

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

7/15/80

LEAVE BLANK
JOB NO NC1-330-80-9
DATE RECEIVED July 17, 1980
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.
7-23-80  Date Archivist of the United States

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
Washington Headquarters Services

3. MINOR SUBDIVISION
Records Management Division

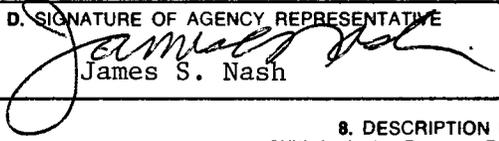
4. NAME OF PERSON WITH WHOM TO CONFER
J. E. Haines

5. TEL. EXT.
695-0970

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 9 Jul 80	D. SIGNATURE OF AGENCY REPRESENTATIVE  James S. Nash	E. TITLE Records Administrator
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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	<p>Request authority to dispose of the following records after conversion to microfiche:</p> <p style="padding-left: 40px;">Employment Application - GRS 1 item 15 Grievance Appeals File - GRS 1 item 31a Adverse Action Files - GRS 1 item 31b</p> <p>This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-506</p> <p>DISPOSITION:</p> <p>a. PAPER RECORDS. Destroy when ascertained that reproduced copies have been made in accordance with GSA Regulations and are adequate substitutes for the paper records.</p> <p>b. MICROFORMS. Destroy in accordance with disposition instructions specified in the General Records Schedules for the respective item number listed above.</p> <p>OSD/Haines concurs in above amendments.</p>		2 items

copies to NARS and agency