

REQUEST FOR RECORD DISPOSITION AUTHORITY  
(See Instructions on reverse)

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JOB NO

**NCI-374-81-32**

DATE RECEIVED

**2 OCT 1980**

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

*10-23-80*  
Date

*Pauline E. Korpany*  
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 <b>SEP 24 1980</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Pauline E. Korpany</i>	E. TITLE <b>Records Administrator</b>
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
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804 (807)	<b>INDIVIDUAL CIVILIAN PERSONNEL FILES.</b> These files relate to documenting the service of each individual employee of the Defense Nuclear Agency and its consultants. Such files are maintained exclusively by the Civilian Personnel unit which services each level of command.		
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804.01 (807-01)	<b>OFFICIAL PERSONNEL FOLDER FILES.</b> Documents which reflect qualifications, efficiency, promotions, awards, certificates of clearance and/or security determination under EO 10450, and similar information on a civil service employee or consultants. Included are individual personnel folders.		
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**NOTE:** For purposes of this definition, the material discussed in Book V, Table 8, Sec 3, FPM Supplement 296-31 (records containing information of a privileged nature not deemed appropriate for inclusion in the employee's official personnel folder during employment) is considered a part of this file although it is maintained separately under the personal supervision of the civilian personnel officer.

a. Transfer of employee:                      Transfer folder to new employing officer.

b. Separation of employee:                      Retire to National Personnel Records Center (Civilian), 111 Winnebago Street, St. Louis.

*GRS 1, Item 1b(2)*

*6 items*

*Pend ink changes made with DNA concurrence  
M10/1/81 Closed Out: 10-24-80 D.K.T.D.*

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
(804.01)	continued)  Missouri 63118, 30 days after separation unless retention is indicated by subparagraph S6-7, Appendix A, FPM Supplement 296-31. NPRC (CIV) will destroy 75 years after date of birth or 60 years after date of earliest document in the folder if date of birth cannot be ascertained, provided employee has been separated or retired for at least 5 years.  c. Consultant and Expert Files: Destroy 2 years after conclusion of services performed.		
804.02 (807-02)	<u>EMPLOYEE SERVICE RECORD FILES.</u> Documents reflecting the service of civil service employees. Included are SF 7s, and similar or related documents.  Place in inactive file after transfer or separation of employee. Destroy in CFA 3 years after cutoff.		GRS, Item 2b
804.03 (807-08)	<u>CIVILIAN SERVICE EMBLEM CONTROL FILES.</u> Documents reflecting eligibility for, and award of, civilian service emblems. Included are cards, printouts, and related documents.  Destroy <del>on transfer or separation of employee or when no longer needed.</del> <i>when 1 year old.</i>		GRS, Item 2b
804.04 (807-09)	<u>ADVERSE ACTION FILES.</u> Documents relating to a proposed adverse personnel action, such as removal, suspension furlough without pay, and reduction in rank or pay for cause other than reduction-in-force. Included are notice of proposed adverse action, employee's reply, statement of witnesses, notice of decision, and similar or related documents, (Letters of reprimand are not included.)  Destroy when 4 years old unless employee appeals, in which case transfer to 803.05.		GRS, Item 3b