

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
U.S. Department of Energy

2. MAJOR SUBDIVISION

Assistant Secretary for Human Resources and Administration

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

Jannie Kindred

(202) 586-3293

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-434-96-3

DATE RECEIVED
12-18-95

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE ARCHIVIST OF THE UNITED STATES

5-2-96 *John W. Cal*

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 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE SIGNATURE OF AGENCY REPRESENTATIVE TITLE

12/11/95

Maryann Wallace
Maryann Wallace

Records Management Team Leader

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><u>Appointee Clearance and Vetting Files</u></p> <p>Files consist of records resulting from liaison with the White House to evaluate the suitability of individuals for non-career positions. The files include correspondence, applications for employment, resumes, background information about individuals, financial disclosure forms, security clearances, notifications of personnel action, White House clearance checklists and other documentation relating to the selection, clearance, and appointment of political appointees.</p> <p>a. Appointees. Destroy at the end of the Presidential administration during which the individual is hired, except for any original material appropriate for filing in OPFs, which should be placed in those files.</p> <p>b. Non-appointees. Close file on termination of consideration. Destroy 1 year after file is closed but not later than the end of the Presidential administration during which the individual is considered.</p>		