

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO. **N1-361-91-17**

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

DATE RECEIVED  
**8.5.91**

1. FROM (Agency or establishment)

**Defense Logistics Agency**

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

**Staff Director, Administration**

3. MINOR SUBDIVISION

**Planning & Resource Management Division**

4. NAME OF PERSON WITH WHOM TO CONFER

**Allen Easterly**

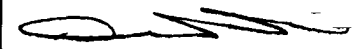
5. TELEPHONE EXT.

**274-6234**

DATE

**3/3/92**

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 3 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. *(has been requested)*

B. DATE <b>7 Jul 91</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE <b>PRESTON B. SPEED</b> <i>Preston B Speed</i>	D. TITLE <b>Chief, Administrative Management Branch</b>
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>The enclosed is a revision of the records disposition schedule for our Personnel offices. This revision will supersede the <sup>300</sup>310, 320, 330, and 350 series of our Files Maintenance and Disposition Manual (DLAM 5015.1).</p>		

*Copies sent to agency 3/13/92*

## PERSONNEL

**300 PERSONNEL.** Relates to the administration of military personnel programs and civilian personnel programs for appropriated and nonappropriated fund employees.

**300.01 Personnel Program Files.** Documents related to the formulation, management, administration and execution of individual Personnel programs such as program plans, studies and analyses, reports, letter guidance and direction, and related documents. *(Destroy 3 years after termination of program effort, or when no longer required, whichever is sooner.)*

NEW

**310 MILITARY PERSONNEL.** Relates to military personnel matters, including military personnel assignments and actions.

**310.05 Personnel Requisitions.** Documents relating to the requisitioning of military personnel and to requests to the Military Departments for the assignment of military personnel to DLA. *(Destroy after 1 year.)*

DLAM 5015.1  
321.10

**310.07 Assignments and Transfers.** Documents relating to named military personnel assigned to or transferred from elements of DLA including reports of assignments for special projects showing staffing patterns, service assigned and similar papers. *(Destroy after 1 year.)*

DLAM 5015.1  
321.20

**310.13 Informational Personnel Records.** Documents accumulated on individual military personnel and maintained at various command levels with DLA as a result of routing communications through command channels or maintained by offices not having custody of the individual personnel record. Excludes record copies of documents properly filed in Individual Personnel Records - 310.10; however, it may include a copy of such documents. *(Cut off at end of calendar year. Destroy after 1 year.)*

DLAM 5015.1  
322.15

**310.20 Awards and Decorations Special Orders.** Special orders for awards and decorations awarded by DLA. *(Destroy after 10 years.)*

NEW

**310.22 Evaluation Reports.** Documents relating to the initiation, preparation, and submission of regular and special evaluation reports on military personnel. *(Destroy 1 year after separation or transfer from DLA.)*

DLAM 5015.1  
322.35

**310.25 Nonjudicial Punishment.** Documents pertaining to specific instances of nonjudicial punishment when administered by DLA and retained copies of information and allegations furnished the Military Services where nonjudicial punishment is not administered by DLA, including requests for detachment of personnel on duty with DLA for the purpose of administering nonjudicial punishment. NOTE: For judicial (courts martial) actions, see 170.79, Military Justice). *(Destroy 1 year after transfer of the individual concerned.)*

DLAM 5015.1  
322.38

**310.34 Personal Affairs.** Relates to administrative preparation and/or processing of personal-type actions such as request for Government life insurance, mortgage insurance, or social security. Excludes documents appropriate for filing in individual personnel records - see 310.10. *(Destroy after 1 year.)*

DLAM 5015.1  
322.50

**310.37 Promotions.** Documents relating to the promotion of enlisted, warrant, and commissioned officer personnel. (*Destroy after 2 years.*)

DLAM 5015.1  
322.55

**310.43 Retirement, Resignation, Separation.** Documents not included in military personnel jackets that relate to requests for retirement, resignation, and/or separation of military personnel, retirement ceremonies, publication of orders, and retired personnel reports. (*Destroy 1 year after separation from DLA, or in accordance with requirements of military service, as applicable.*)

DLAM 5015.1  
322.65

**310.46 Reserve Affairs.** Documents relating to the administration of military reserve affairs including selection and assignment of mobilization designees, active duty training, preparation of tables of distribution, and similar papers. (*Destroy 2 years after separation or release from mobilization designation, or after supersession or obsolescence, or after 5 years, as applicable.*)

DLAM 5015.1  
322.70

**310.60 Rosters and Strength Returns.** Rosters, return, reports, and related papers regarding military personnel assigned to DLA.

DLAM 5015.1  
324.15

a. Army monthly Personnel Strength Zero Balance Report - Cut off annually or when reporting unit/activity is reduced to zero strength. Transfer to inactive file and destroy after 1 year.

b. Others - Destroy after 1 year.

**310.80 Leave of Absence.** Duplicate copies of DA Form 31, NAVPERS Form 2644, NAVPERS Form 697, AF Form 1710-3, and NAVMC Form 3 and comparable forms used in requesting and granting leave for military personnel. (*Destroy when all postings to leave records have been completed and verified, except when required as evidence in any proceedings.*)

DLAM 5015.1  
326.10

**330 CAREER DEVELOPMENT.** Relates to those aspects of the civilian personnel program relating to employee development, training and incentives.

**330.10 Training Requirements.** Training survey forms, requests for training, activity training plans, and related materials used to identify and determine training needs, develop training plans and methods to fulfill training requirements. (*Cut off at end of Fiscal Year. Destroy after 1 year.*)

NEW

**330.30 Developmental Programs.** Employee agreements, individual training plans, supervisor's quarterly progress reports, statistical indicator reports, recommendations for improvements, printouts, listings, correspondence, and similar materials used to identify, develop and monitor, specific developmental training programs such as intern, upward mobility, executive government, career management, and Veterans Readjustment Act programs. (*Destroy 1 year after employee has completed program.*)

NEW

**330.40 Training Evaluations.** Course evaluation forms, course rating, and similar materials used to evaluate the effectiveness of training, development, and noncompetitive testing programs. (*Destroy 1 year after employee has completed training.*)

NEW

**330.60 Course Reference Materials.** Reference copies of pamphlets, notices, catalogs and other records which provide information on courses or programs offered by government or non-government organizations, not covered elsewhere. (*Destroy when superseded, obsolete or no longer needed for reference.*)

**350 CLASSIFICATION AND PAY ADMINISTRATION.** Relates to those aspects of the civilian personnel program relating to position classification and pay administration.

**350.50 Position/Occupation Structures.** Proposed reorganization materials, records of advice provided, newly developed standards, reports, and related correspondence used to plan and conduct position/occupational structure analyses. (*Destroy after 5 years.*)

**350.55 Wage Surveys and Pay Adjustment Determinations.** Contractor salary comparability charts, copies of supervisory position descriptions, correspondence, and related backup materials used to conduct locality wage surveys, develop hazardous and environmental pay entitlements, and determine pay adjustments for classification act supervisors of Federal Wage System Employees. (*Destroy when superseded or obsolete.*)

**TECHNICAL SERVICES**

**390.70 Realignments and Reorganizations.** Documents pertaining to realignments and reorganizations and related backup materials used to activate approved realignments and reorganizations. (*Destroy when superseded or obsolete.*)

~~NEW~~  
Non-record

NEW

NEW

NEW