# REQUEST FOR RECORDS DISPOSITION AUTHORITY

*(See Instructions on reverse)*

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JOB NO. NC1-330-84-2

DATE RECEIVED 9-17-84

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

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

1. FROM *(Agency or establishment)*
Department of Defense

2. MAJOR SUBDIVISION
Assistant Secretary of Defense for Public Affairs

3. MINOR SUBDIVISION
Defense Audiovisual Agency (DAVA)

| 4. NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE EXT. | DATE | ARCHIVIST OF THE UNITED STATES |
|---|---|---|---|
| Nancy Nielsen | (714) 382-2096<br>AUTOVON 876-2096 | Oct 11, 84 | Robert M. Warner |

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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: ☐ is attached; or ☒ is unnecessary.

| B. DATE | C. SIGNATURE OF AGENCY REPRESENTATIVE | D. TITLE |
|---|---|---|
| 12 Sep 84 | Nancy A. Nielsen | DAVA Records Administrator |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM *(With Inclusive Dates or Retention Periods)* | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN *(NARS USE ONLY)* |
|---|---|---|---|
| | Civilian Personnel Division | | |
| 1 | REDUCTION-IN-FORCE CARD FILES. Documents reflecting reduction-in-force data, including name of employee, date, position, grade, last performance rating, competitive level code, and similar information. Included are plain cards, punched cards, card forms, and similar or related documents.<br>Destroy ~~after~~ when 1 year old or ~~unless~~ when appeals ~~are~~ pending are resolved, whichever is later.<br><br>Justification for Change: Federal Personnel Manual, Chapter 351, Appendix A-1(a) (see copy enclosed), states that "After the date of issuance of specific notices to employees, all records are to be preserved intact for at least one year." | NC1-330-83-3; File No. 614-01 | |
| | Audiovisual (AV) Requirements and Surveillance Division | | |
| 2 | QUALITY ASSURANCE EVALUATOR (QAE) SURVEILLANCE FILES. Production identification charts, personnel distribution and duty assignment charts, product inspection records and summaries, procedures and systems reviews and summaries, quality trend charts and summaries, comparable forms and related papers. These records document discrepancies committed by contractor on required services, and include QAE surveillance schedule plans designed to aid the QAE in providing effective and systematic surveillance of all aspects of AV productions and services. They are used to evaluate how the contractor is performing in key areas.<br>Item 1 change concurred in by Ms. Nielsen, DAVA/RMO, 9-20-84. | (New) File No. 801-15 | 3 items |

115-108 MASS DATA CHANGE SHEET NOT REQUIRED

NSN 7540-00-634-4064 RCT/NARS-NCD. STANDARD FORM 115 (REV. 8-83) Prescribed by GSA FPMR (41 CFR) 101-11.4

Cy to Agency and NNM 10-15-84, RCS

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|---|---|---|---|
| 2 (Cont'd) | Destroy 1 year after action has been completed.<br><br>Justification for Addition: There is no other provision in the DAVA manual for the disposition of these otherwise unidentified records, which are accumulating in the AV Requirements and Surveillance Division. | | |
| 3 | QUALITY ASSURANCE EVALUATOR (QAE) DEFICIENCY REPORTING FILES. Quality deficiency reports, quality performance trends, summaries of contractor's performance and related deficiency reporting media records. These records are used to report how the contractor is performing in key areas.<br><br>Destroy 1 year after completion of corrective action.<br><br>Justification for Addition: There is no other provision in the DAVA manual for the disposition of these otherwise unidentified records, which are accumulating in the AV Requirements and Surveillance Division. | (New) File No. 801-16 | |