
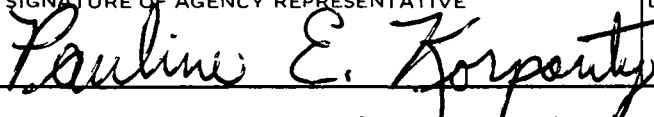


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO.	NI-344-89-29
1. FROM (Agency or establishment) Defense Nuclear Agency		DATE RECEIVED	6/15/89
2. MAJOR SUBDIVISION Directorate for Command Services, Asst for Log & Engr		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Support Services Division		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4. NAME OF PERSON WITH WHOM TO CONFER Pauline E. Korpanty	5. TELEPHONE EXT. 325-1162	DATE 8/30/89	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 2 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.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE	7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
12 Jun 89		DNA Records Management Officer	1	701 PERSONNEL FILES. (See attached page 701-1.)	new schedule (old 700 split into 2 - 701 - 702)	

701 PERSONNEL FILES. Documents accumulated at the various command levels exercising administrative jurisdiction or as a result of routing correspondence through normal channels. Included are copies of documents filed in the military personnel records jacket, transmitting documents, and documents reflecting duty assignments and appointments, changes in personnel data, branch transfers and details, authorization for separate rations, quarters, or wearing civilian clothing, Army Personnel Data Cards, Service only awards, and similar actions.

NOTE: All records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

701.01 OFFICER PERSONNEL FILES (ALL SERVICES). These records are arranged by duty station, then alphabetically by name of individual Service member. (Red labels)

A -- Headquarters (HQ)

B -- Field Command (FC)

C -- Armed Forces Radiobiology Research Institute (AFRRI)

Proposed Disposition

CUT OFF ON DEPARTURE OF INDIVIDUAL FROM DUTY STATION; PIF (TRANSFER TO DEPARTURE FILES); DESTROY 1 YEAR AFTER DEPARTURE.

701.02 ENLISTED PERSONNEL (ALL SERVICES). These records are arranged by duty station, then alphabetically by name of individual Service member. (Green labels)

A -- Headquarters (HQ)

B -- Field Command (FC)

C -- Armed Forces Radiobiology Research Institute (AFRRI)

Proposed Disposition

CUT OFF ON DEPARTURE OF INDIVIDUAL FROM DUTY STATION; PIF (TRANSFER TO DEPARTURE FILES); DESTROY 1 YEAR AFTER DEPARTURE.