

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO.	<i>N1-374-89-32</i>
1. FROM (Agency or establishment) Defense Nuclear Agency		DATE RECEIVED	<i>6/15/89</i>
2. MAJOR SUBDIVISION Directorate for Command Services, Asst for Log & Engr		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Support Services Division		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4. NAME OF PERSON WITH WHOM TO CONFER Pauline E. Korpanty	5. TELEPHONE EXT. 325-1162	DATE <i>9/18/89</i>	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 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 31 May 89	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Pauline E. Korpanty</i>	D. TITLE DNA Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1	206 <u>MANAGEMENT IMPROVEMENT AND FEASIBILITY FILES.</u> (See attached pages 1-2.)	new submission	

206 MANAGEMENT IMPROVEMENT AND FEASIBILITY FILES. These files result from planning and examination of operating methods, organizational structures, and missions. In addition, the files cover finding and implementing more efficient work methods and management techniques, and reduction of costs of operations. These files accumulate in many offices throughout DNA. (RETAIN--PENDING APPROVAL OF DISPOSITION STANDARDS BY NATIONAL ARCHIVES AND RECORDS ADMINISTRATION)

NOTE: All records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic records, and GRS 23, Records Common to Most Offices Within Agencies.

206.01 MANAGEMENT IMPROVEMENT PROJECT FILES. (This file item replaces what was 206.02 in previous drafts of this schedule.) Documents covering projects which result in introduction of different manners and methods of planning and doing work which results in increased effectiveness and efficiency. Included are studies, charts, coordinations, statistical data, and similar documents, including those involved with the Functional Management Review Program.

Proposed Disposition

a. Office having DNA-wide responsibility for a specific management improvement project:

CUT OFF ON COMPLETION OF PROJECT. TRANSFER TO WNRC IF VOLUME WARRANTS (MORE THAN 1 CUBIC FOOT). DESTROY 4 YEARS THEREAFTER.

b. Other

(SEE 201.01d, FEEDER REPORTS.)

~~206.02 FEASIBILITY STUDIES. (This file item replaces what was 206.05 in previous drafts of this schedule.) Studies conducted before the installation of any technology or equipment associated with information management systems, such as word processing, copiers, micrographics, and communications; studies and system analyses for the initial establishment and major changes of these systems. Such studies typically include a consideration of the alternatives to the proposed system and a cost/benefit analysis, including an analysis of the improved efficiency and effectiveness to be expected from the proposed system. (GRS 16, #9)~~

~~**DESTROY WHEN THE COMPLETED STUDY IS 5 YEARS OLD.**~~