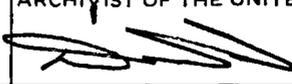
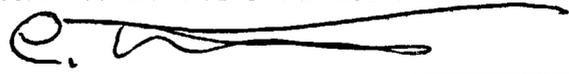


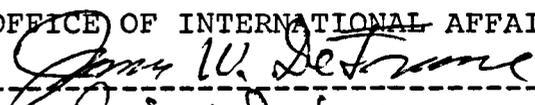
| | | | |
|--|--|---|---|
| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | LEAVE BLANK | |
| TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 | | JOB NO. NI-478-91-1 | DATE RECEIVED 2-6-91 |
| 1. FROM (Agency or establishment) 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 | | | |
| 3. MINOR SUBDIVISION Office of International Affairs | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Charles R. Chesek | 5. TELEPHONE EXT. 202-606-1860 | DATE 7/1/91 | 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 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.

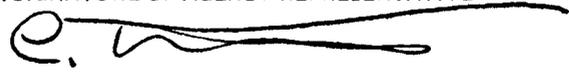
| | | |
|---------------------------|--|---|
| B. DATE 1/23/91 | C. SIGNATURE OF AGENCY REPRESENTATIVE  | D. TITLE Chief, Reports and Forms Management Branch |
|---------------------------|--|---|

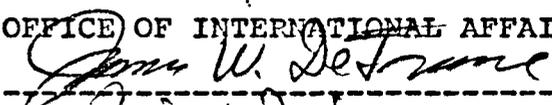
| 7. ITEM NO. | 8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i> | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN <i>(NARS USE ONLY)</i> |
|-------------|---|-----------------------------------|--|
| 1 | <p>The Office of International Affairs establishes and maintains relationships with foreign governments, their ministries of personnel and civil service commissions; keeps Director, OPM abreast of international developments, activities, and programs pertaining to public administration and civil service; and arranges visits and briefings with major foreign affairs departments, agencies, and organizations.</p> <p>General correspondence relating to foreign countries and nationals. Subjects relating to visits to OPM, training, and orientations.</p> <p>DISPOSITION: Cut off at end of calendar year. Destroy after 2 years.</p> | NEW | |
| 2 | <p>Information accumulated in controlling, administering, and facilitating visits of foreign nationals to OPM. Included are plans, agendas, invitations, acceptances, itineraries, biographies, clearances, referrals, requests to visit; information on meetings scheduled and conducted; quarterly narrative reports, and related information. Filed by name of organization, group, institution, etc.</p> <p>DISPOSITION: Cut off annually. Destroy after 2 years or when no longer needed for operational purposes.</p> <p style="text-align: center;">OFFICE OF INTERNATIONAL AFFAIRS CONCURRENCE: </p> | NEW | |

| | | | |
|--|--|--|---|
| 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. N1-478-91-1 | DATE RECEIVED 2-6-91 |
| 1. FROM (Agency or establishment) U.S. Office of Personnel Management | | NOTIFICATION TO AGENCY 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. | |
| 2. MAJOR SUBDIVISION | | | |
| 3. MINOR SUBDIVISION Office of International Affairs | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Charles R. Chesek | 5. TELEPHONE EXT. 202-606-1860 | DATE 1/19/91 | 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 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 1/28/91 | C. SIGNATURE OF AGENCY REPRESENTATIVE  | D. TITLE Chief, Reports and Forms Management 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 | <p>The Office of International Affairs establishes and maintains relationships with foreign governments, their ministries of personnel and civil service commissions; keeps Director, OPM abreast of international developments, activities, and programs pertaining to public administration and civil service; and arranges visits and briefings with major foreign affairs departments, agencies, and organizations.</p> <p>General correspondence relating to foreign countries and nationals. Subjects relating to visits to OPM, training, and orientations.</p> <p>DISPOSITION: Cut off at end of calendar year. Destroy after 2 years.</p> | NEW | |
| 2 | <p>Information accumulated in controlling, administering, and facilitating visits of foreign nationals to OPM. Included are plans, agendas, invitations, acceptances, itineraries, biographies, clearances, referrals, requests to visit; information on meetings scheduled and conducted; quarterly narrative reports, and related information. Filed by name of organization, group, institution, etc.</p> <p>DISPOSITION: Cut off annually, Destroy after 2 years or when no longer needed for operational purposes.</p> <p style="text-align: center;">OFFICE OF INTERNATIONAL AFFAIRS CONCURRENCE: </p> | NEW | |