

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

8/25/81 Wire

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

Elizabeth Whitt
Management Analyst Intern

5. TEL EXT.

325-6044

LEAVE BLANK	
JOB NO	
NC1-AU-81-70	
DATE RECEIVED	
August 25, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
12-2-81 <i>Date</i>	<i>[Signature]</i> <i>Archivist of the United States</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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
12 Aug 81	<i>[Signature]</i> GUY B. OLDAKER	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>DESCRIPTION - Supergrade, 10 USC 1501, Senior Executive Service Personnel Reference Files (FN 811-14, AR 340-18-8). Position and individual personnel folders reflecting position description, qualifications, promotions, awards, and similar information on PL 313 (5 USC 3104) and Senior Executive Service employees. Also contains documentation forwarding candidate nominations to higher echelon and records for reports as required.</p> <p>DISPOSITION - Destroy in CFA 5 years after cancellation of position or transfer or separation of employee.</p> <p>BACKGROUND - To effectively carry out personnel management functions prescribed by PL 313 (5 USC 3104), the Senior Executive Service records must be maintained and disposed of in an orderly manner. Currently, these records are either integrated with other files in the AR 340-18-8 series (creating a clumsy retrieval system) or held separately under no FN for an indeterminate length of time. To alleviate this administrative burden, we desire to implement this new file number as soon as possible.</p> <p>Amended by R. Wire per E. Whitt and J. Vos, 10/14/81.</p> <p>Mass Data Change Sheet Not Required.</p>		

2 items

#194 Copy sent to NNM by RAW, 12/4/81
Closed Out: 12-16-81: X.T.1
Copy to Agency

DESCRIPTION - Supergrade, 10 USC 1581, Senior Executive Service Career Reference Files (FN 811-14, AR 340-18-8). Documents generated in accordance with PL 313 (5 USC 3104) including copies of position descriptions and survey reports on the position, along with data on present position incumbent, such as individual's qualifications, promotions, and awards.

DISPOSITION - Office with responsibility to monitor and control SES career related records:

- a. General position documentation: Destroy in CFA 5 years after cancellation of position.
- b. Documents relating to current position incumbent: Destroy in CFA 5 years after transfer or separation of employee.

[Description and disposition statements amended by R. Wier per request of E. Whitt and John Vos, 10/14/81]