

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO N01-374-81-3	
DATE RECEIVED February 5, 1981	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
10-21-81 Date	<i>[Signature]</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)

Defense Nuclear Agency

2. MAJOR SUBDIVISION

Personnel/Administration Directorate

3. MINOR SUBDIVISION

Administrative Services Division

4. NAME OF PERSON WITH WHOM TO CONFER

Pauline E. Korpanty

5. TEL. EXT.

325-7060

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 4 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE		
4-28-81	<i>Pauline E. Korpanty</i>	<i>Records Administrator</i>		
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	The attached schedule pertains to records relating to manpower and organization planning. Records primarily accumulate in the Manpower and Organization Division, HQ, DNA.			
	Changes herein made with DNA concurrence. RCT/NARS-NCD			<i>13 items</i>

MASS DATA CHANGE SHEET NOT REQUIRED

Closed Out: 10-27-81: K.T.A.

Copy to NCW, Agency

204

MANPOWER AUTHORIZATION FILES

204.01

AUTHORIZATION MANAGEMENT REPORT FILES. Contains file copies of reports generated by the Manpower and Organization Division. Reports deal with such subjects as authorization strength by program element, Civilian High Grade, and other reports required.

Cut off at the end of each FY;
destroy 5 years after cutoff.

204.02

CIVILIAN POSITION MANAGEMENT FILES. Contains correspondence relating to the management of civilian authorizations, to include ceilings, reduction-in-force, etc.

Cut off at the close of each FY;
destroy when 5 years old.

204.03

PROGRAMMING DOCUMENTS. Contains only those programming documents dealing with manpower ceilings/strengths such as Decision Package Set (DPS), Program Decision Memoranda (PDM), and Program Objective Memoranda (POM), and background, source, and feeder materials generated in the Manpower and Organization Division.

Destroy when superseded or no longer
needed for administrative purposes.

204.04

ADVANCED ACADEMIC DEGREE REQUIREMENT FILES. Includes documents which support the establishment of advanced academic degree requirements for military manpower authorizations

DESTROY WHEN SUPERSEDED OR NO LONGER
NEEDED FOR ADMINISTRATIVE USE

204.05

MANPOWER CHANGE REQUESTS. Includes correspondence, DNA Forms 107, and machine listings which identify the authorizations and organizational changes requested and contain justification, coordination, and approval/disapproval statements.

a. Approved requests:

PERMANENT;

/Cut off at the close of each FY;
retire in same shipment as the JMP. Offer

b. Disapproved requests:

. to NARS in 5 yr blocks when 20 yrs old.
Cut off at the close of each FY;
Destroy when 1 year old.

204.06

JOINT MANPOWER PROGRAM DOCUMENTS. Includes Part I (Organization and Functions) and Part II (Joint Table of Distribution) for all activities of DNA.

a. Monthly and quarterly reports:

(1) Monthly - Cut off the last day of each calendar month, destroy when 1 year old.

(2) Quarterly - Cut off the last day of each fiscal quarter, destroy when 5 years old.

b. Annual reports:

Permanent.

(1) HQ DNA:

Cut off the last day of each FY;
retire to WNRC in 5-year blocks;
offer to National Archives 20 years
after cutoff, in 5 yr blocks.

204.07

CIVILIAN POSITION ESSENTIALITY STATEMENTS. Contains DNA Form 482, Request to Fill Civilian Position or Change Position Description, and the most current copy of the position's description of duties.

Destroy when superseded, obsolete,
or no longer needed for administrative
purposes.

204.08

MANPOWER DATA FILES. Contains recapitulation of manpower authorization data used in the day-to-day management of agency manpower resources.

Destroy when superseded, obsolete,
or no longer needed for administrative
purposes.

205 MANPOWER STANDARD STUDY RECORDS

205.01 MANPOWER STANDARD REPORTS. Includes documents dealing with the development of manpower standards from Preliminary Reports to Final Reports. Standard reports deal with the determination of staffing requirements.

205.02 METHODS IMPROVEMENT REPORTS. Includes documents resulting from the examination of present operating methods with a view toward implementation of more efficient work methods, management techniques, and reduction of costs of operation.

205.03 SPECIAL PROJECT FILES. Includes documents developed in less structured way than the previous reports. Requests may be of a one-
either
time nature originating from/internal or external organizational elements.

205.01 -- Destroy when superseded or no longer needed for reference.

205.02 -- Destroy when superseded or no longer needed for reference.

205.03 -- Destroy when superseded or no longer needed for reference.