

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-374-89-36

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

DATE RECEIVED

6/2/89

1. FROM (Agency or establishment)

Defense Nuclear Agency

2. MAJOR SUBDIVISION

Directorate for Command Services, Asst for Log & Engr

3. MINOR SUBDIVISION

Support Services Division

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

[Signature]

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 5 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

19 Jun 89

C. SIGNATURE OF AGENCY REPRESENTATIVE

Pauline E. Korpanty

D. TITLE

DNA Records Management Officer

7. ITEM NO.

1

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

604 **EQUAL EMPLOYMENT AND OPPORTUNITY FILES.**

(See pages 604-3 and 604-4 of attached revised schedule)

9. GRS OR SUPERSEDED JOB CITATION

~~(NOI 374-81-20, 604; added items 604-09 - 604-10)~~

10. ACTION TAKEN (NARS USE ONLY)

604.09 HISPANIC EMPLOYMENT PROGRAM FILES. Documentation of the planning and management of the DNA Hispanic Employment Program to include policy documents, Federal standards, manuals, etc; meetings with DNA management and employees; participation in special observances commemorating the program; and related documents.

a. Federal/DOD Level Policy:

Proposed Disposition

DESTROY WHEN SUPERSEDED OR OBSOLETE OR ON DISCONTINUANCE OF THE PROGRAM, WHICHEVER IS EARLIER.

b. DNA Commandwide Policy: (~~GRS-1, #251~~)

DESTROY WHEN 5 YEARS OLD.

604.10 FEDERAL OPPORTUNITY RECRUITMENT PROGRAM (FEORP) FILES. Records documenting the Agency's efforts to provide balanced employment based on the diversity of the community population. Included is information on recruitment sources (general organizations and committees, women's organizations (including educational), minority organizations (including educational)); current employment statistics; recruitment announcements; radio and TV ads; newspaper ads and other evidence as to efforts toward recruitment. In addition there is documentation on staffing flexibility, direct hire authority (where applicable), merit promotion, cooperative education efforts, coordination with upward mobility program managers, and Veterans Recruitment Program appointments. (See also 805.05.)

Proposed Disposition

DESTROY WHEN 5 YEARS OLD.

604.11 UPWARD MOBILITY PROGRAM FILES. Records documenting a systematic management effort on the part of DNA which focuses on the development and implementation of specific career opportunities for lower grade employees. These individuals are in dead-end positions and have potential to perform higher level work.

a. Material which applies to individual positions:

Proposed Disposition

CUT OFF ON DEPARTURE OF INDIVIDUAL HOLDING POSITION; DESTROY 2 YEARS AFTER CUTOFF.

b. Policy material:

Proposed Disposition

DESTROY 2 YEARS AFTER OBSOLESCENCE OF MATERIAL OR 5 YEARS AFTER DISCONTINUANCE OF PROGRAM, WHICHEVER IS EARLIER.

604.12 HANDICAPPED FILES. Records relating to general administration and operation of the program, selective placement, paid recruitment advertising, and related documents.

Proposed Disposition

DESTROY 2 YEARS AFTER OBSOLESCENCE OF MATERIAL OR 5 YEARS AFTER DISCONTINUANCE OF PROGRAM, WHICHEVER IS EARLIER.