

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

**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, C&D Directorate

4 NAME OF PERSON WITH WHOM TO CONFER
C. A. Cordova

5. TEL EXT
695-0970

LEAVE BLANK

JOB NO
NC1-330-83-2

DATE RECEIVED
June 3, 1983

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

Approval of permanent retention of records is granted.

7-01-83 _____
Date 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 9 May 83	D SIGNATURE OF AGENCY REPRESENTATIVE <i>E. E. Lowry Jr.</i> E. E. Lowry, Jr.	E. TITLE OSD 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
Proposed "Records Management." 606-08	<p>addition to Category Number 606 series of OSD AI 15, "Records Management."</p> <p>Civilian Requirements and Analysis. Documents establishing civilian end strength ceilings and high grade ceilings, including changes from the military departments and defense agencies to the original allocation.</p> <p>Disposition: Permanent. Transfer to WNRC when canceled obsolete, or superseded. Offer to NARS when 10 years old in 5 year blocks when 20 yrs old.</p> <p>Note: 1. Present date of coverage: 1980-1983 2. Present volume: 2 cubic feet 3. Estimated "build-up" per year: 6 inches 4. Arrangement of files: Chronological</p> <p>Above change concurred in by Cesar Cordova, OSD Records Mgr. RCT, NARS-NCD, 5-23-83.</p> <p><i>Copy Sent to: Agency } 7-07-83, RCT. NARS } NAB }</i></p>	(new)	1 item

ICW sent out 7-13-83 by DMW.

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
	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.	2. Permanent. Transfer policy documents to WNRC when superseded or obsolete.
<u>606</u>	<u>Civilian Personnel Policy</u>	
<u>606-01</u>	<u>Personnel Management</u>	
	1. Copies of OPM Regulations and Executive Orders governing administration of civilian employees.	1. Destroy superseded or canceled versions on occurrence. This is a reference file only.
	2. Civilian Personnel Management prescribing broad policy for DoD civilian personnel.	2. Policy matters are permanent. Transfer to WNRC when superseded or obsolete.
	3. 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.	3. Policy matters are permanent. Transfer to WNRC when superseded or obsolete.
	4. Policy and guidance within DoD on safety and accident protection matters pursuant to Public Law 91-596 and Executive Order 11612 on occupational safety and health programs.	4. Policy matters are permanent. Transfer to WNRC when superseded or obsolete.
<u>606-02</u>	<u>Labor Management Relations.</u> 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 rights for labor organizations for DoD.	Permanent. Consultation rights. Transfer to WNRC 5 years after termination. Determinations on issues of negotiability. Transfer to WNRC when 7 years old.
<u>606-03</u>	<u>Compensation and Position Management.</u> Documents which	1. Policy directives and standards are permanent.

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
	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	Transfer to WNRC when superseded or obsolete. 2. 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.	1. Permanent. Policy matters. Transfer to WNRC when superseded or obsolete. 2. Permanent. 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.
<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 canceled, superseded or obsolete.
<u>606-06</u>	Technical Staff - DoD Wage Fixing Authority. Documents which examine and monitor national civilian salaries, wages and conditions of employment which pertain to DoD wage fixing functions.	Permanent. Transfer to WNRC when canceled, superseded or obsolete

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>606-07</u>	Technical Staff - DoD Non-appropriated Funds. 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 canceled 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.	1. Permanent. Transfer to WNRC when canceled or superseded. 2. 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 personnel outside CONUS. Administration of policy, evaluation of variable reenlistment bonuses and proficiency pay programs Determinations of the percentage increase in the annual average of the Consumer Price Index.	Permanent. Transfer reviews, evaluations, and analyses to WNRC when 5 years old.

→ 606-08 See NCI-330-83-2

607-03.1

See NCI-330-81-5