

**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)**

**Defense Intelligence Agency**

**2. MAJOR SUBDIVISION**

(b)(3)

**6. CERTIFICATE OF AGENCY REPRESENTATIVE:**

| LEAVE BLANK   |  |
|---|--|
| DATE RECEIVED<br><b>12 MAY 1977</b>   | JOB NO.  |
| <b>NC1 373 77</b>   |  |
| 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. |  |
| <b>9-16-77</b><br>(Date)  | <i>James B. Rhoads</i><br>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 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**14 MAR 1977**

(b)(3)

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN  |
|-------------|---|----------------------|---|
| 400         | <p><b>POLICY IMPLEMENTATION</b> Correspondence received from higher authorities which establish plans, policy, procedures, and methods for the procurement and administration of all civilian and military personnel. These policies are documented in Agency regulations.</p> <p><b>TEMPORARY</b> - Retain until no longer required for current operations and then destroy.</p> <p>Personnel Office outgoing correspondence implementing plans, policy, and procedures from higher authority.</p> <p>Record Copy maintained by the Personnel Office -</p> <p><b>PERMANENT</b> - Retain until no longer required for current operations, retire to WNRC, when documents are 10 years old they will be offered to the National Archives.</p> <p><b>NOTE:</b> Documents will be screened before retiring.</p> <p>All other copies - <b>TEMPORARY</b> - retain until no longer required for current operations and destroy.</p> |                      | <p align="center">filed<br/>chronologically</p> <p><i>Sent to agency,<br/>all FRC's &amp; NCW<br/>9/20/77</i></p> |

## Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

| 7.<br>ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9.<br>SAMPLE OR<br>JOB NO. | 10.<br>ACTION TAKEN |
|----------------|---|----------------------------|---------------------|
| 400            | <p>Policy Implementation.</p> <p>A. Correspondence and other documents which implement significant plans and policies received from the Office of the Secretary of Defense and other higher authorities for the procurement and administration of all civilian and military personnel. Includes OSD and other directives addressed to DIA, and pertaining to specific primary program responsibilities of DIA.</p> <p>Personnel Office. PERMANENT. Retain until no longer required for current operations, and then transfer to WVRC. Offer to NARS when 20 years old. <i>Annual accumulation 1/2 inch.</i></p> <p><i>Arrangement: Chronological.</i></p> <p>B. Routine, administrative correspondence received from higher authorities which establishes plans, policies, and procedures concerning the procurement and administration of civilian and military personnel. (Policies are documented in agency regulations).</p> <p>Destroy when no longer needed for current operations.</p> |                            |                     |

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

| 7.<br>ITEM NO. | 8. DESCRIPTION OF ITEM<br>(WITH INCLUSIVE DATES OR RETENTION PERIODS)   | 9.<br>SAMPLE OR<br>JOB NO. | ACTION                           |
|----------------|---|----------------------------|----------------------------------|
| 405            | <p><b>GENERAL AUTHORITIES AND PRECEDENTS</b> Internal documentation relating to the Civilian Personnel Office's basic authorities to act for the Director, DIA, or the activity commander in administering civilian personnel actions and authorities granted to deviate from established policy. File contains such records as inhouse designations, appointments, redelegation of authorities and general orders. Also includes records of actions or decisions for future operations.</p> <p><b>TEMPORARY</b> - Retain in current files area until no longer required for current operations and then destroy.</p>                       |                            | <p>filed<br/>chronologically</p> |
| 410            | <p><b>OFFICIAL PERSONNEL RECORDS</b> Official personnel folders documenting the employment history of each civilian and military employee of the Federal Government. (Note: This file designation is for overall identification of the file series only and will not be placed on the folders.)</p> <p>a. Civilian Personnel Records maintained by the Civilian Personnel Office - <del>TEMPORARY</del> - retain in accordance with the Federal Personnel Manual.</p> <p>b. Military Personnel Records maintained by the Military Personnel Office - <del>TEMPORARY</del> - <i>R</i>etain in accordance with Parent Service directives.</p> |                            | <p>filed<br/>alphabetically</p>  |
| 418            | <p><b>CIVILIAN EMPLOYEE COMPENSATION RECORDS</b> Files contain documents relating to claims against the Government filed by civilian employees for work-related injuries and disease. Files contain copies of original reports to</p>   |                            | <p>filed<br/>alphabetically</p>  |

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

| 7.<br>ITEM NO. | 8. DESCRIPTION OF ITEM<br>(WITH INCLUSIVE DATES OR RETENTION PERIODS)  | 9.<br>SAMPLE OR<br>JOB NO. | 10.<br>ACTION                            |
|----------------|--|----------------------------|--|
|                | <p><del>Department of Labor and all correspondence related to claims.</del><br/> <b>TEMPORARY</b> - Destroy when <sup>5</sup> years old or 1 year after separation of employee <i>from LIA.</i></p>  |                            | <p><i>after settlement of claims</i></p> |
| 430            | <p><b>EMPLOYEE-MANAGEMENT RELATIONS</b> Precedents, standards, and procedures relating to employee-management relations, program and services designed to improve morale and to resolve appeals and grievances of employees. Files pertain to such programs as Equal Employment Opportunities, employment of handicapped, Federal Woman's Program, and Standards of Conduct.</p> <p>a. Record Copy maintained by the Civilian Personnel Office<br/> <b>TEMPORARY</b> Hold <sup>10</sup> years in current files area after file becomes inactive and destroy.</p> <p>b. All other copies <b>TEMPORARY</b> - Destroy when no longer required for current operations.</p> |                            | <p>filed<br/>chronologically</p>         |
| 435            | <p><b>DIA AWARDS BOARD</b> Records reflecting the origin of the award, copies of Letter Orders, the citation, the recommendation and the approval of the award; proceedings of the DIA Awards Board.</p> <p><b>TEMPORARY</b> - Cut off annually, hold 1 year in current files area, retire to WNEC, destroy when <sup>5</sup> years old.</p>   |                            | <p>filed<br/>alphabetically</p>          |
| 450            | <p><b>CLASSIFICATION AND PAY MANAGEMENT</b> Documentation relating to decisions and standard procedures regarding administration of classification, salary and wage matters.</p> <p><b>TEMPORARY</b> - Retain in current files area 5 years after file becomes inactive and destroy.</p>   |                            | <p>filed<br/>chronologically</p>         |

Redactions have been made to this record control schedule pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 10 U.S.C. 424, which protects from disclosure the "organization or any function of, and certain information pertaining to, employees of the Defense Intelligence Agency." You will need to submit a Freedom of Information Act (FOIA) request to the Office of the General Counsel for the withheld information.

<http://www.archives.gov/foia/>