REQUEST FOR RECORD DISPOSITION 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/Administration Directorate

3. MAJOR SUBDIVISION
Administrative Services Division

4. NAME OF PERSON WITH WHOM TO CONFER
Pauline E. Korpantry

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 ______ 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

Records Administrator

E. DESCRIPTION OF ITEM

(With Inclusive Dates or Retention Periods)

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>801</td>
<td>CIVILIAN PERSONNEL PROGRAM FILES. These files relate to statistical reporting and inspections of civilian personnel activities and accumulate almost exclusively in the HQ DNA Civilian Personnel Management Division.</td>
</tr>
<tr>
<td>801.01</td>
<td>CIVILIAN PERSONNEL PROGRAM REPORTING FILES. Documents which provide data concerning various civilian personnel management activities. Included are statistical and narrative reports, summaries, extracts of reports, and related documents.</td>
</tr>
<tr>
<td>801.02</td>
<td>CIVILIAN PERSONNEL INSPECTION FILES. Documents reflecting inspections conducted by the US Office of Personnel Management and other authorized agencies. Included are reports of inspection, reclamas, corrective action taken, and related documents.</td>
</tr>
</tbody>
</table>

F. ACTION TAKEN

Destroy in CFA when 5 years old.

G. SAMPLE OR JOB NO

Item 36

H. ACTION TAKEN

2 items

STANDARD FORM 115
Revised April, 1975
Prepared by General Services Administration
E:\NARA\PSF\115\115-107

Closed Out: 10-24-80: K.T.D.
Copy sent to Agency