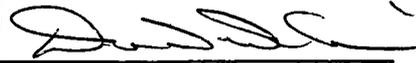
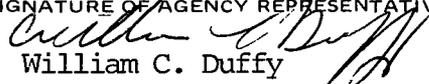
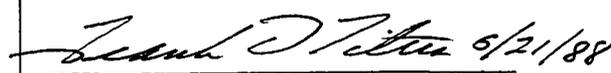


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-GRS-87-12	DATE RECEIVED May 26, 1987
1 FROM <i>(Agency or establishment)</i> U.S. Office of Personnel Management		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Information Management		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION Information Systems Plans and Policies Division			
4 NAME OF PERSON WITH WHOM TO CONFER Charles R. Chesek	5 TELEPHONE EXT 632-2860	DATE 6/28/87	ARCHIVIST OF THE UNITED STATES 
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 2 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 6/24/87	C SIGNATURE OF AGENCY REPRESENTATIVE  William C. Duffy	D TITLE Chief, Information Systems Plans and Policies Division
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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.	<p>Amend item 1b(2), Official Personnel Folders, of General Records Schedule 1 as per attached.</p> <p>Retirement and Insurance Group concurrence:  Name/Title/Date Assistant Director for Financial Control and Management</p> <p>Office of Workforce Information concurrence:  Name/Title/Date Assistant Director for Workforce Information</p>	6/19/88	

36 CFR 1228.22
originally issued
October, 1982

GENERAL RECORDS SCHEDULE 1

Civilian Personnel Records

Agency civilian personnel records relate to the supervision over and management of Federal Civilian Employees. This schedule covers the disposition of all official personnel folders of civilian employees and all other records relating to civilian personnel, wherever located in the agency. Specifically excluded are programs of the Office of Personnel Management, the Bureau of Medical Services (PHS/HHS), the Office of Workers' Compensation Programs (DOL), and the Equal Employment Opportunity Commission. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration for possible permanent retention before these disposition instructions may be applied.

The most important types of records, the Official Personnel Folders and Service Record Cards, are maintained according to Federal Personnel Manual Supplement 293-31, which prescribes a system of recordkeeping for Federal personnel.

Item No.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Official Personnel Folders.</u>	
	Records filed on the right side of the Official Personnel Folder (OPF). (See GRS 1, Item 10, for disposal of papers on the left or "temporary" side of the OPF.)	
	a. Folders covering periods of employment terminated prior to January 1, 1921.	Submit SF 258, Request for Transfer of Records.
	b. Folders covering periods of employment terminated after December 31, 1920, excluding those selected by the National Archives and Records Administration for permanent retention.	
	(1) Transferred employees.	See Federal Personnel Manual for instructions relating to folders of employees transferred to another agency.
	(2) Separated employees.	Transfer folder to National Personnel Records Center (CPR), St. Louis, Missouri, 30 days after separation. NPRC will destroy 65 years after separation from Federal service.