

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

Rec 11/21/79
 LEAVE BLANK

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

1. FROM (AGENCY OR ESTABLISHMENT)

Defense Logistics Agency

2. MAJOR SUBDIVISION

Staff Director, Administration

3. MINOR SUBDIVISION

Administrative Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

Ms. Anne Nicevicz

5. TEL. EXT.

274-6234

JOB NO.

NC1-361-80-4

DATE RECEIVED

11-2-79

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 "withdrewn" in column 10.

Withdrewn

Date

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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE

17 May 79

D. SIGNATURE OF AGENCY REPRESENTATIVE

[Signature]
PETER I. TOMAI

E. TITLE

**Chief, Records Management Branch
 Administrative Management Division**

7. ITEM NO.

8. DESCRIPTION OF ITEM
 (With Inclusive Dates or Retention Periods)

9. SAMPLE OR
 JOB NO.

10. ACTION TAKEN

Promotion Register and Record (333.40)

**Papers documenting promotion actions under the Federal Merit Promotion Program.
 Destroy after 5 years.**

With drawn

1 item

BACKGROUND INFORMATION

These files consist of the Job Opportunity Announcement (JOA), Personal Qualifications Statements, SF 171s of candidates, Performance Element Appraisal and Ratings, promotion evaluation pattern, panel selection criteria, notification letters to applicants of (1) non qualification and (2) non selection for the position, and other related documents.

These files are maintained in all civilian personnel offices of this Agency.

The purpose of the request is to change the retention period. There has been an increase in the number of court cases in the past year resulting from EEO complaints. The uniform guidelines on employee selection procedures relating to EEO places heavy emphasis on maintenance of employment decisions records. Therefore, 5 years of employment records should meet the record keeping responsibilities in the merit promotion area. A DLA Regulation 1404.4, Merit Promotion Program, specifies that files will be maintained for 5 years. The change to the file series will be in conformance with this regulation.

Current disposition standard: Destroy after 2 years or after a regularly scheduled Civil Service Commission inspection, whichever is sooner.

Recommended standard: Destroy after 5 years.

GRS do not cover these files. ✓

Enclosure:

Cy of DLA Regulation 1404.4,
Merit Promotion Program