLASSIFICATION AND COMPENSATION

This grouping of records consists of documents relating to the Government-wide programs concerning the classification of positions and the compensation of federal employees.

Item No.	Title and Description of Records	Disposition
1.	Occupational Series Definitions, Position Classification and Job Grading Standards, Occupational Qualification Standards and Examining Guides.	
	a. Record copy with background material including approved drafts of standards, notes, and correspondence having a substantive bearing on the development of the final product. Arranged by job series number.	PERMANENT. Transfer to Executive Files when inactive. Offer to NARS in 5 year blocks when 25 years old.
	b. Working papers including rough drafts, notes, and correspondence not having a substantive bearing on the development of the final product.	Destroy no later than 1 year from the publication of the final product.
2.	Pay and Leave Regulations.	
	a. Record copy with background material having a substantive bearing on the development of the final product. Arranged by CFR number, and thereunder by Federal Personnel Manual number.	Destroy when 25 years old.
	b. Working papers including drafts, notes, and correspondence not having a substantive bearing on the development of the final product.	Destroy upon publication of the final product.