



Permanent records to be microfilmed

811-04 Career Management Files. Consist of documents used to formulate and direct the career management program in the field of communications. Included are correspondence, messages, studies, etc. to meet staffing and management requirements of the program.

1411-01 Value Engineering Reporting Files. Documents consisting of consolidations and summaries of reporting information on training, workload, execution, results, costs, prepared reports and related papers.

1411-02 Value Engineering Study Files. Documents consisting of studies, cost data, statistical data and engineering data used in effecting value improvements and reduction in cost.

Non-permanent records to be microfilmed

810-07 Civilian Training Program Files.  
Consist of documents relating to establishment, management and evaluation of local training programs for civilian employees. Destroy 5 years after completion of specific training program.

1416-11 Stock Record Account Files.  
Consists of computer printout listing sheets used for inventory adjustment report awaiting shortages and reports of survey. Also used for reports and studies when first received, and later as a reference to prepare budget data. Destroy after 2 years or after all discrepancies have been reconciled, whichever is later.

Microforms Document and Information System  
(MICRODIS NO. 4108)

1. Permanent Records

- a. The permanent records listed on Inclosure 1 will be converted to microforms in accordance with 41 Code of Federal Regulations (CFR) 101-11.504.
- b. The silver original microform plus one positive diazo copy of each microform is offered to an approved agency records center, in accordance with 41 CFR 101-11.503 (a) (1). Request notification if offer is accepted.
- c. Storage facilities for retention of a silver master positive microform by the originating agency will meet the standards of 41 CFR 101-11.506. This copy will be retired to NARS in lieu of paper documents.
- d. The use of microform copies will be in accordance with 41 CFR 101.505.
- e. Under the provisions of 41 CFR 101-11.503-1, request authority to destroy the paper records of the documents listed on Inclosure 1.

2. Non-permanent Records

- a. The non-permanent records listed on Inclosure 2 will be converted to microforms in accordance with 41 CFR 101-11.507 c (2).
- b. Request authority to destroy hardcopy of the documents listed on the inclosure after microfilming as prescribed by CFR 101-11.507 b.