

REQUEST FOR RECORD POSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NCI-374-81-29

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

10-23-80

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 1 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
	<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
801 (802)	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.		
801.01 (802-01)	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. Destroy in CFA when 5 years old.	GRS	Item 3b
801.02 (802-02)	CIVILIAN PERSONNEL INSPECTION FILES. Documents reflecting inspections conducted by the US Office of Personnel Management and other authorized agencies. Included are reports of inspection; reclaims, corrective action taken, and related documents. Destroy in CFA when 5 years old.		2 items

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