

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-372-01-1</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>9-28-2000</i>	
1. FROM (Agency or establishment) DEFENSE CONTRACT AUDIT AGENCY		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
BOB WOHLHUETER	703-767-1036	<i>1-30-01</i>	<i>[Signature]</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 6 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, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies, XX is not required; is attached; or has been requested.			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
<i>9/25/00</i>	<i>[Signature]</i>	ASSISTANT DIRECTOR, RESOURCES	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

PERSONNEL ADMINISTRATION FILE SERIES FOR DEFENSE CONTRACT AUDIT AGENCY

This is a new file series under Personnel Administration for the new Quality of Life Programs. The existing series of records and file codes for personnel administration do not adequately cover the quality of life programs. These are all temporary records.

Agency, NR

366 QUALITY OF WORK LIFE.

Federal personnel flexibilities and programs aimed at assisting federal employees to balance work and personal responsibilities.

366.1 General.

Documents relating to quality of work life programs which, due to their general nature, cannot logically be filed elsewhere in the 366 series.

Item 1 Destroy after 2 years. Recordkeeping copy: media neutral.

366.2 Policies and Procedures.

Documents relating to the development, preparation, issuance, and interpretation of directives or regulatory instructions on quality of work life matters, including copies of interim policy statements issued prior to publication in official DCAA numbered policy publications.

Item 2 Headquarters Issuing Office. Destroy after 10 years. Recordkeeping copy: media neutral.

Item 3 Other Offices. Destroy when superseded or cancelled or after 4 years, whichever is earlier. Recordkeeping copy: media neutral.

366.3 Child Care and Elder Care.

Documents relating to the concepts, development, administration and reports and analyses of Child Care and/or Elder Care issues, policies, programs, and initiatives.

Item 4 a. Headquarters Office of Primary Responsibility. Destroy 3 years after date of document. Recordkeeping copy: media neutral.

b. Program Implementation.

Item 5 1. Approved requests or applications. Destroy 1 year after end of employee's participation in the program. Recordkeeping copy: media neutral.

Item 6 2. Disapproved requests or applications. Destroy 1 year after request is rejected. Recordkeeping copy: media neutral.

Item 7 3. Forms and other records generated by the agency or the participating employee evaluating the child care and elder care programs. Destroy when 1 year old, or when no longer needed, whichever is later. Recordkeeping copy: media neutral.

Item 8 c. All Other Offices. Destroy 2 years after date of document. Recordkeeping copy: media neutral.

366.4 Alternative Work Schedules.

Documents relating to concepts, development, administration, and reports and analyses of alternative work schedules issues, policies, programs, and initiatives.

Item 9 a. Headquarters Office of Primary Responsibility. Destroy 3 years after date of document. Recordkeeping copy: media neutral.

b. Program Implementation.

Item 10 1. Approved requests or applications. Destroy 1 year after end of employee's participation in the program. Recordkeeping copy: media neutral.

Item 11 2. Disapproved requests or applications. Destroy 1 year after request is rejected. Recordkeeping copy: media neutral.

Item 12 3. Forms and other records generated by the agency or the participating employee evaluating the alternate work schedule programs. Destroy when 1 year old, or when no longer needed, whichever is later. Recordkeeping copy: media neutral.

Item 13 c. All Other Offices. Destroy 2 years after date of document. Recordkeeping copy: media neutral.

366.5 Leave Sharing.

Documents relating to concepts, development, administration, and reports and analyses of Leave Sharing issues, policies, programs, and initiatives. (NOTE: Leave covered by file code 371.12)

Item 14 a. Headquarters Office of Primary Responsibility. Destroy 3 years after date of document. Recordkeeping copy: media neutral.

b. Program Implementation.

Item 15 1. Approved requests or applications. Destroy 1 year after end of employee's participation in the program. Recordkeeping copy: media neutral.

Item 16 2. Disapproved requests or applications. Destroy 1 year after request is rejected. Recordkeeping copy: media neutral.

- Item 17 3. Forms and other records generated by the agency or the participating employee evaluating the leave sharing program. Destroy when 1 year old, or when no longer needed, whichever is later. Recordkeeping copy: media neutral.
- Item 18 c. All Other Offices. Destroy 2 years after date of document. Recordkeeping copy: media neutral.

366.6 Job Sharing/Part-Time Employment.

Documents relating to concepts, development, administration, and reports and analyses of Job Sharing/Part-Time employment issues, policies, programs, and initiatives.

- Item 19 a. Headquarters Office of Primary Responsibility. Destroy 3 years after date of document. Recordkeeping copy: media neutral.
- b. Program Implementation.
- Item 20 1. Approved requests or applications. Destroy 1 year after end of employee's participation in the program. Recordkeeping copy: media neutral.
- Item 21 2. Disapproved requests or applications. Destroy 1 year after request is rejected. Recordkeeping copy: media neutral.
- Item 22 3. Forms and other records generated by the agency or the participating employee evaluating the job sharing/part-time employment program. Destroy when 1 year old, or when no longer needed, whichever is later. Recordkeeping copy: media neutral.
- Item 23 c. All Other Offices. Destroy 2 years after date of document. Recordkeeping copy: media neutral.

366.7 Telecommuting/Flexiplace

Records relating to the Agency program and its implementation for alternate worksite programs; agreements between agencies; agreements with employees; records relating to safety of the worksite, installation and use of equipment, hardware, and software; and protection of information in the possession of the Agency.

- Item 24 a. Headquarters Office of Primary Responsibility for the Program. Destroy 3 years after date of document. Recordkeeping copy: media neutral.

b. Program Implementation.

1. Approved requests or applications. Destroy 1 year after end of employee's participation in the program. Recordkeeping copy: media neutral. GRS 1.42.a.
2. Disapproved requests or applications. Destroy 1 year after request is rejected. Recordkeeping copy: media neutral. GRS 1.42.b.
3. Forms and other records generated by the agency or the participating employee evaluating the alternate worksite program. Destroy when 1 year old, or no longer needed, whichever is later. Recordkeeping copy: media neutral. GRS 1.42.3.

Item 25 c. All other offices. Destroy 2 years after date of document. Recordkeeping copy: media neutral.

366.8 Family Friendly Programs.

Documents relating to concepts, development, administration, and reports and analyses of family friendly program issues, policies, programs, and initiatives.

Item 26 a. Headquarters Office of Primary Responsibility. Destroy 3 years after date of document. Recordkeeping copy: media neutral.

b. Program Implementation.

Item 27 1. Approved requests or applications. Destroy 1 year after end of employee's participation in the program. Recordkeeping copy: media neutral.

Item 28 2. Disapproved requests or applications. Destroy 1 year after request is rejected. Recordkeeping copy: media neutral.

Item 29 3. Forms and other records generated by the agency or the participating employee evaluating the family friendly program. Destroy when 1 year old, or when no longer needed, whichever is later. Recordkeeping copy: media neutral.

Item 30 c. All Other Offices. Destroy 2 years after date of document. Recordkeeping copy: media neutral.

366.9 Transportation Subsidy.

Documents relating to concepts, development, administration, and reports and analyses of transportation subsidy program issues, policies, programs, and initiatives.

- Item 31 a. Headquarters Office of Primary Responsibility for the Program. Destroy 3 years after date of document. Recordkeeping copy: media neutral.
- b. Program Implementation.
- Item 32 1. Approved requests or applications. Destroy 1 year after end of employee's participation in the program. Recordkeeping copy: media neutral.
- Item 33 2. Disapproved requests or applications. Destroy 1 year after request is rejected. Recordkeeping copy: media neutral.
- Item 34 3. Forms and other records generated by the agency or the participating employee evaluating the transportation subsidy program. Destroy when 1 year old, or when no longer needed, whichever is later. Recordkeeping copy: media neutral.
- Item 35 c. All other offices. Destroy 2 years after date of document. Recordkeeping copy: media neutral.

366.10 Reference Files.

Files relating to the general field of personnel administration consisting of extra copies of documents which duplicate the record copy filed elsewhere; rough drafts, notes, workpapers, and other material being held for reference.

- Item 36 Destroy when superseded, obsolete, no longer needed for reference, or after 3 years whichever is earlier.

366.11 Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this series. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- Item 37 a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. (Destroy/delete within 180 days after the recordkeeping copy has been produced.)

- Item 38 b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. (Destroy/delete when dissemination, revision or updating is completed.)