REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO: N1-65-87-10

DATE RECEIVED: 3-5-87

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

1 FROM *(Agency or establishment)*: Department of Justice

2 MAJOR SUBDIVISION: Federal Bureau of Investigation

3 MINOR SUBDIVISION: Records Management Division

4 NAME OF PERSON WITH WHOM TO CONFER: Robert W. Scherrer

5 TELEPHONE EXT: 324-2307

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 If no records are proposed for disposal, the signature of the Archivist is not required

DATE: 9-14-87

ARCHIVIST OF THE UNITED STATES: Frank G. Burke

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: 3/4/87

C SIGNATURE OF AGENCY REPRESENTATIVE: Robert W. Scherrer

D TITLE: Section Chief, Records Section
Records Management Division

7 ITEM NO	8 DESCRIPTION OF ITEM *(With Inclusive Dates or Retention Periods)*	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN *(NARS USE ONLY)*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.	Management Aptitude Program (MAP) Records Records are created through an evaluation process which is germane to a particular position or managerial level. An overall MAP report is prepared on each participant to summarize the performance as evaluated by trained assessors. A copy of the report is filed in each participant's Official Personnel Folder (OPF). Workpapers, which include the participants' exercise material and assessors' notes, serve no purpose after two years. The material has been maintained since 1975 and requires 130 square feet of storage space. A. MAP report maintained by the Training Division. DESTROY upon separation from service or when administrative needs have expired, whichever is later. B. MAP report maintained in the OPF. DESTROY/RETAIN in accordance with disposition of the OPF. copies to agency, NNF TRT 9-16-87 (CONTINUED - OVER)		

NSN 7540-00-634-4064

STANDARD FORM 115 (REV 8-83)
Prescribed by GSA
FPMR (41 CFR) 101-11 4

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)*
	C. Related workpapers. DESTROY when 2 years old or when administrative needs have expired, whichever is later.		