

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See instructions on reverse)		LEAVE BLANK (NARA use only)	
		JOB NUMBER <b>NI-AU-98-6</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		DATE RECEIVED <b>12-10-97</b>	
1. FROM (Agency or establishment) U.S. ARMY		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION U.S. ARMY RECORDS MANAGEMENT PROGRAM DIVISION ATTN: TAPC-PDR, STOP C55 6000 6TH STREET, SUITE S122A FORT BELVOIR, VA 22060-5576		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 BRANCH			
4. NAME OF PERSON WITH WHOM TO CONFER KANDY LIGHT, SAIS-PRP-D	5. TELEPHONE (703)806-3556	DATE <b>10/1/99</b> ARCHIVIST OF THE UNITED STATES <i>Howard Greenhalgh</i>	
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 ___ 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <b>4 Dec 97</b>	SIGNATURE OF AGENCY REPRESENTATIVE <b>HOWARD GREENHALGH</b> <i>Howard Greenhalgh</i>	TITLE: CHIEF, USARMPD	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	BACKGROUND: Currently, AR 25-400-2, the Modern Army Recordkeeping System (MARKS), instructs Army Civilian Personnel Offices to retain the following records for 5 years. 5CFR335.103 requires only a 2 year retention after the grievance period had elapsed. Army Civilian Personnel Offices do not retire these records to Federal Records Centers. The information proponent for these records (Assistant Secretary of the Army for Manpower and Reserve Affairs) has requested a reduction in the retention period for these records from 5 years to 3 years. The proponent deems this reduced time period sufficient for Army purposes (see enclosed memorandum).		

*Copy to: agency, NWMW, NR abc 10/14/99*

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p><b>FN: 690-300f</b>  <b>Title: Placement considerations</b>  <b>Privacy Act: OPM/GOVT-5</b>  <b>Description:</b> Information which pertains to employees who were considered to fill a vacancy but not selected, as well as information that is being 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 similar information.  <b>Disposition:</b> Destroy after 3 years.</p>	NC1-AU-81-21	
2	<p><b>FN: 690-300g</b>  <b>Title: Referrals and selections</b>  <b>Privacy Act: OPM/GOVT-5</b>  <b>Description:</b> Information showing placement and promotion actions under the Merit Placement and Promotion Program. Included are DA Forms 2600 (Referral and Selection Register) and similar information.  <b>Disposition:</b> Destroy after 3 years.</p>	NC1-AU-81-21	
3	<p><b>FN: 690-300n</b>  <b>Title: Severely physically handicapped appointment applications</b>  <b>Privacy Act: OPM/GOVT-5</b>  <b>Description:</b> Case files of approved or disapproved applications for appointment by severely physically handicapped persons under the special placement program. Included in each case file are copy of position description, SF 171 (Personal Qualifications Statement), copy of a report of medical examination reflecting nature and extent of the disability, statement of how the specific position and work environment accommodate the proposed appointee's disability, information on temporary trial appointments or, if not serving under such an appointment, VA or State vocational rehabilitation certification and supporting information, documentation of reasons for approval or disapproval, and related information.  <b>Disposition:</b> Destroy after 3 years.</p>	NC1-AU-81-13	

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4	<p><b>FN: 690-300u</b>  <b>Title: Announcement, notification, and publicity files</b>  <b>Privacy Act: Not applicable</b>  <b>Description:</b> Included are position announcement, public notices of opportunity to compete, notices of scheduled examinations, and material reflecting all efforts made to reach the best sources of quality candidates.  <b>Disposition:</b>                      Destroy 3 years after termination of related register.</p>	<p><b>NC1-AU-83-4</b></p>	
5	<p><b>FN: 690-300v</b>  <b>Title: Eligibles' certifications</b>  <b>Privacy Act: OPM/GOVT-1</b>  <b>Description:</b> SF 39 (Certificates of eligibility) and all information upon which certification is based.  <b>Disposition:</b> Destroy after 3 years.</p>	<p><b>NC1-AU-83-4</b></p>	