

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER NI-GRS-97-4	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 8-6-97	
1. FROM (Agency or establishment)  National Archives and Records Administration		<b>NOTIFICATION TO AGENCY</b>  In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION  Office of Records Services-WASH, DC			
3. MINOR SUBDIVISION  Records Management Programs			
4. NAME OF PERSON WITH WHOM TO CONFER  Jennie Diaz Guilbaud	5. TELEPHONE  301-713-7110 x 271	DATE 11/19/98 ARCHIVIST OF THE UNITED STATES <i>Michael M...</i>	
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ 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, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies,			
<input type="checkbox"/> is not required; <input checked="" type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 8/6/97	SIGNATURE OF AGENCY REPRESENTATIVE <i>Henry J. Wang</i>	TITLE Ch. J. NWRC	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached.		

GENERAL RECORDS SCHEDULE 1  
CIVILIAN PERSONNEL RECORDS

**10. Temporary Individual Employee Records.**

- a. All copies of correspondence and forms maintained on the left side of the Official Personnel Folder in accordance with Chapter 3 of The Guide to Personnel Recordkeeping, EXCLUDING the Immigration and Naturalization Service Form I-9 and performance related records.

Disposition: Destroy when superseded or obsolete, or upon separation or transfer of the employee, unless specifically required to be transferred with the OPF. See item 10b of this schedule for disposition of I-9 Forms and item 23 of this schedule for disposition of temporary performance-related records.

- b. **I-9 Forms.**

Disposition: Destroy 3 years after employee separates from service or transfers to another agency.

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- a. All copies of correspondence and forms maintained on the left side of the Official Personnel Folder in accordance with Chapter 3 of The Guide to Personnel Recordkeeping, EXCLUDING the Immigration and Naturalization Service Form I-9 and performance related records.

Disposition: Destroy upon separation or transfer of employee or when 1 year old, whichever is sooner. See item 10b of this schedule for disposition of I-9 Forms and item 23 of this schedule for disposition of temporary performance-related records.

- b. I-9 Forms.

Disposition: Destroy 3 years after employee separates from service or transfers to another agency.