

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instruction on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>71-A7-00-23</i>	DATE RECEIVED <i>6/7/2000</i>
1. FROM (Agency or establishment) U.S. ARMY		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION U.S. TOTAL ARMY PERSONNEL COMMAND		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION RECORDS MANAGEMENT PROGRAM DIVISION		DATE <i>for</i> ARCHIVIST OF THE UNITED STATES <i>12/20/00</i> <i>Howard N. Greenhalgh</i>	
4. NAME OF PERSON WITH WHOM TO CONFER MRS. VERMELL M. MATHIS	5. TELEPHONE (703) 806-4264		
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 _____ pages(s) are not now needed for the business of the agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provision of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>2 June 00</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Howard N. Greenhalgh</i> HOWARD N. GREENHALGH	TITLE DIRECTOR, RECORDS MANAGEMENT DIVISION	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	BACKGROUND: GRS 1, Item 1 is not appropriate for these records because the "30-day after latest separation" retention under this GRS does not meet the mission and function requirements of the proponent, U.S. Army Community Family Support Center (USACFSC), as prescribed in Army Regulation 215-3 (Nonappropriated Funds Personnel Policies and Procedures). USACFSC requires a "1-year after latest separation" retention, at which time the records will be transferred to the National Personnel Records Center. Any shorter retention period by USACFSC would result in a waste of resources. The Army nonappropriated fund instrumentalities (NAFIs) employ a large number of spouses of military members, many of whom are entitled to a statutory employment preference. When the sponsor is required to PCS, these NAF employees are typically reemployed at another installation within a very short period of time. Any requirement that personnel folders be sent to the records holding center within 30 days after separation creates additional work and redundant administrative costs, because these employees are typically reemployed within several months. NAFIs employ a large number of seasonal employees. Examples of these types of positions are ski instructors, lifeguards, and outdoor recreation specialists who are employed only during designated periods. Individuals who occupy these positions normally return every year. The current policy of retiring personnel folders after 6 months fails to recognize the uniqueness of these recurring positions. Maintaining the records for a minimum of 1 year will eliminate the necessity of personnel offices shipping and retrieving records within a short period of time that otherwise would increase personnel and administrative costs, decrease efficiency, and reduce morale.		

*Agency
NWRM, NR*

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>FN: 215-3a Title: Nonappropriated Fund (NAF) Official Personnel Folders Authority: TBD Privacy Act: A0215-3DAPE</p> <p>Description: Information on employees paid from NAF showing qualifications, efficiency, promotions, awards and similar information. Included are official personnel folders. Note: Each folder will be clearly marked "Nonappropriated Fund Instrumentality Employee."</p> <p>Disposition: Code TE65. Event is transfer or separation, upon: a. Transfer of employee. Transfer folder to new Federal employing office. b. Separation of employee. Purge temporary documents IAW OPM guidance. Retire the official personnel folder to National Personnel Records Center (NPRC) (Civilian), 111 Winnebago Street, St. Louis, MO 63118, 1 year after latest separation unless retention is required by FPM Supplement 296-33. <i>NPRC will destroy 65 years after latest separation from NAF service.</i></p> <p>z. <i>Electronic copies created on electronic mail and wordprocessing systems will be deleted after recordkeeping copy has been produced and when no longer needed for reference, updating, revision or dissemination.</i></p> <p style="text-align: right;"><i>V. Mathis concurs H. Genova 6-28-00</i></p>	<p>NCI 330 80 3 GRS 1, Item 1</p>	