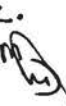


Item No.	Title and Description of Records	Disposition
	b. Administrative Law Judge Qualifications Files	
	(1) Active files.	Retire to inactive upon notice of ineligibility; upon confirmation of ineligibility by Ratings Appeal Panel; upon failure to complete examination; upon withdrawing from examination; upon request of the applicant; upon termination of application for just cause; upon notification that applicant is deceased; or upon appointment of applicant; whichever of the above occurs first.
	(2) Inactive files.	Break annually. Transfer to records center 1 year after break, unless there remains a business need for the file(s). Destroy 15 years after transfer to records center file break. records center or mmg for OPM 
	c. Electronic mail and word processing system copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by this item.	

Item No.	Title and Description of Records	Disposition
	Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
	(1) Copies of records covered that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disc or network drivers that are used only to produce the recordkeeping copy.	Destroy/delete within 180 days after the recordkeeping copy has been produced.
	(2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Destroy/delete within 180 days after the recordkeeping copy has been produced.