

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

Rec'd NCI 17 Nov 80

LEAVE BLANK	
JOB NO	NCI-185-81-2
DATE RECEIVED	December 11, 1980
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>12-16-80</i> Date	<i>[Signature]</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
Panama Canal Commission

2. MAJOR SUBDIVISION
Administrative Services Division

3. MINOR SUBDIVISION
Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER
Ranghilt J. Hansen

5. TEL EXT
52-3251

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 9/23/80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Christopher A. Walsh</i> Christopher A. Walsh	E. TITLE Acting Chief, Records Management Branch Acting Deputy Agency Records Officer
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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
33. (ARRS 2)	<p>Central Employment Office Examination Announcement Files; consisting of correspondence regarding the examination requirements, original drafts of examination and announcement issued (exclusive of correspondence, and other records concerning qualification standards, job specifications and their development).</p> <p>Retention period: Destroy 5 years after termination of related register.</p> <p>In accordance with current OPM guidelines, the retention period for Examination Announcement Files is "Destroy 5 years after termination of related register."</p> <p>Reference: OPM Administrative Manual Supplement 178-D, <i>Item EXR 8.</i></p>	6257 2675a	