

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

*Don. M. P. /* ✓

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JOB NO  
 NCI-AU-80-7

DATE RECEIVED  
 11-2-79

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

11-29-79 *James E O'Neil*  
 Date *Authy* 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 Office

3. MINOR SUBDIVISION  
 Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER  
 Ethel Littles

5. TEL EXT  
 693-1938

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 25 OCT 1979	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</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>HOURS OF WORK FILES (FN 812-01), AR 340-18-8. 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 action, studies, interpretations, and published record copies of instructions; letters, messages and similar or related documents.</p> <p>Disposition: (a) Office performing Army staff responsibility: Destroy when no longer needed for reference.</p> <p>(b) Other offices: Destroy 1 year after no longer effective.</p> <p>Request authority to establish the file disposition instructions stated above for Hours of Work Files. These files accumulate in the Deputy Chief of Staff for Personnel and throughout the Department of the Army Civilian Personnel Offices. The proponent for these records Deputy Chief of Staff for Personnel (DCSPER) recommended the retention period at (a) above, They feel that much of the material in the staff files is of historical interest on</p>		2 items

*Close out of 12-10-79 copy to Agency*

**Request for Records Disposition Authority - Continuation**

JOB NO

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2 of 2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>policy matters rather than on specific work hours for particular groups of employees. The instructions for "other offices" permits destruction of material not appropriate for longer retention; and with this latitude, records worthy of longer retention are purified.</p> <p>This request is an exception to GRS 1, Item 3b.</p>		