

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NCI-374-80-5
DATE RECEIVED	2 OCT 1980
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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 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.
325-7058

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
206 (217, 216, 215)	MANAGEMENT SURVEY AND IMPROVEMENT, SPACE MANAGEMENT, AND RESOURCES CONSERVATION FILES. These files result from planning and executing surveys to examine operating methods, organizational structures, and missions. In addition, the files cover finding and implementing more efficient work methods and management techniques, and reduction of costs of operations. The files may accumulate in various offices throughout DNA.		
206.01 (217-01 & 217-02)	MANAGEMENT SURVEY CASE FILES. Documents used in the collection of data for, and execution of, a management survey which may range in scope from a comprehensive overall review to a study of a particular phase of management. These documents accumulate in offices conducting or participating in the survey. Included are documents reflecting a request and/or authorization to conduct the survey, notes, statistical data, copies of SOPs, organizational and functional charts, personnel data, time schedules, security clearances, finished survey reports, and reports on actions taken as a result of the survey.		
	a. Office conducting the survey or sponsoring a contracted survey:		Cut off on completion of actions directed. Retire to WNRC 10 years after cutoff and destroy 20 years after cutoff.

Withdrawn

Systems

*Closed Out 2-10-81: R.T.D.
Copy Sent 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
(206.01 continued)			
	<p>b. Miscellaneous reference papers not to be retired:</p> <p>Destroy when no longer required for reference.</p>		
206.02 (21601)	<p><u>MANAGEMENT IMPROVEMENT PROJECT FILES.</u> Documents covering projects which result in introduction of different manners and methods of planning and doing work which results in increased effectiveness and efficiency. Included are studies, charts, coordinations, statistical data, and similar documents.</p> <p>Cut off on completion of project. Transfer to WNRC if volume (more than 1 cubic foot) warrants. Destroy 4 years thereafter.</p>		
206.03 (215-01)	<p><u>RESOURCES CONSERVATION PROGRAM FILES.</u> Documents relating to setting of goals and time-phased schedules for accomplishment of approved goals. Included are schedules, goals, recommendations, approvals, disapprovals, changes, and related documents.</p> <p>Destroy 2 years after supersession.</p>		
206.04 (216-04)	<p><u>SPACE MANAGEMENT CONTROL FILES.</u> Documents relating to the control and allocation of office space. Included are surveys of space requirements; requests for additional space or changes in space locations; space allocations, releases, and reports; office layouts; requests for moves, alterations, and repairs; and similar documents.</p> <p>Offices of space officers in HQ DNA and subordinate elements:</p> <p>Destroy when superseded, obsolete, or no longer needed for reference.</p>		