

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

U.S. Civil Service Commission

2. MAJOR SUBDIVISION

Bureau of Management Services

3. MINOR SUBDIVISION

Office Services Division

4. NAME OF PERSON WITH WHOM TO CONFER

Charles R. Chesek

5. TEL. EXT.

632-4510

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <i>25 FEB 1978</i>	JOB NO. NC1 146 78 2
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 "with-drawn" in column 10.	
<i>3-1-78</i> (Date)	<i>James B. Rhoads</i> Archivist of the United States

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.

2/22/78
Date

Donald J. Biglin
Donald J. Biglin
(Signature of Agency Representative)

Director, Bureau of Mgt. Services
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1,	<p>Investigative reports of Discrimination Complaints. These records are copies of investigative reports of complaints of discrimination conducted by the Commission's Bureau of Personnel Investigations for other Federal agencies. The report of investigation furnished to the agency becomes part of the official complaint file and is the record copy. The complainant is also furnished a copy of the investigative report.</p> <p>Destroy one year after completion of investigation.</p> <p>* Due to the personal nature of the material in these records no sample is being submitted. A sample will be made available to a NARS records appraiser in the Commission's offices if necessary.</p>	*	

sent to agency, NNF - 3/2/78

1 item

APPRAISAL REPORT ON DISPOSITION OF RECORDS

DATE
2-27-78

JOB NUMBER
NCL-146-78-2

SECTION I - APPROVED FOR DISPOSAL

ITEM(S) FOR WHICH DISPOSAL AUTHORITY IS REQUESTED, IS (ARE) DISPOSABLE BECAUSE IT DOES (THEY DO) NOT HAVE SUFFICIENT VALUE FOR PURPOSES OF HISTORICAL OR OTHER RESEARCH, FUNCTIONAL DOCUMENTATION, OR THE PROTECTION OF INDIVIDUAL RIGHTS TO WARRANT PERMANENT RETENTION BY THE FEDERAL GOVERNMENT.

Item 1

GENERAL ACCOUNTING OFFICE CONCURRENCE
N/A

SEE COMMENTS OR ATTACHED LETTER.

SECTION II - APPROVED FOR PERMANENT RETENTION

ITEM(S) THAT IS (ARE) APPROVED FOR PERMANENT RETENTION, FOR THE REASONS INDICATED IN SECTION VII. THE AGENCY WILL OFFER THESE RECORDS TO THE NATIONAL ARCHIVES AND RECORDS SERVICE AS SPECIFIED IN THE SCHEDULE.

SECTION III - APPROVED FOR DISPOSAL AFTER CONVERSION TO MICROFORM

ITEM(S) FOR WHICH DISPOSAL AUTHORITY IS REQUESTED, IS (ARE) DISPOSABLE BECAUSE THE RETAINED MICROFORM IS AN ADEQUATE SUBSTITUTE FOR THE ORIGINAL RECORDS. THE AGENCY CERTIFIES COMPLIANCE WITH THE STANDARDS SET FORTH IN FPMR 101-11.504.

SECTION IV - DISPOSAL NOT APPROVED

ITEM(S) THAT IS (ARE) NOT APPROVED FOR DISPOSAL AT THIS TIME. THE AGENCY WILL RESUBMIT THIS (THESE) ITEM(S) WHEN SUFFICIENT INFORMATION IS AVAILABLE TO DETERMINE THE VALUE OF THESE RECORDS FOR AGENCY AND ARCHIVAL PURPOSES. IF NOT RESUBMITTED WITHIN SIX MONTHS NARS WILL CONTACT THE AGENCY.

SECTION V - WITHDRAWN

ITEM(S) THAT HAS (HAVE) BEEN WITHDRAWN AT THE REQUEST OF THE AGENCY.

SIGNATURE OF APPRAISER

Debra W. Leahy

MH
27 Feb 78

DATE
2-27-78

SECTION VI - APPROVAL/CONCURRENCES

APPROVAL



DIRECTOR, RECORDS DISPOSITION DIVISION

Thomas M. Walker

DATE
2/28/78

Director, Civil Archives Division

DATE
3-1-78

CONCURRENCES



James F. Smith

DATE

DATE

SECTION VII - APPRAISER'S RECOMMENDATION

COMMENTS:

February 27, 1978

NCD

NCl-146-78-2

Director, NCD

RH
27 Feb 78

The records for which disposal authority is requested consist of copies of Civil Service Commission (CSC) investigative reports on discrimination complaints, conducted by the Commission's Bureau of Personnel Investigations for other federal agencies. According to CSC, the record copy of the report is furnished to the agency for inclusion in the official complaint file. Another copy of the report goes to the complainant.

CSC is presently utilizing their schedule NCl-146-77-1, item INV 1a (Investigative Case Files) to cover the disposition of these reports. This item is intended, however, to provide for record copies of investigative case files maintained by the Bureau of Personnel Investigations and calls for a 20-year retention period. CSC's use of this item for their copy of the discrimination complaint investigative report thus results in the retention of the duplicate copy of each report five times longer than the record copy found in the official case file (GRS 1/26a1). CSC states that the administrative needs for their copy of the investigative report are satisfied by a year's retention following the close of the case. This proposed standard, incidentally, is the same as that established under GRS 1/26b for copies of complaint case files.

I recommend that this request be approved.

Debra W. Leahy

DEBRA W. LEAHY
Records Disposition Division