

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

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| LEAVE BLANK | |
| JOB NO NC1 AU 78 51 | |
| DATE RECEIVED 8 FEB 1978 | |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. | |
| Date 4-20-78 | Archivist of the United States <i>[Signature]</i> |

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Department of the Army

2. MAJOR SUBDIVISION
The Adjutant General Center

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
Ethel K. Littles

5. TEL. EXT.
693-1937

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 5 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.

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| C. DATE 5 Feb 78 | D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> GUY B. OLDAKER | E. TITLE Chief, Records Management Division |
|----------------------------|--|---|

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|------------|---|----------------------|--------------------|
| | <p>AR 340-18-8 - Maintenance and Disposition of Civilian Personnel Functional Files</p> <p>1. Files description and dispositions contained in the attached <u>4</u> pages relate to Civilian Personnel Functional documents accumulated in and administered by the Department of the Army.</p> <p>2. Request approval of permanent retention.</p> | | <i>[Signature]</i> |

Send copies to agency, NNB, NNM, and WNR C. 4/24/78 JS

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

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|---|---|
| <p>1. AR 340-18- <u>8</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p> | <p>802-02 Civilian personnel inspection files. Documents reflecting inspections conducted by the Director of Civilian Personnel, DCSPER; Bureau of Inspections, US Civil Service Commission; and other authorized agencies. Included are reports of inspection, reports of corrective action taken, reclamation, and similar or related documents.</p> <p>a Office performing Army-wide staff responsibility: Permanent Disposition not authorized at this time.</p> <p>b Other offices: Destroy 1 year after next comparable inspection. <i>Note.</i> Retain reports containing job evaluation determinations with effect of grade level standards until superseded.</p> |
| <p>2. ORGANIZATIONAL LOCATION.</p> | <p>Deputy Chief of Staff for Personnel Civilian Personnel Fld Operating Agency</p> |
| <p>3. CURRENT VOLUME.</p> | <p>26 linear feet</p> |
| <p>4. ANTICIPATED ANNUAL INCREASE.</p> | <p>10 linear feet</p> |
| <p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p> | <p>Alphabetical by command or installation</p> |
| <p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p> | <p>Contains records of probable historical informational or evidential value</p> |
| <p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p> | <p>AR 10-20, Sec 2, Para 8c</p> |
| <p>8. RECORDS WILL BE OFFERED.</p> | <p>The permanent files described above will be offered to the National archives 20 years after creation.</p> |
| <p>9. ADDITIONAL REMARKS.</p> | |

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

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| <p>1. AR 340-18- <u>8</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p> | <p style="text-align: center;">803-07 <small>803-07</small></p> <p>Wage rate files. Documents relating to the determination and application of base rate schedules for wage grade jobs. Included are tentative and revised schedules of full scale wage surveys, and requests for changes to surveys, and requests for changes to survey schedules; minutes of meetings; comments, recommendations, and justifications; collected and supplemental wage data concerning regular and overtime rates, bonuses, incentives, and shift differentials; data summaries; wage schedules; notifications of wage schedule applications; and similar or related documents.</p> <p>a Department of Defense Wage Fixing Authority: Permanent. Cutoff on completion of succeeding full scale survey.</p> <p>b Locality wage survey boards: Destroy on completion of succeeding full scale survey.</p> <p>c Other offices: Destroy when superseded or obsolete.</p> |
| <p>2. ORGANIZATIONAL LOCATION.</p> | <p>Wage Fixing Authority, DOD Technical Staff <i>[Office of the Secretary of Defense]</i></p> |
| <p>3. CURRENT VOLUME.</p> | <p>60 linear feet</p> |
| <p>4. ANTICIPATED ANNUAL INCREASE.</p> | <p>12 linear feet</p> |
| <p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p> | <p>Alphabetical</p> |
| <p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p> | <p>Contains records of probable historical, informational or evidential value.</p> |
| <p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p> | <p>FPM Supplement 532-1</p> |
| <p>8. RECORDS, WILL BE OFFERED.</p> | <p>The permanent files described above will be offered to the National archives 20 years after creation.</p> |
| <p>9. ADDITIONAL REMARKS.</p> | |

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

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|---|---|
| <p>1. AR 340-18- <u>8</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p> | <p>812-01 Hours of work files. Documents relating to the establishment of working hours, staggered shifts, holiday staffing, and similar matters affecting the work schedule of civilian employees. Included are coordinating actions, studies, interpretations, and published record copies of instructions; letters; messages; and similar or related documents.</p> <p>a Office performing Army-wide staff responsibility: Permanent Disposition not authorized at this time.</p> <p>b Other offices: Destroy 1 year after no longer effective.</p> |
| <p>2. ORGANIZATIONAL LOCATION.</p> | <p>Deputy Chief of Staff for Personnel</p> |
| <p>3. CURRENT VOLUME.</p> | <p>4 linear feet</p> |
| <p>4. ANTICIPATED ANNUAL INCREASE.</p> | <p>6 inches</p> |
| <p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p> | <p>Alphabetical</p> |
| <p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p> | <p>Contains records of probable historical, informational or evidential value</p> |
| <p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p> | <p>FPM Supplement 990-2 Book 610</p> |
| <p>8. RECORDS, WILL BE OFFERED.</p> | <p>The permanent files described above will be offered to the National archives 20 years after creation.</p> |
| <p>9. ADDITIONAL REMARKS.</p> | |

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

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| <p>1. AR 340-18- <u>8</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p> | <p>814-02 Labor negotiation files. Documents relating to contract negotiations between Army elements and labor organizations. Included are labor organization proposals, counter proposals, minutes of meetings, transcripts, draft and approved agreements, supplements, and related or similar documents.</p> <p>a Office performing DA Staff responsibility: Permanent <i>Disposition not authorized at this time.</i> b Other offices: Destroy 1 year after termination of agreement. If negotiations are resumed before the year expires, agreements may be retained until approval of new agreement is obtained.</p> |
| <p>2. ORGANIZATIONAL LOCATION.</p> | <p>Deputy Chief of Staff for Personnel</p> |
| <p>3. CURRENT VOLUME.</p> | <p>6 linear feet</p> |
| <p>4. ANTICIPATED ANNUAL INCREASE.</p> | <p>1 linear foot</p> |
| <p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p> | <p>Alphabetical</p> |
| <p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p> | <p>Contains records of probable historical, informational or evidential value</p> |
| <p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p> | <p>Executive Order 11491 as amended FPM Supplement 711-1 and CPR 299</p> |
| <p>8. RECORDS, WILL BE OFFERED.</p> | <p>The permanent files described above will be offered to the National archives 20 years after creation.</p> |
| <p>9. ADDITIONAL REMARKS.</p> | |