


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 <i>N1-374 89-50</i>	DATE RECEIVED <i>6/15/89</i>
1 FROM (Agency or establishment) <u>Defense Nuclear Agency</u>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION <u>Directorate for Command Services, Asst for Log & Engr</u>		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION <u>Support Services Division</u>			
4 NAME OF PERSON WITH WHOM TO CONFER <u>Pauline E. Korpany</u>	5 TELEPHONE EXT <u>325-1162</u>	DATE <i>8/20/89</i>	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 12 Jun 89	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Pauline E. Korpany</i>	D TITLE DNA Records Management Officer
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
1	702 SYSTEM ADMINISTRATION FILES. (All Services) (See attached page 702-1.)	new schedule (old 700 split into 2 - 701 - 702)	

702 SYSTEM ADMINISTRATION FILES. (All Services)

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.

702.01 PROMOTIONS/FROCKING POLICY (ALL SERVICES--GENERAL INFORMATION). These files contain information relating to Military Personnel promotions, Eligibility/Selection Board proceedings, Central School Selection Board proceedings, and related matters. They are arranged alphabetically by Service, then alphabetically by name of individual Service member.

Proposed Disposition

CUT OFF AT CLOSE OF FY; PIF; DESTROY 1 YEAR AFTER CUTOFF.

702.02 PT/WEIGHT CONTROL. These records are arranged by Service.

Proposed Disposition

CUT OFF AT CLOSE OF FY; PIF; DESTROY 1 YEAR AFTER CUTOFF.

702.03 MILITARY STRENGTH REPORTING FILES. Documents compiled to report actual or projected size of the DNA military contingent. Included are printouts, listings, and similar documents.

Proposed Disposition

DESTROY WHEN NO LONGER NEEDED FOR REFERENCE.

702.04 LEAVE OF ABSENCE FILES. Copies of Service forms such as DA Form 31, AF Form 988, and Navy Form 3065, used in requesting and granting leave for military personnel.

Proposed Disposition

CUT OFF AT CLOSE OF FY; MAINTAIN 6 MONTHS AT DESKS OF SERVICE REPS; PIF; DESTROY 1 YEAR AFTER CUTOFF.

702.05 LEAVE CONTROL LOG FILES. Service forms such as DA Form 4179-R and AF Form 1486 used to control absences from unit containing name, grade, SSN of individual authorized for absence; control number; date of departure and return; length of absence; and related information.

Proposed Disposition

CUT OFF AT CLOSE OF FY; MAINTAIN 6 MONTHS AT DESKS OF SERVICE REPS; PIF; DESTROY 1 YEAR AFTER CUTOFF.

702.06 EMERGENCY RELIEF FILES. Documents relating to the basis for authorizing, organizing, and prescribing procedures for the operation of the Service emergency relief organizations to relieve distress of members of the Service and their dependents.

Proposed Disposition

CUT OFF AT CLOSE OF FY; PIF; DESTROY 2 YEARS AFTER CUTOFF.