

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-GRS-86-1	DATE RECEIVED 5-19-86
1 FROM (Agency or establishment) U.S. Office of Personnel Management		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
2 MAJOR SUBDIVISION Office of Information Management			
3 MINOR SUBDIVISION Information Systems Plans & Policies Division			
4 NAME OF PERSON WITH WHOM TO CONFER Charles R. Chesek	5 TELEPHONE EXT. 632-7720	DATE 10/21/86	ARCHIVIST OF THE UNITED STATES <i>Frank S. Smith</i>
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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence is attached, or is unnecessary

B DATE 5/12/86	C SIGNATURE <i>Kenneth T. Brennan</i>	D TITLE Director, RADD
5/9/86	James M. Farron	Chief, Reports & Forms Mgmt. Branch

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1	Amend General Records Schedule 1 (Civilian Personnel Records), item 34 (Delegated Agreements) as per attached. <u>OPM Staffing Group Concurrence</u> Name/Title/Date <i>Richard 5/9/86</i> Richard R. Wood, Chief Recruiting and Staffing Services Division	NCI-GRS-85-2	

34. Delegated Agreements under the authority of 5 U.S.C. 1104.
(OPM and Agency Copies)

Destroy 3 years after termination of agreement.

The following records may be created under delegated agreements between the OPM and agencies allowing for the examination and certification of applicants for employment.

- | | |
|--|---|
| <p>Correspondence concerning applications, eligibles, certification, and all other examining and recruiting operations including but not limited to correspondence from the Congress, White House, and general public; and correspondence regarding accommodations for holding examinations and shipment of test materials.</p> | <p>Break annually. Destroy 1 year after break.</p> |
| <p>b. Stock control records of examination test material including running inventory of test material in stock.</p> | <p>Destroy when test is superseded or obsolete.</p> |
| <p>c. Application Record Card; (OPM Form 5000A, or equivalent).</p> | <p>Break after examination. Destroy no later than 90 days after break.</p> |
| <p>d. Examination Announcement Case 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>Destroy 5 years after termination of related register.</p> |
| <p>e. Register of eligibles; (OPM Form 5001-C, or equivalent document that records eligibility for an individual for Federal jobs).</p> | <p>Break records on individuals with terminated eligibility annually. Transfer to FARC 1 year after break. Destroy 5 years after break.</p> <p>When entire register is terminated, transfer to FARC 1 year after termination date. Destroy 5 years after termination date. (Registers established under case examining: Destroy after audit by local OPM area office or 90 days after final action is taken on the certificate, whichever is sooner.)</p> |

23