

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

91 items

TO **GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
 Office of the Secretary of Defense

2. MAJOR SUBDIVISION
 OASD (C)

3. MINOR SUBDIVISION
 OASD(C)(A) Records Management

4. NAME OF PERSON WITH WHOM TO CONFER
 James S. Nash

5. TEL EXT
 695-0970

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JOB NO
NC 1-880-77-10

DATE RECEIVED
NOV 26 1976

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

5-9-77 *James E. O'Neill*
 Date *Acting* 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 19 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
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO. 10. ACTION TAKEN
600	Records of the Assistant Secretary of Defense (Manpower and Reserve Affairs).	

4/27/77 - Changes with approval of J. Haney

Sent to agency. NCW and NNB. 5/11/77

119-107

STANDARD FORM 119 (OD)
 Revised April, 1975
 Prescribed by General Services Administration
 FPMR (41 CFR) 101-11.4

Category Number	Description of Records	Authorized Disposition Instruction
<u>600</u>	<u>Manpower and Reserve Affairs Files.</u>	
	<p>The Assistant Secretary of Defense (Manpower and Reserve Affairs) is responsible for manpower, personnel and reserve affairs with specific responsibilities for developing DoD personnel policies and legislative proposals. This does not include the custody or control of personnel records of individuals assigned to the Office of the Secretary of Defense. Files described herein may be further subdivided depending upon volume by use of a decimal suffix. For example 601-08 could be subdivided into 601-08.1 thru 601-08.15. ADP files of which this organization is the sponsor are described in separate chapter on the subject. Unless otherwise indicated records retired to the Washington National Records Center (WNRC) will be transferred to the National Archives (NARS) when 40 years old.</p>	
<u>601</u>	Office Administration Files.	
	<p>These files may accumulate in any office in the performance of its assigned duties. All of the administrative files listed below seldom accumulate in a single office.</p>	
<u>601-01</u>	Policy Files. Documents concerning policy related to Manpower and Reserve Affairs.	Permanent. Cut off and transfer to WNRC when superseded or obsolete.
<u>601-02</u>	Instruction Files. Documents related to preparing, coordinating, issuing, and interpreting directives, regulatory instructions and comparable	Permanent. Cut off annually or on supersession or obsolescence, as reference needs require. Transfer to WNRC 5 years after cut off.

Category
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Description of Records

Authorized Disposition
Instruction

instructional material. These files accumulate in offices responsible for preparation and interpretation of instructions and include coordinating actions, studies, interpretations, and published record copies of instructions, such as regulations, supplements, memorandums, circulars, pamphlets, and bulletins; SOPs or similar issuances; messages used for expeditious interim changes to instructions; technical newsletters or comparable media used to forward semi-official and authoritative instructions; and official training materials.

601-03

Administrative Files. Documents relating to the overall or general routine administration of personnel activities, but exclusive of official personnel files pertaining to individuals described in this Instruction. These files generally include the following:

a. Routine comments on regulations, directives, or other publications prepared by another office with primary responsibility. If comments result in additional action affecting the mission or function of the office, documents should be filed with the appropriate mission functional files.

b. Evaluations of suggestions that do not result in issuing an instruction or establishing a project.

Destroy after 5 years or discontinuance, whichever is first. However, documents in the cutoff file that require additional action or relate to reopened cases should be brought forward for filing in the current file.

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
	<p>c. Program and budget documents, management improvement reports, cost reduction reports, and comparable management reports prepared to submit data to offices responsible for these management functions.</p>	
	<p>d. Extracts of reports of inspections, surveys, or audits that pertain to the operation of the mission or function.</p>	
	<p>e. Comments on or contributions to news releases or other media furnished to publicize and promote the mission or functions.</p>	
<u>601-04</u>	<p>Agreement Files. Documents relating to agreements between elements of the OSD, between the OSD and other military services or Federal agencies, or between OSD and other non-Federal organizations or agencies; but not with foreign countries. These agreements are negotiated to provide for continued understanding between recognized organizations in DoD or within OSD relating to personnel and training. Included are agreements, agreement checklists, amendments review comments, related correspondence, and similar documents.</p>	<p>Office requesting support and office providing support: Agreements involving transfer of personnel spaces and training will be destroyed 6 years after supersession, cancellation, or termination of the agreement. Agreements not involved in transfer of personnel spaces and materiel will be destroyed 5 years after supersession, cancellation, or termination of the agreement. Reviewing offices: Destroy 1 year after supersession, cancellation, or termination of the agreement. Earlier destruction is authorized.</p>
<u>601-05</u>	<p>Orientation and Briefing Files. Documents used in orientations and briefings given to visitors and newly assigned individuals about the mission, functions, and physical</p>	<p>Destroy on supersession or obsolescence.</p>

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>601-06</u>	<p>layout of an office. Included are photographs, transparencies or viewgraphs, copies of specially prepared handouts, and related or similar documents.</p> <p>Committee Files. Documents relating to establishing, operating, and dissolving committees which consider, advise, take action, and report on specifically assigned functions. They include joint, interdepartmental, and international committees in which OSD participates; as well as committees within principal components of the DoD. Included are proposals, approvals, and disapprovals to establish the committee; charters, terms of reference, and comments on them; directives establishing, changing, continuing, or dissolving the committee; documents nominating, approving, appointing, and relieving committee members; notices, agenda, minutes, and reports of committee meetings; and related documents.</p>	<p>Office of committee chairman or secretariat, whichever is designated office of record, and offices of members of international committees in which a foreign government is office of record: Permanent. Cut off when no longer needed for current operations. Transfer to WNRC 5 years after cut off or when the committee is abolished.</p>
<u>601-07</u>	<p>Staff Visit Files. Documents relating to scheduled or special visits (but not inspections, surveys, or audits) for the purpose of performing staff or technical supervision or for conducting studies. This discription is not applicable to visits made in connection with a specific process or case which should be filed with documentation of the case or process. Included are requests for permission to visit, reports of visit,</p>	<p>Office performing visit: Destroy when 5 years old, except files relating to recurring staff visits will be destroyed on completion of the next visit.</p>

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
	recommendations, and other directly related documents.	
<u>601-08</u>	<p>Reference Paper Files. Documents used to facilitate, control, or supervise the performance of a specific function, process, or action -- as distinguished from those official records necessary for documenting performance of a function, process, or action. Although accumulated reference papers may relate to varied subjects and functions, they should bear a title relating them to the function, sub-function, process, or action they are used with. Reference paper files consist of the following types of documents:</p> <p>a. Notes, drafts, feeder reports, news clippings, similar working papers, and other materials accumulated for preparation of a communication, a study, an investigation, a survey, an inspection, or other action. This description does not include official and quasi-official recommendations, coordinating actions, and other documents which contribute to or result from preparation of the communication or other record.</p> <p>b. Cards, listings, indexes, and similar documents used for facilitating and controlling work.</p> <p>c. Copies of technical documents, intelligence documents, emergency plans, mobilization plans, and similar reproduced materials that do not fall</p>	<p>a. Cut off on completion of the communication, study, survey report, or other action. Destroy in blocks after an additional 3 months, 6 months, or 1 year. Earlier destruction is authorized.</p> <p>b. Destroy when no longer needed to facilitate or control work.</p> <p>c. Destroy when superseded, obsolete, or no longer needed for reference.</p>

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
	within the description for reference publications files.	
	d. Documents received for general information purposes that require no action and are not required for documentation of specific functions.	d. Destroy after 1 year. Earlier destruction is authorized.
	e. Extra copies of documents maintained by action officers that reflect actions taken by the action officer. Such files should not be established unless absolutely necessary.	e, Destroy after 1 year. Earlier destruction is authorized.
	f. Copies of documents accumulated by supervisory offices, such as chiefs of directorates, divisions, branches, or separate offices. These documents duplicate the record copy filed elsewhere in lower echelon offices of the same organizational element which is responsible for performing the action, process, or function. Such files should be established only when necessary, and not in offices of the same organizational element.	f. Destroy after 1 year. However, documents in the active file that require additional action or relate to reopened cases should be brought forward for filing in the current file. Earlier destruction is authorized.

602

Reserve Affairs Files.

This organization is responsible for National Guard and Reserve Affairs of the Department of Defense as provided by Title 10, U.S.C. to include manpower, personnel, force structure, programming funding, procurement, facilities and construction, equipment and logistics, legislation, training, management, mobilization readiness and other aspects of Reserve Affairs.

Category Number	Description of Records	Authorized Disposition Instruction
<u>602-01</u>	Reserve Readiness and Mobilization. Policy documents governing the readiness posture of reserve forces their ability and means to respond to mobilization calls. Studies and reports conducted by this office and by component forces which examine or recommend upon readiness. The utilization and policy with respect to National Guard civilian technicians. Studies which consider restructuring to improve readiness.	Policy matters, reports and studies leading to direction or policy are permanent. Transfer to WNRC when policy is superseded.
<u>602-02</u>	Reserve Forces Plans, Programs and Budget. Documents required to prepare and defend the Reserve Forces portion of the budget. Quantitative and qualitative input to the Five Year Defense Program defining the requirements to support the Reserve Program. Input to the Force Studies consisting of table of organization, unit equipment and proposed acquisition. Reviews and analyses of the plans from which the budget figures are generated.	<p>a. Destroy input to Force Structure when 7 years old.</p> <p><i>A</i> Destroy input to 5 year Defense Program and budget guidelines when 10 years old. The above are input to records being maintained by the Comptroller.</p> <p><i>C.A.</i> Reviews and analyses of a formal nature are permanent. Transfer to WNRC when 5 years old.</p>
<u>602-03</u>	Reserve Manpower, Personnel and Training Files. These are policy documents governing the subject matter. They include: <p>a. Enlistment Policy Quotas, standards for initial, and reenlistment in the Reserve or National Guard.</p> <p>b. Promotion Policy: Studies of existing component policies in promotion and efforts to standardize. Copies of congressional proceedings on the subject, and testimony offered by OSD.</p>	<p>a. Policy matters are permanent. Transfer to WNRC when superseded or obsolete.</p> <p>b. Policy matters and testimony offered by OSD with supporting documentation is permanent; transfer policy matters when superseded to WNRC; transfer OSD testimony when 5 years old. Copies of Congressional proceedings retain while required for reference.</p>

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
c.	Training Policy documents prescribing required active duty for training and similar elements of a Reserve Training Program. Preparation of the Reserve portions of the Military Manpower Training Report for Congress.	Policy is permanent; transfer to WNRC when cancelled or superseded. The Reserve portion of the Military Manpower Training Report is permanent; transfer when 5 years old.
d.	Equal Opportunity Policy for Reserve Components. These files are extensions of the Equal Opportunity Files found in paragraph 604. Policy reserves and examination of program effectiveness. Reports from Components or implementation of the program. Statistics on the ratios of minorities used as a yardstick to measure success.	Policy is permanent; transfer to WNRC when cancelled or superseded. Annual reports and annual statistics are permanent; transfer to WNRC when no longer required for reference.
e.	Manpower Levels Policy. Studies which lead to policy in determination of appropriate mix of reserve components. Documents which transform these to policy, requests to alter, response and similar. Preparation of the Reserve portion of the Military Manpower Requirements Reports for Congress.	The record copy of the reserve portion of the annual Military Manpower Requirements Report to Congress is permanent; transfer to WNRC when 5 years old. Policy is permanent; transfer to WNRC when cancelled or superseded.
f.	Screening Policy matters which prescribe uniformity in the screening and separation of Ready Reserves.	Policy man matters are permanent; transfer to WNRC when superseded or obsolete.
g.	Compensation Policy or application of uniform rates of compensation, methods of attainment, per diem on active duty, travel and transportation for reservents. This policy supplements the general policy established paragraph 607-02 and 03.	Policy matters are permanent; transfer to WNRC when superseded or obsolete.

h. Legislative Policy matters prepared to implement the need for changes effecting the Reserve and National Guard such as uniform promotions and retirements for all components.

i. Personnel Data Systems Policy matters which establish a management information system for Reserve personnel, identifies data elements, inputs, and outputs of the system. It does not include the ADP documentation and retention separately described. It does include copies of users manuals to facilitate use of the systems.

h. Policy matters are permanent; transfer to WNRC when superseded or obsolete.

i. (1) Policy is permanent; transfer to WNRC when superseded or obsolete.

(2) Identification of Data elements and users Manual retain for one year after system is disestablished then transfer to WNRC for permanent retention. See the chapter dealing with ADP.

602-04 Reserve Facilities and Logistics. Policy matters which prescribe site selection type of construction and facilities to be furnished for Reserve Training. Logistical needs of the sites, maintenance and security standards. Coordination correspondence with Assistant Secretary of Defense (Installation and Logistics). Site surveys and criteria for selection Budget estimates of projected needs. Coordination with Component Services to insure site sharing when possible. Studies which examine requirements, security threats and similar matters pertaining to the subject.

Policy matters are permanent. Transfer to WNRC when superseded or obsolete. Documents which formulate the policy directives and coordinating correspondence are similarly permanent. Transfer to WNRC along with policy directives when superseded.

603 Education.

603-01 Education Programs and Management Training Policy for and Coordination of the Component

a. All educational policy documents are permanent and shall be transferred to WNRC

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
	<p>Services efforts in the fields of professional military and continuing management education. Files of special interest and oversight concerning joint training sponsored by Component Services such as the Armed Forces Institute and the Defense Language School. Documents which arrive at, and publish eligibility of educational activities for surplus donable personal property. Reviews and approvals of proficiency flying programs prepared by the Services. Two reports are received to manage USAFI; Form DD 340 Part I-Monthly Activity and Part II-Educational Material Utilized. Policy pertaining to management of a scholarship program.</p>	<p>when obsolete or superseded.</p> <p>b. Documents establishing eligibility for surplus personal property may be destroyed 5 years after cancellation.</p> <p>c. Reviews and approval of component training programs are permanent. Transfer to WNRC 2 years after programs discontinued.</p> <p>d. Destroy input USAFI reports when 2 years old.</p> <p>e. Consolidated reports are permanent. Transfer to WNRC when 5 years old.</p>
<u>603-02</u>	<p>Dependents Education. Policy on and directives which provide for the establishment and broad operational and administrative authority over the overseas dependents education system. The host service provides site administration for educational facilities located on-base. Policy on tuition support for overseas dependents where service schools are not available. Policy on tuition for non-service U.S. Dependents School Curriculum Committee. Charter and minutes of the DoD Advisory Panel on Educational Programs.</p>	<p>Permanent. Transfer policy documents to WNRC when superseded or obsolete.</p>
<u>603-03</u>	<p>Training Programs. Policy documents required to implement and coordinate such military training programs as off-duty educational services, graduate education, and funded legal</p>	<p>a. Policy matters are permanent. Transfer to WNRC when superseded or obsolete. d Destroy input quarterly and annual reports when 2 years old.</p> <p>c. The consolidated report</p>

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education. Policy administration of the Transitional Manpower Program which is designed to prepare regular personnel for new careers after retirement. Two reports are received on this subject for the services: DD-M(Q) 1102 Quarterly Accomplishment and DD-M(A) 1103 an annual report on enlisted being separated. These are used to monitor the program. Documents and reports for a management information system on the off-duty educational services, to monitor cost participation and achievements. Input is DD1719 Part I quarterly, Part II semi-annual and Part III annually.

prepared from this is permanent. Transfer to WNRC when 5 years old.

603-04

ROTC Programs. Policy documents and establishment of responsibilities pertaining to the ROTC and Junior ROTC Programs. Periodic reviews with the services to determine changes required in commutation rates for ROTC cadet uniforms. Committee meeting minutes of the Advisory Panel on ROTC affairs.

a. Policy: Permanent. Transfer to WNRC when superseded or obsolete.

b. Periodic reviews for commutation rates: Destroy 3 years after supersession by following report and publication of change.

c. Committee meetings are permanent. Transfer to WNRC when 3 years old. Transcription tapes may be erased after reduced to print.

604

Equal Opportunity.

604-01

Equal Opportunity - Civilian. Policy on equal opportunity and affirmative action programs. Annual reports from the services on attainment of affirmative action goals. Policy on compliance requirements, and sanctions if necessary to promote constructions employment and minority business enterprise programs. Employment of

a. Permanent. Policy matters. Transfer to WNRC when superseded or obsolete. Annual reports on this subject are permanent. Transfer to WNRC when 5 years old.

b. Destroy liaison correspondence when 5 years old.

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
	minorities and women; policies and directives. Liaison with other government agencies and with the Labor Department on training programs.	
<u>604-02</u>	<p>Equal Opportunity Military. Policy on equal opportunity in the military service. Compliance monitoring of services programs. Reports on the subject. Policy on off base housing non-discrimination. Semi-annual reports from the services on member of facilities survey, numbers of compliants, etc. Policy on non-discrimination if federally-assisted programs such as with educational institutes. Defense Race Relations Institute files establishing and managing the program. Charter, correspondence, membership, minutes of the Defense Race Relations Education Board. Statistics on program progress representing percentages of minorities and women by rank or grade. Analysis of the data to measure program progress.</p>	<p>a. Policy matters are permanent. Transfer to WNRC when obsolete or superseded. Report on equal opportunity by the services are permanent. Transfer to WNRC when 5 years old. Committee minutes are permanent. Transfer to WNRC when 5 years old. Transcription tapes can be erased after reduced to print.</p> <p>b. Statistics and analyses concerning this program are permanent. Transfer to WNRC when 10 years old.</p>
<u>605</u>	<p><u>Armed Forces Chaplain's Board Files.</u></p> <p>Religious and moral standards policy. Charter, membership, general correspondence, minutes of meetings of the Board. Coordination with civilian churches on matters of mutual interest such as chaplain procurement. Directives concerning religious equipment, common hymn books, etc.</p>	<p>a. Policy documents and committee minutes are permanent. Transfer the former when superseded or obsolete.</p> <p>b. Transfer the latter when 5 years old.</p>

606 Civilian Personnel Policy.

606-01 Personnel Management.

a. Copies of Civil Service Regulations and Executive Orders governing administration of Civilian Employees.

b. Civilian Personnel Management prescribing broad policy as approved to personnel functions under the Comptroller who is involved with day to day administration of OSD employees.

c. Policy documents on overseas civilian employment, length of tour, placement, employment of aliens. Review of program administration and consideration for changes to meet local conditions.

d. Policy and guidance within DoD on safety and accident protection matters to pursuant to Public Law 91-596 and Executive Order 11612 on Occupational Safety and Health Programs.

a. Destroy superseded or cancelled versions on occurrence. This is a reference file only.

b. Policy matters are permanent. Transfer to WNRC when superseded or obsolete.

c. Policy matters are permanent. Transfer to WNRC when superseded or obsolete.

d. Policy matters are permanent. Transfer to WNRC when superseded or obsolete.

606-02 Labor Management Relations. Focal point files for DoD relations with the Federal Relations Council. Determinations on issues of negotiability arising under Executive Order 11491. Documents which extend or terminate national consultation right for labor organizations for DoD.

Permanent. Transfer to WNRC 5 years after termination of consultation rights. Permanent determinations on issues of negotiability transfer to WNRC when 7 years old.

606-03 Compensation and Position Management. Documents which

a. Policy directives and standards are permanent. Transfer to

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	allot spaces for top level scientific, professional and executives personnel and standards which assure effective use of such spaces. Documents approving salaries, wages, fringe benefits and such pay policies as appropriate for DoD employees. Documents related to position management and control. Directives and statistics.	WNRC when superseded or obsolete. ⁴ Those statistics which are used to monitor the program; destroy when 5 years old.
<u>606-04</u>	Staffing Policies and Programs. Documents which provide guidance and approval of plans and announcements as they pertain to the placement, transfer or separation as a result of Base Closures, consolidations and/or reductions. Administrative papers of the DoD programs for stability of civilian employment and associated automated placement programs. Broad policy and educational institutions. Directives promulgating policy on merit promotion, reemployment rights, and overseas return placement.	<p>a. Permanent. Policy matters. Transfer to WNRC when superseded or obsolete.</p> <p>b. <i>Permanent</i> Case files of individual base closures, consolidations, and/or reductions will be transferred to WNRC after cutoff. Make available to NARS when 20 years old.</p>
<u>606-05</u>	Employee Training and Career Development. Documents establishing policies and standards governing the establishment and administration of civilian employees training programs and civilian career development.	Permanent. Transfer to WNRC when cancelled, superseded or obsolete.
<u>606-06</u>	Technical Staff - DoD Wage Fixing Authority. Documents which examine and monitor national civilian salaries,	Permanent. Transfer to WNRC when cancelled, superseded or obsolete.

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	wages and conditions of employment which pertain to DoD wage fixing functions.	
<u>606-07</u>	Technical Staff - DoD Non-appropriated Fund. Documents which approve salaries, wages, premium pay, allowances and differentials, and such other pay policies as appropriate for DoD employees paid from nonappropriated funds.	Permanent. Transfer to WNRC when cancelled or superseded.
<u>607</u>	<u>Military Personnel Policy.</u>	
<u>607-01</u>	Actuary Files. Calculations of present and predictions of future military retirement costs. Actuary figures for the survivor's benefit program.	Permanent Transfer to WNRC when 5 years old. Destroy when 25 years old.
<u>607-02</u>	Compensation Administration. Policy determinations with respect to regulations promulgated by the Per Diem, Travel and Transportation Allowance Committee and the Military Pay and Allowance Committee. Charter, studies, recommendations, trip reports, minutes of the aforementioned committees.	a. Permanent. Transfer to WNRC when cancelled or superseded. b. Committee minutes are permanent. Transfer to WNRC when 5 years old.
<u>607-03</u>	Compensation Studies. Annual and quadrennial review of military compensation and such other studies and analyses as may be required. Documents which administer and evaluate Enlistment Bonus Programs. Documents which examine and designate places for entitlement to special pay for enlisted	Permanent. Transfer reviews, evaluations, and analyses when 5 years old.

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
	<p>personnel outside CONUS. Administration of policy, evaluation of variable reen- listment bonuses and pro- ficiency pay programs. Determinations of the per- centage increase in the annual average of the Consumer Price Index.</p>	
<u>607-04</u>	<p>Defense Advisory Committee on Women in the Service. Charter, correspondence, minutes, recommendations of the Defense Advisory Committee on Women in the Service. This is a large committee (50), meeting semi- annually.</p>	<p>Permanent. Transfer minutes when 5 years old to WNRC.</p>
<u>607-05</u>	<p>Legislative and Selected Policies.</p> <p>a. Preparation of legislative proposals on military personnel matters with supporting docu- mentation.</p> <p>b. Policy matters on discipline, separations, absenteeism, desertion, conscientious objectors, and other special problems such as POWs.</p> <p>c. Annual reports from the Services on status of problems such as number of deserters, court martials and the like.</p>	<p>a. Policy matters are permanent. Transfer to WNRC when cancelled or superseded.</p> <p>b. Policy matters are permanent. Transfer to WNRC when cancelled or superseded.</p> <p>c. Status reports are permanent. Transfer to WNRC when 5 years old.</p>
<u>607-06</u>	<p>Officer and Enlisted Management Systems.</p> <p>a. Policy matters on military personnel management systems including grade and rank distribution.</p> <p>b. Analyses of monthly reports, proposed legislation on distri- bution, service justifications for distribution thumb rules.</p>	<p>Permanent:</p> <p>a. Policy matters - transfer to WNRC when superseded or cancelled.</p> <p>b. Analyses of grade and rank distribution - trans- fer when 5 years old.</p>

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
	Establishment of grade ratio in certain occupational areas. Precedures in processing all temporary promotion lists.	
	c. Validation of Flag and General Office Positions.	c. Validation of grade ratios and positions for pay grade 07 and above. Transfer to WNRS 5 years after supersession.
<u>607-07</u>	Personal Commercial Affairs. Policy on life and motor vehicles insurance. Studies which lead to policy directives, consideration of possible legislative changes, etc. Policies on operation of Credit Unions such as Pentagon Federal Credit Union. Documents on Consumer Protection Activities and assistance to the military services.	Permanent. Transfer to WNRC when superseded or obsolete.
<u>607-08</u>	Personnel Activities and Facilities. Policies which determine the establishment, continuation and operation of commissary stores; where authorized, surcharge, etc. Policy and coordination with the House Armed Services Committee governing the operation and directives of military exchanges. Policies pertaining to the operation of open messes (clubs) and special service activities such as athletic facilities.	<p>a. Policy documents and correspondence with the House are permanent. Transfer correspondence when 5 years old to WNRC.</p> <p>b. Transfer policy matters to WNRC when superseded or obsolete.</p>
<u>607-09</u>	Personnel Administration. Policy on awards and decorations such as Joint Service Commendation Medal, Vietnam Service and others of a joint nature. Processing of Medal of Honor Awards. Policy on foreign Awards, trophies and similar devices of recognition.	<p>a. Policy documents are permanent. Transfer to WNRC when cancelled or superseded.</p> <p>b. Processing of Medal of Honor Awards; permanent, transfer to WNRC when 5 years old. Make available to NARS when 30 years old.</p>

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Moral and recreation documents, coordination with U.S.O., policy on utilization of military personnel in such activities. Policy on duty tour length of military and dependents, CONUS and for each area overseas or specific agencies or activities such as attache duty. Policies on a uniform standard leave/liberty pass, advance, excess convalescent retirement leaves and for special leaves such as after hazardous duty, long holidays, etc. To prescribe a uniform report of casualties and assistance to next of kin programs. Policy and administrative matters concerning the Fleet and Army Post Office. Documents which coordinate POW/MIA activities. Liaison with interested citizen groups, reports to Congress and similar data.

c. Correspondence with citizens groups such as USO; transfer to WNRC 3 years after cutoff. Destroy when 30 years old.

Permanent.
d. Documents on POW/MIA activities and reports to Congress on the subject transfer to WNRC when 10 years old. Make available to NARS when 40 years old.

607-10

Retirement Studies. Studies which analyze existing retirement policies on regular and reserve retirement. Consideration towards standarization and improvement. Uniformity in applying laws to retirement for disability, and minimum length of service for non-disability. Policy directives and studies on the Survivor Benefits Plan. Recommended alterations. Initiations of proposed legislation on the subjects of Survivor Benefits and Retirement.

a. Permanent. Policy matters and directives transfer to WNRC when superseded or obsolete.

Permanent.
b. Studies and analyses of a formal nature transfer to WNRC 5 years after being superseded unless required for reference.

*c. Proposed Legislation ~~is permanent and becomes part of background material to be retained as required for reference. When no longer required for reference transfer to WNRC for retention.~~

Transfer to WNRC 2 years after enactment or defeat; destroy 5 years thereafter.

* Item 402-01-6 COM-
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<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>608</u>	<u>Reserve Forces Policy Board.</u> Charter, correspondence, membership roster, minutes, studies of policy issues of multi-service nature, resulting in recommendations for policy.	Permanent. Transfer to WNRC when 5 years old. Transcription types can be erased when reduced to print.
<u>609</u>	<u>Manpower Research and Utilization.</u>	
<u>609-01</u>	Procurement Policy. Policies pertaining to servicewide recruitment, and retention programs. Policies establishing Armed Forces Examining and Entrance Stations. Reports on rejections after reporting. Procedures on placement of Selective Service Calls, Induction Quotas and other information. Policy regarding mobilization of the standby reserve. Regulations on deferments and reference material on the Selective Service Systems.	<p>a. Policy and procedures are permanent. Transfer to WNRC when cancelled or superseded.</p> <p>b. Destroy rejection reports when one year old.</p> <p>c. <i>Permanent.</i> Consolidation of rejection reports transfer to WNRC when 25 years old.</p> <p>d. Retain reference material on S.S.S. for ready information. <i>Destroy when no longer needed.</i></p>
<u>609-02</u>	Manpower Utilization. Policies on substitution of civilian position for military, and greater utilization of military women.	Policy matters are permanent. Transfer to WNRC when superseded or cancelled.
<u>609-03</u>	Manpower Research. Establishment and policy directives for Manpower Data Analysis Centers. The collection and analysis of data, advice and assistance on manpower of an interservice or interagency nature. Reports by services on improvements effected on manpower management such as positions abolished. Training research and development programs designed to enhance utilization.	<p>a. Policy matters, reports and studies leading to directives or policy are permanent. Transfer to WNRC when policy is superseded.</p> <p>b. Documents on advice and assistance transfer to WNRC when 5 years old. Destroy when 25 years old.</p> <p>c. Reports on improvement transfer when 3 years old to WNRC. Destroy when 25 years old.</p>