

Rec. 8/4/78

37

REQUEST FOR RECORDS DISPOSAL AUTHORITY  
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)  
Defense Nuclear Agency

2. MAJOR SUBDIVISION  
Personnel and Administration Directorate

3. MINOR SUBDIVISION  
Administrative Services Division

4. NAME OF PERSON WITH WHOM TO CONFER  
PAULINE E. MAGOON

5. TEL. EXT.  
325-7058

LEAVE BLANK	
JOB NO	NC 1 374 78 2
DATE RECEIVED	AUG 4 1978
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	Aug. 28, 1978 James B. Rhoads 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 11 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 28 Jul 78	D. SIGNATURE OF AGENCY REPRESENTATIVE Pauline E. Magoon	E. TITLE Records Administrator
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
100	<p>(AGENCYWIDE RECORDS)</p> <p><u>OFFICE ADMINISTRATIVE FILES.</u></p> <p>1. The files described in this chapter relate primarily to the performance of administrative operations within the immediate office and not to the performance of the mission functions of the office. Specifically, the files</p> <p>a. Accumulate as a result of following procedures which are required in, or are an inherent part of normal housekeeping operations of any office.</p> <p>b. Provide a source of general reference material for the office, as distinguished from record copies of material documenting the performance of the mission functions of the office.</p> <p>2. The term "office" as used in this chapter means directorate, division, branch, section, or unit of DNA organizational elements at agency headquarters and field installations and activities. Office housekeeping files most frequently accumulate in offices of administrative assistants, clerks, or other individuals responsible for administrative matters of the office.</p>		

46 Items

MS 8/5/78 sent to ALL FRCS  
NN + Agency

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
101	<u>GENERAL ADMINISTRATIVE FILES.</u> The files described in this subchapter relate to the performance of routine administrative operations and to obtaining housekeeping-type services from the offices and staff sections responsible for providing them.		
101.01	<p><u>SUSPENSE FILES.</u> Papers arranged in chronological order, examples of which are:</p> <p>a. A note or other reminder to submit a report. DESTROY WHEN REPORT HAS BEEN SUBMITTED.</p> <p>b. A copy of an outgoing communication filed by the date on which a reply is expected. IF FILE COPY, INCORPORATE IT WITH RESPONSES IN APPROPRIATE SUBJECT FILE; IF AN EXTRA COPY, DESTROY IT WHEN RESPONSES HAVE BEEN RECEIVED.</p> <p>c. A note or other communication filed by the date on which action is expected to be taken. DESTROY WHEN ACTION HAS BEEN TAKEN.</p> <p>NOTES: (1) Papers in subparagraphs a and c above may be refiled in suspense file if the report or action is of a recurring nature. (2) File numbers are not required on suspense papers or on folders in which they are filed unless the required report or action is of a recurring nature.</p>		
101.02	<p><u>TRANSITORY FILES.</u> Documents which are not needed to document specific functions or actions and lose reference value after 30-90 days.</p> <p>DESTROY 30-90 DAYS FROM DATE PLACED IN FILE IN BLOCKS OF 1 MONTH. EARLIER DISPOSAL IS AUTHORIZED.</p>		
101.03 *	<p><u>ADMINISTRATIVE PUBLICITY FILES.</u> Documents concerning office participation in public relations and information activities such as open house programs, special events such as participation in charitable affairs, blood donor drives, and bond drives (including papers concerning proposed articles, news releases, or similar communications used to promote or publicize the agency's mission functions). Excluded are records held by DNA offices responsible for informational and/or public relations activities.</p> <p>Review at end of year and forward appropriate items to current year DESTROY <del>WHEN</del> 1 YEAR. OLD.</p>		informational

115-203 files.

Four copies, including original, to be submitted to the National Archives

WHEN

STANDARD FORM 115-A  
Revised July 1974  
Prescribed by General Services  
Administration  
FPMR (41 CFR) 101-11.4

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101.04 *	<p><u>ADMINISTRATIVE SAFETY FILES.</u> Documents concerning safety practices and procedures within the office, such as notices of safe or unsafe practices, reports of injuries, and tests of civil defense, fire, and other emergency evacuation procedures.</p> <p style="text-align: center;"><b>WHEN</b> DESTROY <del>AFTER</del> 1 YEAR <b>OLD.</b></p>		
101.05 *	<p><u>GENERAL ADMINISTRATIVE SECURITY/PROTECTIVE SERVICES FILES.</u> Documents relating to protective services, parking, and traffic control, as well as security notices and other administrative security matters.</p> <p style="text-align: center;"><b>WHEN</b> DESTROY <del>AFTER</del> 1 YEAR <b>OLD.</b></p>		
101.06 *	<p><u>SURVEY REPORTS FILES.</u> Documents relating to office involvement in reports, records, publications, and forms management including submission of data for survey reports (exclusive of papers relating to initiation of specific reports, publications, and forms that pertain to the performance of the office mission functions.)</p> <p style="text-align: center;"><b>WHEN</b> DESTROY <del>AFTER</del> 1 YEAR <b>OLD.</b></p>		
101.07	<p><u>MANAGEMENT SURVEY REPORTS.</u> Documents pertaining to surveying and inspecting office management procedures, including announcements of impending inspections, extracts of IG, GAO, safety, security, and other regularly scheduled inspections and surveys, and related documents.</p> <p style="text-align: center;">DESTROY AFTER NEXT COM- PARABLE SURVEY OR INSPECTION. OR ON DISCONTINUANCE.</p>		
101.08	<p><u>DUTY REPORTING FILES.</u> Documents prepared by duty officer, including daily activity or journal sheets.</p> <p style="text-align: center;"><b>WHEN</b> DESTROY <del>AFTER</del> 6 MONTHS <b>OLD.</b></p>		
101.09	<p><u>HOUSEKEEPING INSTRUCTION FILES.</u> Continuing instructions that are applicable only to internal administrative practices and details, such as hours of duty and temporary duties within the preparing office. Included are copies of the instructions and related communications.</p> <p style="text-align: center;">DESTROY ON SUPERSESSION OR OBSOLESCENCE.</p>		
* Review	at end of year and forward appropriate items to current year files.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
(101.09 continued)	NOTE: This file number is not applicable to instructions prepared by the office that are issued on an agency- or headquarters-wide basis. Neither is it applicable to instructions concerning performance of mission functions.		
101.10	<u>CORRESPONDENCE PREPARATION PROCEDURES FILES.</u> Documents relating to the preparation of correspondence, office memoranda, messages, and other media of communication.  DESTROY ON SUPERSESSION OR OBSOLESCENCE.		
101.11	<u>OFFICE ORGANIZATION FILES.</u> Documents relating to the organization and function of an office, such as extra copies of documents which are prepared in the office charged with determining the organization and functions of the agency. Included are copies of functional charts and statements; copies of documents relating to office staffing and personnel strength, such as extracts from manpower surveys and manpower authorization vouchers; copies of tables of distribution and allowances; and similar papers. Also included are documents reflecting minor changes in the organization of the office which are made by the office chief. Excluded are the record copies of organization charts and related documents held by offices responsible for determining DNA organization and functions. <u>DESTROY WHEN SUPERSEDED OR OBSOLETE.</u>	docu-	
101.12	<u>OFFICE RECORDS TRANSMITTAL FILES.</u> Copies of records transmittal lists reflecting files retired.  DESTROY WHEN RECORDS LISTED THEREON HAVE BEEN DESTROYED.		
101.13	<u>RECORD ACCESS (ADDITIONAL DUTIES) FILES.</u> Documents indicating name, grade, and other identification of individuals authorized access to official records, particularly classified material. Included are requests for and approvals of access, rosters of individuals authorized access, appointment of security officers, authorizations to handcarry sealed packages and carry classified material on commercial aircraft.		

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(101.13)	continued)		
	DESTROY ON SUPERSESSION OR OBSOLESCENCE OF THE AUTHOR- IZATION DOCUMENT.		
101.14	<u>SECURITY CONTAINER INFORMATION FILES.</u> Up-to-date records of all office safe/security container combinations, together with other information necessary to identify and locate the safes/security containers and the individuals having knowledge of the combination.		
	DESTROY ON SUPERSESSION OR ON TURN-IN OF THE CONTAINER.		
101.15	<u>CLASSIFIED DOCUMENT REGISTER/CONTROL FILES.</u> Documents which reflect the identity and location of classified documents for which the office is accountable, and which also serve as receipts for classified documents issued or transferred. Included are DNA Forms 500 and 501 and similar forms used for control.		
	DESTROY 2 YEARS AFTER ALL CLASSIFIED DOCUMENTS RECORDED THEREON HAVE BEEN TRANSFERRED, DESTROYED, DECLASSIFIED, OR ENTERED ON A NEW FORM.		
101.16	<u>TEMPORARY INTERNAL RECEIPT FILES.</u> Documents used in making temporary loan of classified documents within the office rather than transferring classified documents or issuing classified documents to other offices with the Headquarters. Such loans are normally of short duration and the borrowed documents are often returned within the same workday.		
	LINE THROUGH THE ENTRY ON RETURN OF THE CLASSIFIED DOCUMENT TO THE INDIVIDUAL MAKING THE LOAN. THE LINE IS THEN INITIALED BY THE CUSTODIAN, SIGNIFYING RETURN OF THE DOCUMENT. <i>DESTROY FORM WHEN ALL LINES HAVE BEEN USED.</i>		

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101.17	<p><u>NONREGISTERED CLASSIFIED DESTRUCTION CERTIFICATE FILES.</u> Forms or other documents accumulated by an office which reflect the destruction of classified documents.</p> <p style="text-align: center;"><i>WHEN</i> DESTROY <del>AFTER</del> 2 YEARS <i>OLD</i></p>		
101.18	<p><u>MAIL CONTROL FILES.</u> Documents which relate to the control of incoming and outgoing mail by offices other than official mail rooms and postal activities. Included are records of messenger trips; receipts for accountable mail, e.g., registered, certified, and numbered insured mail; and similar documents.</p> <p style="text-align: center;"><i>WHEN</i> Accountable mail receipts: DESTROY <del>AFTER</del> 2 YEARS <i>OLD</i>. <i>WHEN</i> Other documents: DESTROY <del>AFTER</del> 6 MONTHS <i>OLD</i>.</p>		
101.19	<p><u>OFFICE FINANCIAL FILES.</u> Documents that relate to the participation of the office in matters concerning the expenditure of funds incidental to the performance of the mission of the office, such as itineraries and cost estimates for travel and notification to budget offices required for travel.</p> <p style="text-align: center;"><i>WHEN</i> DESTROY <del>AFTER</del> 1 YEAR <i>OLD</i>.</p>		
101.20	<p><u>OFFICE SUPPLY FILES.</u> Documents relating to supplies furnished an office, including requests and receipts for supplies and issuance of keys.</p> <p style="text-align: center;">DESTROY 1 YEAR AFTER ITEM IS FURNISHED OR REQUEST IS DISAPPROVED.</p>		
101.21	<p><u>OFFICE SERVICE FILES.</u> Documents relating to requests for local transportation, custodial services, office space, installation and repair of telephones; change to telephone directories; changes to office physical structure, including painting, repairing, and partitioning; and changes to office heating, lighting, ventilation, cooling, electrical, and plumbing systems.</p> <p style="text-align: center;">DESTROY 1 YEAR AFTER SERVICE IS FURNISHED, OR REQUEST IS DISAPPROVED.</p>		
101.22	<p><u>PUBLICATION SUPPLY/DISTRIBUTION FILES.</u> Requests for publications and blank forms, and other papers relating to the supply and distribution of publications to the office.</p>		

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(101.22	continued)		
	<p style="text-align: center;">DESTROY 1 YEAR AFTER COMPLETION OF ACTION, EXCEPT PIN-POINT DISTRIBUTION FILES (DA FORM 12 SERIES) WILL BE DESTROYED WHEN SUPERSEDED OR OBSOLETE.</p>		
101.23	<p><u>OFFICE PROPERTY RECORD FILES.</u> Cards, lists, hand receipts, or comparable documents showing accountable property charged to the office.</p>		
	<p style="text-align: center;">DESTROY WHEN SUPERSEDED OR OBSOLETE,</p>		
101.24	<p><u>OFFICE EQUIPMENT APPROVAL AND UTILIZATION FILES.</u> Documents relating to use (including approvals) and repair of office equipment such as office copiers.</p>		
	<p style="text-align: center;">DESTROY WHEN SUPERSEDED OR OBSOLETE,</p>		
101.25	<p><u>CLASSIFIED MATTER INVENTORY REPORTING FILES.</u> Documents used to report the results of physical inventories conducted to assure all classified matter is accounted for.</p>		
	<p style="text-align: center;">DESTROY AFTER NEXT INVENTORY OR UPON DISCONTINUANCE,</p>		
101.26	<p><u>SECURITY CLASSIFICATION REGRADING FILES.</u> Documents authorizing the regrading of security classified documents.</p>		
	<p style="text-align: center;">DESTROY 3 YEARS AFTER RELATED DOCUMENTS HAVE BEEN ANNOTATED.</p>		

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101.27	<p><u>PRIVACY DISCLOSURE ACCOUNTING FILES</u></p> <p>Documents used in accounting for, and recording the date, nature, and purpose of each disclosure made from a system of records pursuant to the Privacy Program; and showing the subject individual's name, the name and address of the agency or person to whom the disclosure was made, and whether or not individual's consent was given, when applicable. Included are forms, correspondence and other papers used for accounting, statements of mass disclosures, disclosure consent authorizations, and related documents.</p> <p>a. Accounting records for disclosures from ADP tape or disks that are periodically updated and retained copies of accounting records that result from transfer of files to another agency.</p> <p>b. Accounting records for mass disclosures made on a cyclic basis.</p> <p>c. Accounting records for files having a retention period of less than 5 years and accounting records maintained separately from and applicable to files scheduled for destruction after 5 or more years.</p> <p>d. Accounting records applicable to, and included in, files scheduled for destruction after 5 or more years.</p>		
102	<p><u>OFFICE PERSONNEL FILES.</u> The files described in this sub-chapter are maintained by operating officials and are used in administering military and civilian personnel matters of the organizational segments which are under their control.</p>		
102.01	<p><u>GENERAL PERSONNEL FILES.</u> Documents that relate to the day-to-day administration of military personnel and civilian employees in individual offices. Included are papers that relate to attendance at work, copies of reports of attendance and overtime, and notices of holidays; notices about participation in athletic events and employee unions; notifications and lists of employees to receive Government medical services, including X-rays and immunizations; notices and lists of individuals to receive training; and comparable or related papers.</p> <p style="text-align: center;"><b>WHEN</b> <b>DESTROY AFTER 1 YEAR OLD.</b></p>		

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102.02	<p><u>OFFICE PERSONNEL REGISTER FILES.</u> Documents used in accounting for office visitors, reflecting personnel arrivals and departures.</p> <p style="text-align: center;"><i>WHEN</i> DESTROY <del>APPROX</del> 6 MONTHS <i>OLD.</i></p>		
102.03	<p><u>PERSONNEL LOCATOR FILES.</u> Documents reflecting the name, address, telephone number, and similar data for each individual assigned to the office.</p> <p style="text-align: center;">DESTROY ON SEPARATION OR TRANSFER OF THE INDIVIDUAL.</p>		
102.04	<p><u>SUPERVISOR/MANAGER EMPLOYEE RECORD FILES.</u> Documents containing information pertaining to individual civilian employees, including assigned responsibilities of individuals, copies of performance appraisals, and letters of appreciation and commendation.</p> <p style="text-align: center;">REVIEW AT END OF EACH YEAR AND DESTROY DOCUMENTS WHICH HAVE BEEN SUPERSEDED OR WHICH PERTAIN TO INDIVIDUALS NO LONGER ASSIGNED TO THE OFFICE.</p>		
102.05	<p><u>JOB DESCRIPTION FILES.</u> Documents describing positions in an office that are used in day-to-day supervisory relationships. Included are copies of DA Form 374 (Job Description) for civilian employees and comparable forms for military personnel.</p> <p style="text-align: center;">DESTROY ON ABOLISHMENT OF POSITION OR SUPERSESSION OF DESCRIPTION.</p>		
102.06	<p><u>SEPARATION FOR MILITARY SERVICE FILES.</u> Standard Form 7B (Employee Record Card) used in considering employees separated for military service for position change actions in absentia.</p> <p style="text-align: center;">DESTROY ON SEPARATION OR TRANSFER OF EMPLOYEE.</p>		

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102.07	<p><u>PENDING REQUEST FILES.</u> Operating officials' or suspense copies of SF 52 (Request for Personnel Action) for various categories of civilian personnel actions, such as accessions, position changes, rate of pay changes, and separations.</p> <p>DESTROY ON RECEIPT OF NOTIFICATION OF COMPLETION OF REQUESTED PERSONNEL ACTION.</p>		
102.08	<p><u>STANDARD OF CONDUCT FILES.</u> Documents relating to procedures used to assure that all personnel fully understand the standards of conduct and ethics required of them. Included are periodic statements signed by all personnel that they have read applicable directives.</p> <p>DESTROY AFTER THE NEXT PERIODIC APPLICATION OF THE PROCEDURE, OR 1 YEAR AFTER OBSOLESCENCE OF THE PROCEDURE.</p>		
102.09	<p><u>TEMPORARY DUTY TRAVEL FILES.</u> Copies of requests and authorizations for TDY for military and civilian personnel and related documents.</p> <p><i>WHEN OLD,</i> DESTROY <del>AFTER</del> 1 YEAR, OR IF SEPARATE FILE MAINTAINED ON EACH INDIVIDUAL, DESTROY ON DEPARTURE OF INDIVIDUAL FROM AGENCY.</p>		
103	<p><u>REFERENCE FILES.</u> This subchapter describes files maintained to provide a source of reference materials readily available to the office.</p>		
103.01	<p><u>REFERENCE PUBLICATION FILES.</u> Copies of publications issued by any element of DNA, other Government agencies, and non-Government organizations maintained for reference within the office.</p> <p>DESTROY WHEN SUPERSEDED OR OBSOLETE, OR NO LONGER NEEDED.</p>		
103.02	<p><u>READING/MESSAGE REFERENCE FILES.</u> Copies of outgoing communications (including messages), arranged chronologically, maintained for periodic review by staff officers.</p> <p><i>WHEN OLD,</i> DESTROY <del>AFTER</del> 1 YEAR, EARLIER DISPOSITION MAY BE AUTHORIZED.</p>		

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(103.02	continued)		
103.03	<p>NOTE: Copies of incoming messages will be placed in the appropriate mission file.</p> <p><u>POLICY AND PRECEDENT FILES</u>. Extra copies of documents establishing policy or precedent for future and continuing action. Normally such files are maintained at the operating level and consist solely of statements of policy or procedure.</p> <p style="text-align: center;">DESTROY INDIVIDUAL DOCUMENTS WHEN SUPERSEDED OR OBSOLETE.</p>		