

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Department of Defense

2 MAJOR SUBDIVISION
Defense Finance And Accounting Service

3. MINOR SUBDIVISION
Agencywide

4 NAME OF PERSON WITH WHOM TO CONFER
Susan Grant

5. TELEPHONE
(703) 607-5186

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-507-00-1

DATE RECEIVED
1.10.2000

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE

ARCHIVIST OF THE UNITED STATES

8-21-00

[Signature]

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,



is not required;



is attached; or



has been requested.

DATE
January 5, 2000

SIGNATURE OF AGENCY REPRESENTATIVE

Pauline E. Korpanty

TITLE

Records Administrator

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>See attached 2 pages for updated Schedule 1100, Manpower and Organization (Added Rule 1, Manpower Authorization File; New Rule 6, Commercial Activity Program Records; and Rule 8, Electronic Main and Word Processing System Copies)</p> <p><i>Agency NMAA NR</i></p>		

SCHEDULE 1100, MANPOWER AND ORGANIZATION

governs disposition of records pertaining to authorizing, allocating, utilizing, and programming for military and civilian personnel. It includes management engineering and productivity enhancement records (maintained in Manpower Office, except as otherwise indicated).

NEW

1. **MANPOWER AUTHORIZATION FILE** Records which contain detailed unit and position manpower authorization data for all fiscal periods in the current manpower program

a. **DFAS Headquarters (agency wide responsibility)**

CUT OFF AT END OF EACH CALENDAR QUARTER. DESTROY 5 YEARS AFTER CLOSE OF THE QUARTER. (N1-AFU-90-3, AFMAN 37-139, T38-3, R3) (NN-173-134, MARKS FN 570-4c)

b. **Finance Centers and Operating Locations (OPLOCs)**

CUT OFF AT END OF EACH CALENDAR QUARTER. DESTROY 2 YEARS AFTER CLOSE OF THE QUARTER. (N1-AFU-90-3, AFMAN 37-139, T38-3, R4) (NN-173-134, MARKS FN 570-4c)

~~2. **APPROVED MANPOWER CHANGE REQUESTS.** Correspondence, forms, or machine listings which identify the changes requested and contain justification, coordination, and approval statements.~~

~~**CUT OFF AT END OF CALENDAR YEAR IN WHICH CHANGE WAS IMPLEMENTED. DESTROY 2 YEARS AFTER CUTOFF** (N1-507-93-2, Item 4) (1100/R2)~~

3. **REPORTS** documenting all aspects of the management engineering program

a. **DISAPPROVED MANPOWER CHANGE REQUESTS**

~~**CUT OFF AT END OF CALENDAR YEAR IN WHICH DISAPPROVED. DESTROY 2 YEARS AFTER CUTOFF.** (N1-507-93-2, Item 5) (1100/R3a)~~

b. **MANAGEMENT ENGINEERING REPORTS**

~~**CUT OFF AT END OF CALENDAR YEAR. DESTROY 3 YEARS AFTER CUTOFF** (N1-507-93-2, Item 6) (1100/R3b)~~

4. **PRODUCTIVITY MEASUREMENT AND EVALUATION** Data and information in correspondence, reports, and other sources used to prepare annual productivity reports to establish internal productivity goals, or to assess internal productivity

~~**CUT OFF AT END OF CALENDAR YEAR IN WHICH SUPERSEDED. DESTROY 2 YEARS AFTER CUTOFF.** (GRS 23, Item 1) (1100/R4)~~

5. **Individual requests**, summary records, status reports, and general correspondence for capital investment programs justified through increases in productivity (maintained in Comptroller functional area)

a. **CAPITAL INVESTMENTS -- APPROVED**

~~**CUT OFF AT END OF FISCAL YEAR IN WHICH APPROVED PROJECT WAS AMORTIZED. DESTROY 2 YEARS AFTER CUTOFF.** (N1-507-93-2, Item 8) (1100/R5a)~~

(SCHEDULE 1100) (continued)

~~b. CAPITAL INVESTMENTS DISAPPROVED~~

~~CUT OFF AT END OF FISCAL YEAR IN WHICH REQUEST WAS DISAPPROVED. DESTROY 2 YEARS AFTER CUTOFF. (N1-507-93-2, Item 9) (1100/R5b)~~

NEW

6. **COMMERCIAL ACTIVITY PROGRAM RECORDS** Information accumulated as a result of conducting studies to determine the feasibility of performing commercial activities either in-house or by contract. Included are feasibility studies, 5-year review of functions, cost analyses, justifications, approvals, new start proposals, annual CA inventories, and supporting functions

a. **DFAS Headquarters (agency wide A-76 responsibility)**

CUT OFF AT THE END OF THE FISCAL YEAR. DESTROY 6 YEARS AFTER CUTOFF (NC1-AU-85-60, MARKS FN 5-20a)

b. **DFAS Finance Centers and OPLOCs**

(1) **Annual CA inventory**

CUT OFF AT THE END OF THE FISCAL YEAR. DESTROY 5 YEARS AFTER CUTOFF (NC1-AU-85-60, MARKS FN 5-20a)

(2) **Remaining information**

CUT OFF UPON COMPLETION OF REVIEW. DESTROY UPON COMPLETION OF NEXT 5-YEAR REVIEW. (NC1-AU-85-60, MARKS FN 5-20a)

~~7. **COMMERCIAL ACTIVITIES COST RECORDS** Performance work statement of unit or function considered for contracting out, deduct analysis, cost study, and supporting records. (Comptroller functional area)~~

~~**CUT OFF WHEN STUDY IS COMPLETED. DESTROY 5 YEARS AFTER CUTOFF OR UPON COMPLETION OF NEXT STUDY. (N1-507-93-2, Item 10) (1100/R7)**~~

NEW

8. **ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision or dissemination

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.

SCHEDULE 1100, MANPOWER AND ORGANIZATION,

governs disposition of records pertaining to authorizing, allocating, utilizing, and programming for military and civilian personnel. It includes management engineering and productivity enhancement records (maintained in Manpower Office, except as otherwise indicated).

1. **MANPOWER AUTHORIZATION FILE.** Paper or electronic records which contain detailed unit and position manpower authorization data for all fiscal periods in the current manpower program.

CUT OFF AT END OF EACH CALENDAR MONTH. DESTROY 1 YEAR AFTER CLOSE OF EACH QUARTER. (N1-AFU-90-3, AFMAN 37-139, T38-3, R1) (_____)

2. **APPROVED MANPOWER CHANGE REQUESTS.** Correspondence, forms, or machine listings which identify the changes requested and contain justification, coordination, and approval statements.

CUT OFF AT END OF CALENDAR YEAR IN WHICH CHANGE WAS IMPLEMENTED. DESTROY 2 YEARS AFTER CUTOFF. (N1-507-93-2, Item 4)

3. **REPORTS documenting all aspects of the management engineering program**

- a. **DISAPPROVED MANPOWER CHANGE REQUESTS**

CUT OFF AT END OF CALENDAR YEAR IN WHICH DISAPPROVED. DESTROY 2 YEARS AFTER CUTOFF. (N1-507-93-2, Item 5)

- b. **MANAGEMENT ENGINEERING REPORTS**

CUT OFF AT END OF CALENDAR YEAR. DESTROY 3 YEARS AFTER CUTOFF. (N1-507-93-2, Item 6)

4. **PRODUCTIVITY MEASUREMENT AND EVALUATION.** Data and information in correspondence, reports, and other sources used to prepare annual productivity reports to establish internal productivity goals, or to assess internal productivity.

CUT OFF AT END OF CALENDAR YEAR IN WHICH SUPERSEDED. DESTROY 2 YEARS AFTER CUTOFF. (GRS 23, Item 1)

5. **Individual requests, summary records, status reports, and general correspondence for capital investment programs justified through increases in productivity (maintained in Comptroller functional area).**

- a. **CAPITAL INVESTMENTS -- APPROVED**

CUT OFF AT END OF FISCAL YEAR IN WHICH APPROVED PROJECT WAS AMORTIZED. DESTROY 2 YEARS AFTER CUTOFF. (N1-507-93-2, Item 8)

- b. **CAPITAL INVESTMENTS -- DISAPPROVED**

CUT OFF AT END OF FISCAL YEAR IN WHICH REQUEST WAS DISAPPROVED. DESTROY 2 YEARS AFTER CUTOFF (N1-507-93-2, Item 9)

Superseded Version

(SCHEDULE 1100) (continued)

6. **COMMERCIAL ACTIVITY PROGRAM RECORDS** Information accumulated as a result of conducting studies to determine the feasibility of performing commercial activities either in-house or by contract. Included are feasibility studies, 5-year review of functions, cost analyses, justifications, approvals, new start proposals, annual CA inventories, and supporting functions. (ADDED)

a. **Office with DFAS-wide A-76 responsibility:**

CUT OFF AT THE END OF THE FISCAL YEAR. DESTROY 6 YEARS AFTER CUTOFF (NCI-AU-85-60) ()

b. **DFAS Finance Centers and OPLOCs**

(1) **Annual CA inventory:**

CUT OFF AT THE END OF THE FISCAL YEAR. DESTROY 5 YEARS AFTER CUTOFF. (NCI-AU-85-60) ()

(2) **Remaining information**

CUT OFF UPON COMPLETION OF REVIEW. DESTROY UPON COMPLETION OF NEXT 5-YEAR REVIEW. (NCI-AU-85-60) ()

7. **COMMERCIAL ACTIVITIES COST RECORDS.** Performance work statement of unit or function considered for contracting out, deduct analysis, cost study, and supporting records. (Comptroller functional area)

CUT OFF WHEN STUDY IS COMPLETED. DESTROY 5 YEARS AFTER CUTOFF OR UPON COMPLETION OF NEXT STUDY. (N1-507-93-2, Item 10)

8. **ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision or dissemination (ADDED)

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED. ()

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED. ()

Superseded Version