

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-374-81-30	
DATE RECEIVED 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the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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	<i>Pauline E. Korpanty</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 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.

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
802 (808 & 803)	<u>CIVILIAN PERSONNEL ACTION, POSITION AND PAY FILES.</u> These files accumulate in civilian personnel offices and relate to processing personnel actions and documenting pay rates and other monetary benefits for civilian employees, including the determination of job classification for pay purposes.		
802.01 (808-02)	<u>JOB DESCRIPTION EXTRA COPY FILES.</u> Extra copies of job descriptions used for distribution to employees and for filing in official personnel folders when personnel actions are processed. Destroy when superseded or when job is abolished.	GRS 1/Item 7b(2)	
802.02 (808-03)	<u>CHRONOLOGICAL JOURNAL FILES.</u> Documents used for preparing reports, review of actions previously processed, and OPM (CSC) and DNA inspections. Included are SF 50s (copy 5) and related documents. Cut off at end of each month. Destroy when 2 years old.	GRS 1/Item 14a	
802.03 (803-01)	<u>JOB NUMBER LOG FILES.</u> Documents reflecting a continuing list of numbers assigned and other identifying data		

*Pen ink changes made with DNA
concurrent, Jan 14/80
Closed Out: 10-24-80
Copy sent to Agency*

6 items

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
(802.03)	<p>continued) pertaining to evaluated jobs. Included are registers, log-books, and related documents.</p> <p>Destroy on discontinuance or when a new numbering system is prescribed, <i>whichever is earlier.</i></p>		
802.04 (803-02)	<p><u>MASTER JOB DESCRIPTION FILES</u>. Documents used in analyzing a specific position to determine whether the position description matches an existing job. Included are DA Forms 374 (Job Description) and similar documents.</p> <p>Review at least once every 2 years and destroy inactive descriptions which are unlikely to be reused.</p>		<i>Exception to GRS 1/Item 7b(1)</i>
802.05 (803-03)	<p><u>CIVILIAN POSITION STRUCTURE FILES</u>. Documents reflecting organizational civilian position structure including organizational charts, evaluation statements, and related documents.</p> <p>Destroy when superseded or obsolete.</p>		
802.06 (803-04)	<p><u>JOB STANDARD FILES</u>. Documents which provide guidance in evaluation of jobs and consist of OPM and DNA classification and qualification standards. Included are job evaluation decisions, OPM and higher headquarters post-audit reports which have the effect of standards, and related documents.</p> <p>Destroy on supersession.</p>		<i>Exception to GRS 1/Item 7a(2)</i>