

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-374-81-28	
DATE RECEIVED 2 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>10-23-80</i> 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.

325-7058

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 3 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	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<i>Pauline E. Korpanty</i>	Records Administrator		
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO.	10. ACTION TAKEN
604 (614 & GRS)	EQUAL EMPLOYMENT AND OPPORTUNITY FILES. These files result from DNA programs established to insure equal opportunity for, and treatment of, all personnel and to guarantee equal employment opportunity to all civilian employees. Also included is documentation of Agency participation in the Federal Women's Program (FWP). These files accumulate almost exclusively in the office of the EEO Officer and Federal Women's Program Representative at Headquarters DNA and at each subordinate element.			
604.01 (614-03)	OFFICIAL DISCRIMINATION COMPLAINT CASE FILES. Complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, acceptance statements, and records of hearings and meetings.			
	a. Cases resolved within the Agency:	DESTROY 4 years after resolution of case.		
	b. Cases resolved by the Office of Personnel Management (formerly CSC) or a US Court:	Files are controlled by US Office of Personnel Management records schedule.		
			<i>GRS 1/Item 26</i>	
			<i>26 9(1)</i>	
			<i>26 9(2)</i>	
				<i>12 items</i>

*Pen ink changes made with DNA concurrence
Closed out: 10-24-80: K.T.D. 9/14/80
Copies sent to Agency*

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
(604 continued)			
604.02	<p>COPIES OF COMPLAINT CASE FILES. Duplicate case files or documents pertaining to case files retained in Official File Discrimination Complaint Case File.</p> <p>DESTROY 1 year after resolution of case.</p>	26b	
604.03	<p>BACKGROUND FILES. Background records not filed in the Official Discrimination Complaint Case Files.</p> <p>DESTROY 2 years after final resolution of case.</p>	26c	
604.04	<p>COMPLIANCE RECORDS</p> <p>a. <u>Compliance Review Files.</u> Documents related to conducting surveys on the implementation and effectiveness of programs for equal opportunity for military personnel and equal employment opportunity for civilian employees. Included are reviews, appraisals, recommendations, and final survey reports.</p> <p>DESTROY when 7 years old.</p> <p>b. <u>EEO COMPLIANCE REPORTS</u></p> <p>DESTROY when 3 years old or on discontinuance, <i>whichever is earlier</i></p>	26d	<p>26d(1)</p> <p>Exception to 26d(2)</p>
604.05 (614-01)	<p>EMPLOYMENT STATISTICS FILES. Employment/opportunity statistics relating to race, sex, age, or handicap. Included are statistical and narrative reports, training report information, summaries, consolidations, and related documents.</p> <p>DESTROY when 5 years old.</p>	26f	
604.06	<p>EEO GENERAL FILES. General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent future legislation; and agency EEO Committee meeting and records including minutes and reports.</p> <p>DESTROY when 3 years old, or when superseded, or obsolete, <i>whichever is earlier.</i></p>	26g	

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
(604 continued)			
<u>604.07</u>	<u>EEO AFFIRMATIVE ACTION PLANS (AAP)</u>		
	a. Agency copy of consolidated AAP(s):		DESTROY 5 years from date of plan. <i>264(1)</i>
	b. Agency feeder plan to consolidated AAP(s):		DESTROY 5 years from date of feeder plan or when administrative purposes have been served, <i>whichever is earlier.</i> <i>264(2)</i>
<u>604.08</u>	<u>FEDERAL WOMEN'S PROGRAM FILES.</u>		
	Documentation of the planning and management of the DNA Federal Women's Program to include policy documents, Public Laws, Executive Orders, Federal Standards, manuals, etc.; planned and sponsored Federal Women's Programs; meetings with DNA management and employees, DOD personnel, and Federal Women's Interagency Board; Federal Women's Program Newsletter; Upward Mobility and Equal Employment Opportunity Action Plans; participation in DOD Federal Women's Week observances; and other related aspects of the management of the program.		
	a. Federal/DOD level policy:		DESTROY when superseded or obsolete or on discontinuance of program, <i>whichever is earlier.</i>
	b. DNA Commandwide policy:		DESTROY 5 years ^{when} after cutoff in <i>old.</i> <i>CFR. ^</i>