

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NCI-374-81-31

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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

[Signature]
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. Korpany

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
SEP 24 1980	<i>Pauline E. Korpany</i>	Records Administrator

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
803 (804, 810, 812, & 813)	CIVILIAN PERSONNEL SERVICES, WELFARE AND GRIEVANCE, AND REDUCTION-IN-FORCE FILES. These files relate to documenting the selection/retention of employees and welfare and grievance procedures; training of employees; and other personnel matters.		
803.01 (804-01)	OPM ELIGIBILITY CERTIFICATE FILES. Documents providing a record of requests to the OPM for certification of eligibles and reports of action taken on those certificates. Included are SF 39s (copy 3), SF 62, and OPM (CSC) Forms 1844A and related documents. Destroy when 2 years old.	GRS1, Items 5	
803.02 (804-02)	REEMPLOYMENT FILES. Documents reflecting persons separated by reduction-in-force or for military service, or having restoration or reemployment rights. Included are DD Form 234s, skill listings, and related documents. Destroy 1 year after restoration or reemployment rights have expired.		
<p><i>Pen ink changes made with DNA approval on 10/9/80</i> <i>Closed Out: 10-24-80: K.T.D.</i> <i>Copy to Agency</i></p>			

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
803.03 (810-06 & 810-07)	<p><u>CIVILIAN TRAINING PROGRAM FILES.</u> Documents reflecting the status of civilian training in Government and non-Government facilities. Included are training plans, reviews of training requirements, and related documents.</p> <p style="text-align: center;">Destroy 5 years after completion of a training program, or discontinuance.</p>	GRS 1, Items 306(1) & 30c	
803.04 (812-01)	<p><u>HOURS OF WORK FILES.</u> Documents relating to the establishment of working hours, shifts, and other matters affecting the work schedule of civilian employees. Included are coordinating actions, studies, interpretations, and published record copies of instructions; letters; messages; and related documents.</p> <p style="text-align: center;">Destroy 1 year after no longer effective.</p>		
803.05 (812-03)	<p><u>APPEAL AND GRIEVANCE FILES.</u> Documents reflecting actions taken on appeals and grievances submitted by civil service employees. Included in each case are employee grievance record; decisions delivered, including records of grievance committee; review decisions; and related documents.</p> <p style="text-align: center;">Destroy in CFA after 3 years <i>after case is closed and all appeals have ended.</i></p>	GRS 1, Item 31a	
803.06 (813-02)	<p><u>COMPETITIVE LEVEL LOG FILES.</u> Documents reflecting competitive levels which are used as a basis for preparing retention registers. Included are lists and related documents.</p> <p style="text-align: center;">Destroy on discontinuance of installation.</p>		Withdrawn
803.07 (813-03)	<p><u>RETENTION REGISTER FILES.</u> Documents reflecting retention groups of employees according to tenure, length of service, performance ratings, and veterans preference. Included are registers and related documents.</p> <p style="text-align: center;">Destroy when 2 years old, unless appeals are pending.</p>		Withdrawn
803.08 (412-17)	<p><u>CHARITY CONTRIBUTION FILES.</u> Documents relating to contributions by an agency, command, installation, or activity to recognized health, welfare, and voluntary fund raising organizations, such as the American Red Cross and the Combined Federal Campaign.</p> <p style="text-align: center;">DESTROY when 2 years old.</p>		