

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NCI-374-80-4
DATE RECEIVED	8 OCT 1980
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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	Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVE SERVICE, WASHINGTON, D.C. 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.
325-7058

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.

A Request for immediate disposal.

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

C. DATE SEP 24 1980	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Pauline E. Korpanty</i>	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
205 (603)	MANPOWER UTILIZATION FILES. These files accumulate from determining the allocation of manpower resources and appraisal of the way such resources are used. Included are files resulting from the development of policies, criteria, and procedures; and files reflecting actual manpower allocations and appraisals. They accumulate primarily in the Manpower and Organization Division, Headquarters, DNA.		
205.01 (603-01)	MANPOWER AUTHORIZATION FILES. Documents and supporting papers reflecting manpower spaces allocated to successive echelons of DNA. Included are authorization vouchers, manning levels, or other instruments which authorize, limit, increase, or decrease the number of personnel allocated to specific organizational segments of DNA; and similar documents. HQ DNA Manpower Organization Division: PERMANENT. Cut off annually. Maintain in CFA 3 years after cutoff and in HQ DNA 10 years after cutoff. Retire to WNRC. Offer to National Archives 25 years after cutoff. NOTE: Offices holding information copies will file the copies under 201.01, Administrative Files.		<i>Withdrawn</i> Note: This job is being withdrawn because it has been superseded by a new version of NCI-374-81-3. <i>2/14/81</i>

*Classed Out: Withdrawal 2-13-81: (A.T.)
Copy to Agency*

Request for Records Disposition Authority - Continuation

JOB NO:

PAGE OF
2 of 2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
205.02 (603-02)	<p><u>MANPOWER SURVEY FILES.</u> Documents which provide scheduling of projected surveys, personnel inventory and appraisal reports, comments, justifications, and related documents.</p> <p>Final reports: Destroy on implementation of next survey.</p> <p>Source documents: Destroy when 1 year old or on discontinuance.</p>		
205.03 (603-04)	<p><u>MANPOWER STAFFING STANDARD FILES.</u> Documents reflecting the development of manpower staffing standards and the application of them as yardsticks for measuring personnel requirements. Included are copies of manpower surveys and staffing guides; coordinating actions and similar documents.</p> <p>Office responsible for applying standards: Destroy when superseded or obsolete.</p>		
205.04 (603-05)	<p><u>MANPOWER STATISTICAL DATA FILES.</u> Documents used to provide a source of statistical data for use in manpower control activities such as forecasting, justifying, and analyzing current or projected manpower requirements and allocating manpower spaces. Included are reports concerning such matters as: civilian and military strength of DNA organizational segments, workload data (often in tabular form), strength by occupational specialty, and similar documents.</p> <p>HQ DNA Manpower & Organization Division: Cut off at the end of the FY, hold in CFA 2 years, retire to WNRC if volume (more than 1 cubic foot) warrants, destroy when 10 years old.</p>		