

**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)

National Oceanic & Atmospheric Administration

2. MAJOR SUBDIVISION

All NOAA Elements

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Richard Roberts

5. TEL. EXT.

443-8595

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED	JOB NO.
1 NOV 1977	
NCI-370-78-2	
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.	
11-4-77	<i>James B. Rhoads</i>
(Date)	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.

11-18-76 *Henry V. Pass* Departmental Records Mgt. Officer
 Date (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Attached item to replace NOAA Records Disposition Schedule 1, item 10. Job NC 174-228 NOAA concurs in changes made in the attached replacement for its Records Disposition Schedule 1, item 10. R. Roberts/ NOAA; RCT/ NARS-NCD, 10/'77.		5 items

*145-106
Sent to agency & NNF - 11/9/77*

Replacement for NOAA Records Disposition Schedule 1, item 10.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSITION INSTRUCTIONS
10.	<p><u>Office Personnel Files:</u></p> <p>a. Supervisors' copies of papers pertaining to individuals within their units. The types of records which can be retained are restricted by the Privacy Act (see NDM 22-50 for the restrictions). Protect as Privacy Act Records.</p> <p>(1) Employee Record Card, SF-7B.</p> <p>(2) Other copies of official actions initiated by supervisors, such as nominations for awards, recommendations, or proposals for adverse actions.</p> <p>b. Pending personnel actions - supervisors' requests for various personnel actions such as position changes, separations, and related matters. Protect as Privacy Act Record.</p> <p>c. Time and Attendance records (NOAA Form 34-8 or equivalent). Protect as Privacy Act Record.</p> <p>d. Position descriptions. Do not keep by name of incumbant (arrange by series, grade, position number, or organizational unit; When so kept <u>not</u> a Privacy Act Record).</p>	<p>Destroy when employee is transferred or separated. (GRS 1, item 6).</p> <p>Return to appropriate personnel office when employee is reassigned or transferred. (Personnel will destroy the cards of employees leaving NOAA, and forward cards to new unit of transferred employees.)</p> <p>Destroy as a Privacy Act Record when final action is completed ^{when} completed.</p> <p>Destroy when action is completed. If personal data is reflected destroy as a Privacy Act Record.</p> <p>Cut off at end of leave year, hold one ^{six} months year inactive, then destroy as a Privacy Act Record. (GRS 2, item 3b.).</p> <p>Destroy abolished ^{abolished}</p> <p>When position is/abolished destroy or transfer to personnel office upon update in inactive files description superseded.</p> <p>(GRS 1, item 7b(2)).</p>