

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*1 item* *RG 371*  
TO GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

LEAVE BLANK	
DATE RECEIVED <b>AUG 13 1974</b> <b>NC-371-75-1</b>	JOB NO
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	
8-26-74 Date	<i>James B. Rhoads</i> Archivist of the United States

1 FROM (AGENCY OR ESTABLISHMENT)  
Defense Communications Agency

2 MAJOR SUBDIVISION  
Administrative Division

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER  
Frederick Bradley

5 TEL EXT  
6926951

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

9 August 74 *Frederick Bradley* ARTHUR E. HAYES Chief, Administrative Division  
(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	<p>DCAI 210-15-6</p> <p>607-03 <u>DCA Civilian Personnel Data Bank</u>. This file derives from automation of civilian personnel records and consists of statistical data for each civilian employed by DCA worldwide. The data bank consists of name of incumbent and related individual information such as date of birth, social security number, pay plan, grade, organizational assignment, etc.</p> <p>Disposition: Destroy <sup>microform</sup> 2 years after use of the data has lapsed.</p> <p>Printouts: Destroy when microform proves to be an adequate substitute.</p>		

*DCA certifies that microform copies will be prepared in accordance with GSA regulations (FPMR 101-11.504-1.)*

*8/14/74 - Changes made with approval of F. Bradley*

*Copy to Agency 9/4/74 DW*

607-03 DCA Civilian Personnel Data Bank. This file derives from automation of civilian personnel records and consists of statistical data for each civilian employed by DCA worldwide. The data bank consists of name of incumbent and related individual information such as date of birth, social security number, pay plan, grade, organizational assignment, etc.

Disposition: Destroy 2 years after use of the data has lapsed.

607-04 Military Personnel Data Bank. This file derives from automation of status and personnel data for military assigned to DCA worldwide. The data bank includes at least the following:

- a. Name of incumbent.
- b. Grade.
- c. Service (Army, Navy, Air Force, Marines).
- d. Service number or SSN or both.
- e. Job specialty.
- f. Location within the organization.
- g. Date assigned to DCA.
- h. Rotation date.
- i. Personal information, such as date of birth, marital status, career field, awards, etc.
- j. JTD, paragraph/line.

Disposition: Destroy when superseded.

607-05' Civilian Personnel Data Computer Printouts. Information extracted from the data bank in the form of printouts, which are used by personnel management officers and management analysts to serve the needs of the Agency; e.g., prepare required reports, select individuals under the Merit Promotion Program, etc.

Disposition: Destroy when no longer needed.