

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1 AY 78 82
DATE RECEIVED	25 APR 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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	JUN 14 1978 <i>James E. O'neill</i> Archivist of the United States

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 Kl 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 2 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.

C. DATE <i>19 Apr 78</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Cornell &amp; Puum</i> GUY B. OLDAKER	E. TITLE Chief, Records Management Division
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>ADVERSE ACTION FILES (FN 807-09), AR 340-18-8. Documents relating to a proposed adverse personnel action, such as removal, suspension, furlough without pay, and reduction in rank or pay for cause other than reduction-in-force. Included are notice of proposed adverse action, employee's reply, statement of witnesses, notice of decision, and similar or related documents. (Letters of reprimand are not included.)</p> <p>Disposition: Destroy after 7 years unless employee appeals in which case transfer to file No. 812-03</p> <p>Request authority to establish the file disposition instructions stated above for adverse action files. These files accumulate throughout the Department of the Army as a result of operating officials proposing adverse personnel actions such as removal suspension, furlough without pay, and reduction in rank or pay against civilian employees under provisions of Chapter 752 of the Civil Service Regulation. The proponent for these records Deputy Chief of Staff for Personnel (DCSPER) has advised that the statute of limitations for most civilian employment matters is 6 years. The courts often extend the</p> <p><i>Copies to agency, NCVI, and all other FRC's. - 6/16/78 P</i></p>		

**Request for Records Disposition Authority - Continuation**

JOB NO

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>the time period in which former employees may institute action. In view of the increased incidence of lawsuits against the Department of the Army on matters relating to grievances, adverse actions, and appeals, retention of records related to these actions should exceed the current statute of limitations. Failure to maintain these records will seriously jeopardize the Department's chances of successfully defending in the courts its prior employment actions.</p> <p>This request is an exception to GRS 1, Item 31b.</p>		<p>1 item</p>