

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

LEAVE BLANK

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  
Cliff Jones

5 TEL EXT  
325-0313

JOB NO

NCI-AU-84-4

DATE RECEIVED

11/7/83

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

11-17-83  
Date

*Robert M. Jones*  
Archivist of the United States

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 1 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
11/17/83	<i>John Henry Hatcher</i> JOHN HENRY HATCHER, Ph.D	Archivist of the Army

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	<p><u>BACKGROUND:</u> File Number - 803-14 Merit pay computation files. This is a new file number being developed by the Army for records of pay adjustments made under the Merit Pay System. Records under this file number are covered by systems notice OPM/GOVT -2 Federal Register, Vol 47, No. 15. These records are used for computing and distributing merit pay.</p> <p><u>DESCRIPTION:</u> 803-14 Merit pay computation files. Documents for a merit pay unit listing covered employees. Included are--</p> <ul style="list-style-type: none"> <li>a. Initial salary.</li> <li>b. Computation of funds for the unit.</li> <li>c. Salary increases granted automatically.</li> <li>d. Merit pay increases granted based on points received from a performance appraisal rating.</li> <li>e. Similar information.</li> </ul> <p><u>DISPOSITION:</u> Destroy 7 years after date of computation of pay increase.</p> <p style="text-align: center;"><i>Mass Date Sheet Not Needed</i></p>		

*#84-1*

*Agency & NNM sent 11-23-83 by DMW.*

**APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST**

JOB NUMBER  
NCL-AU-84-4

**SECTION I - ACTION TAKEN**

- 1 **APPROVED FOR DISPOSAL.** The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention by the Federal Government
- GENERAL ACCOUNTING OFFICE CONCURRENCE  IS NOT NECESSARY  IS NECESSARY AND HAS BEEN OBTAINED
- 2 **APPROVED FOR PERMANENT RETENTION.** The records described under the following item or items have been appraised by the National Archives and Records Service (NARS) and are designated for permanent retention by the Federal Government. The agency will offer these records to NARS as specified in the schedule
3. **DISPOSITION NOT APPROVED.** The records described under the following item or items are not approved for disposition. See Section III of this form for explanation
- 4 **WITHDRAWN.** The records described under the following item or items have been withdrawn at the request of the agency

**SECTION II - RECOMMENDATION/CONCURRENCES**

	TITLE	SIGNATURE	DATE
APPRAISAL	APPRAISER	<i>Gene Nelson</i>	11/7/83
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Raymond A. Morley</i>	11/7/83
CONCURRENCES	NNM	<i>Garrus Ryan</i>	11/16/83

**SECTION III - APPRAISER'S COMMENTS**

Records covered by this disposal action pertain to the administration of merit pay programs of Army civilian employees. This job should be approved since these records clearly lack historical value.