

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

01400

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's Office

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
John G. Vos

5. TEL. EXT.
693-1937

LEAVE BLANK	
JOB NO	NC1-AU-81-21
DATE RECEIVED	March 2, 1981
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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	7-8-81
Archivist of the United States	<i>[Signature]</i>

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 23 Feb 81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	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
1.	REFERRAL AND SELECTION FILES (FN 811-01, AR 340-18-8). Documents reflecting placement and promotion actions under the Merit Placement and Promotion Program. Included are DA Forms 2600 (Referral and Selection Register) and related documents. Note. Maintain in chronological order by effective date of personnel action. File provides cross reference to chronological file of SF 50 for inspection purposes. Disposition: Destroy after 5 years.		Donation 9/18/81 Item 33
2.	PLACEMENT CONSIDERATION FILES (FN 811-02, AR 340-18-8). Documents pertaining to employees considered to fill a vacancy but not selected and 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 documents. Disposition: Destroy after 5 years. <u>BACKGROUND:</u> 1. An essentially similar request to increase these retention standards was submitted to NARS in October, 1979 (NC1-AU-80-3, copy at Inclosure 1), citing numerous		

*Closed Out: 7-13-81: K.T.D.
Copy to All FRCs, Agency & NNM*

2 items

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF
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 style="text-align: center;">the</p> <p>grievance and appeal cases requiring more than 2 years authorized by GRS 1, Item 33. This request was turned down by Mr. Wadlow's letter of 27 December 1979 (copy at Inclosure 2), stating that the OPM-based standard of 2 years was satisfactory for the needs of all Federal agencies.</p> <p>2. The requirement to destroy referral, selection, and placement consideration files after only two years is causing a very real difficulty in the Army. At Inclosure 3 are various recommendations from the field to extend the life of these records; all these requests (a) have their basis in a supportable desire to protect the rights and interests of both the affected individuals and the United States Government; (b) postdate the December 1979 disapproval of our previous request; and (c) illustrate graphically the persistence of this problem in the field.</p> <p>3. The Judge Advocate General of the Army has opined that record custodians must be alert to the potential initiation of administrative complaints so that relevant records are not destroyed. Further, the "Uniform Guidelines on Employee Selection Procedures" (Appendix A, FPM Supplement 335-1, extracted at Inclosure 4 for your ready reference) requires the maintenance and availability of a wide range of documentation.</p> <p>4. The Army's requirements in this regard are illustrated in the consent decree involving Fort Rucker, Alabama (Inclosure 5), which requires maintenance of all relevant records -- in this particular case -- for the life of the decree (6 years). Although not evidenced by Inclosure 5, we are reliably informed that the consent decree necessitated a massive records reconstruction effort at Fort Rucker of promotion and placement actions dating back to 1972.</p> <p>5. While the Army does not wish to hector NARS on this subject, we submit that--OPM and GRS notwithstanding--we have a valid, supportable requirement for a 5-year retention of these records, and request speedy approval of this job.</p> <p>5 Incls:</p> <ol style="list-style-type: none"> 1. NCI-AU-80-3 2. NARS Letter, 27 Dec 79 3. Sample Field Comments 4. Extract, FPM Suppl 335-1, App A 5. Copy of Consent Decree 		