

REQUEST FOR RECORDS 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. MINOR SUBDIVISION

Administrative Services Division

4. NAME OF PERSON WITH WHOM TO CONFER

Pauline E. Korpanty

5. TEL EXT

325-7058

LEAVE BLANK

JOB NO
NCI-374-81-33

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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

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	
	<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.
805	<u>CIVILIAN EMPLOYMENT APPLICATION AND CAREER MANAGEMENT FILES.</u>		
(805 & 811)	These files accumulate in civilian personnel offices and relate to considering, rating and processing applications for employment, as well as documenting placement consideration and the referral and selection process.		
805.01	<u>QUALIFICATION STANDARD FILES.</u> Documents used in rating applications for appointments and approving noncompetitive actions. Included are index to standards, OPM (CSC) Handbook X-118, examination announcements, special standards, such as promotion and training agreements; and related documents.		
(805-02)	Destroy when qualification standard is superseded.		
805.02	<u>ACTIVE APPLICATION FILES.</u> Documents pertaining to individuals who can be considered for appointment, including applications and related documents.		GRS 1, Item 15
(805-03)	Destroy when 2 years old or on receipt of OPM (CSC) inspection report, whichever is earlier, providing the requirements of FPM, chapter 333, Section A-4 are observed.		5 items

*Pen ink changes made with DNA concurrence 10/14/80
Closed Out: 10-24-80: R.T.D. Copy to Agency*

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
805.03 (805-04)	<p><u>INACTIVE APPLICATION FILES.</u> Documents pertaining to applicants for Federal employment rated as not qualified for consideration for employment; applicants for whom there are adequate civil service registers; applicants who decline or will not be available for appointment for an indefinite period of time, and applicants for whom employment determinations preclude selection. Included are applications and related documents.</p>	GRS 1,	Item 15
805.04 (811-01)	<p>Destroy when 2 years old or on receipt of OPM (CSC) inspection report, whichever is earlier, providing the requirements of FPM, Ch. 333, Section A-4 are observed.</p> <p><u>REFERRAL AND SELECTION FILES.</u> Documents reflecting placement and promotions actions under the Merit Placement and Promotion Program. Included are DNA Forms 433 and related documents.</p>	GRS 1,	Item 14g
805.05 (811-02)	<p><u>NOTE:</u> Maintain in chronological order by effective date of personnel action. (File copy 5 of SF 50 under 802.02).</p> <p>Destroy when 2 years old.</p> <p><u>PLACEMENT CONSIDERATION FILES.</u> Documents pertaining to employees considered to fill a vacancy but not selected and held for future consideration of employment. Included are requests for consideration, vouchers, results of interviews, qualification summaries, copies of notices of eligibility, "Stopper lists," and related documents.</p>		
	<p>Destroy when 2 years old.</p>		