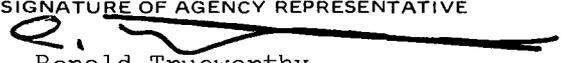


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK	
		JOB NO	N1-146-90-1
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED	9/29/89
1 FROM (Agency or establishment) US Office of Personnel Management		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Information Management		In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Reports and Forms Management Branch			
4 NAME OF PERSON WITH WHOM TO CONFER Charles R. Chesek	5 TELEPHONE EXT 632-2860	DATE 7/4/90	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 9/25/89	C SIGNATURE OF AGENCY REPRESENTATIVE  C. Ronald Trueworthy	D TITLE Chief, Reports & Forms Management Branch
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	Amend the Administrative Management (ADM) section of Administrative Manual Supplement 44-3, Disposition of Records as follows:  24. Combined Federal Campaign (CFC) Application Files; consisting of all paperwork and correspondence required under 5 CFR 950 for organizations applying for participation in the CFC.  Break closed cases annually. Destroy three years after break.		

Item No.	Title and Description of Records	Disposition
<del>17.</del>	<del>Reference collections, consisting of copies of manuals, books, pamphlets, booklets, reprints, correspondence, etc., used for reference purposes.</del>	Maintain only references that are necessary to meet the operating needs of the activity and that are referred to frequently. Maximum use should be made of formally established reference collections such as the OPM library. Keep collections updated by frequently destroying material that is superseded, obsolete or otherwise no longer of value.
<del>18.</del>	<del>Stocks of supplies such as blank forms, reprints, booklets, pamphlets and other printed or processed documents.</del>	Limit acquisition to reasonable and usable quantities. Maintain minimum supply necessary for operating requirement. Destroy frequently all superseded, obsolete or otherwise unnecessary supplies.
<del>19.</del>	<del>Working papers, consisting of papers on matters in progress, e.g., studies, rough drafts, revisions, schedules, notes.</del>	Unless otherwise indicated in this schedule, working papers should normally be destroyed once final action on the matter in progress is taken.
<del>20.</del>	<del>Addressee index, chronological or reading files.</del>	Break annually. Destroy 4 year after break.
<del>21.</del>	<del>Acknowledgments of inquiries and requests that have been referred outside the OPM for reply and letters of referral.</del>	Break quarterly. Destroy 3 months after break or when no longer needed.
<del>22.</del>	<del>Inventory of unanswered correspondence.</del>	Break annually. Destroy 1 year after break.
<del>23.</del>	<del>Indexes not covered elsewhere in this schedule.</del>	Same as for the indexed material.
24.	Combined Federal Campaign (CFC) Application Files; consisting of all paperwork and correspondence required under 5 CFR 950 for organizations applying for participation in the CFC.	Break closed cases annually. Destroy three years after break.