



REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO.	N1-374-89-34
1. FROM (Agency or establishment) Defense Nuclear Agency		DATE RECEIVED	6/19/89
2. MAJOR SUBDIVISION Directorate for Command Services, Asst for Log & Engr		NOTIFICATION TO AGENCY <small>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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.</small>	
3. MINOR SUBDIVISION Support Services Division			
4. NAME OF PERSON WITH WHOM TO CONFER Pauline E. Korpanty	5. TELEPHONE EXT. 325-1162	DATE 6/30/89	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 (9) ~~xx~~ 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 5 Jun 89	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE DNA Records Management Officer	
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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	802 <u>CIVILIAN PERSONNEL ACTION, POSITION AND PAY FILES.</u> (See attached pages 802-1 - 802-4)	(N1-374-81-30; added items 802.05; 802.07 - 802.11)	
2	803 <u>CIVILIAN PERSONNEL SERVICES, WELFARE AND GRIEVANCE, AND REDUCTION IN FORCE FILES</u> (see attached pages 803-1 to 803-2)	N1-374-81-31 revised	803.02
3	805 <u>CIVILIAN EMPLOYMENT APPLICATION AND CAREER MANAGEMENT FILES</u> (see attached pages 805-1 and 805-2)		

802 **CIVILIAN PERSONNEL ACTION, POSITION AND PAY FILES.** These files accumulate in civilian personnel offices and relate to processing personnel actions and documenting pay rates and other monetary benefits for civilian employees, including the determination of job classification for pay purposes. (NC1-374-81-30, 802)

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.

802.01 **JOB DESCRIPTION EXTRA COPY FILES.** Extra copies of job descriptions used for distribution to employees and for filing in official personnel folders when personnel actions are processed. (NC1-374-81-30, 802.01)

DESTROY WHEN SUPERSEDED OR WHEN JOB IS ABOLISHED.

802.02 **CHRONOLOGICAL JOURNAL FILES.** Documents used for preparing reports, review of actions previously processed, and OPM and DNA inspections. Included are SF 50s (copy 5) and related documents. (NC1-374-81-30, 802.02) (GRS 1, #14a)

CUT OFF AT END OF EACH MONTH. DESTROY WHEN 2 YEARS OLD.

802.03 **JOB NUMBER LOG FILES.** Documents reflecting a continuing list of numbers assigned and other identifying data pertaining to evaluated jobs. Included are registers, logbooks, and related documents. (NC1-374-81-30, 802.03)

DESTROY ON DISCONTINUANCE OR WHEN A NEW NUMBERING SYSTEM IS PRESCRIBED, WHICHEVER IS EARLIER.

802.04 **MASTER JOB DESCRIPTION FILES.** Documents used in analyzing a specific position to determine whether the position description matches an existing job. Included are OF 8, Position Description, SF 52, Request for Personnel Action, DNA 482, Civilian Personnel Certification, and similar documents. (NC1-374-81-30, 802.04) (Exception to GRS 1, #7b)

REVIEW AT LEAST ONCE EVERY 2 YEARS AND DESTROY INACTIVE DESCRIPTIONS WHICH ARE UNLIKELY TO BE REUSED.

802.05 **POSITION CLASSIFICATION FILES**

a. **Tentative Position Classification and Qualification Standards.**
Included are draft OPM tentative standards and documents related thereto.

Proposed Disposition
DESTROY WHEN SUPERSEDED OR OBSOLETE.

b. Advisory Allocations. Included are Agency and OPM advisory allocations, interpretative guidance and related guidance.

Proposed Disposition
DESTROY WHEN 2 YEARS OLD.

c. Position Classification Policy. Included are Agency, OPM, and DOD guidance and interpretation of position classification issues.

Proposed Disposition
DESTROY WHEN 2 YEARS OLD.

d. Position Classification Appeals. Included are classification appeals, both Agency and OPM. Case files should contain position description, organizational charts, evaluation reports, decision letters, and similar documents.

Proposed Disposition
DESTROY 3 YEARS AFTER CASE IS CLOSED.

e. Position Classification Downgrades. Included are letters of downgradings and grade and pay retention entitlements, as appropriate.

Proposed Disposition
DESTROY 2 YEARS AFTER ENTITLEMENT TERMINATES.

802.06 (not used)

802.07 **PERFORMANCE APPRAISAL SYSTEMS**

a. General Performance Appraisal System. Included are OPM, DOD, and Agency policy and interpretative guidance, reports, and related documents on the General Performance Appraisal System.

Proposed Disposition
DESTROY WHEN 3 YEARS OLD OR WHEN SUPERSEDED OR OBSOLETE, WHICHEVER IS APPLICABLE.

b. Merit Pay Performance Appraisal System. Included are OPM, DOD, and Agency policy and interpretative guidance, reports, and related materials on the Merit Pay Performance System.

Proposed Disposition
DESTROY WHEN 3 YEARS OLD OR WHEN SUPERSEDED OR OBSOLETE, WHICHEVER IS APPLICABLE.

c. SES Performance Appraisal System. Included are OPM, DOD, and Agency policy, interpretative guidance, reports, and related documents on the SES Performance Appraisal System.

Proposed Disposition

DESTROY WHEN 3 YEARS OLD OR WHEN SUPERSEDED OR OBSOLETE, WHICHEVER IS APPLICABLE.

802.08 PMRS PAY FILES. Included are OPM, DOD, and Agency policy and interpretative guidance and related materials on the Performance Management Recognition System (PMRS).

Proposed Disposition

DESTROY WHEN 3 YEARS OLD.

802.09 SENIOR EXECUTIVE SERVICE FILES

a. SES General Information/Policy Guidance. Included are OPM, DOD, and Agency policy, interpretative guidance, draft OPM and DOD SES matters and Agency comments thereto, and similar documents.

Proposed Disposition

DESTROY WHEN 3 YEARS OLD OR WHEN SUPERSEDED OR OBSOLETE, WHICHEVER IS APPLICABLE.

b. SES Recruitment and Placement

Proposed Disposition

DESTROY AFTER 2 YEARS OLD.

c. SES Classification, Pay, and Position Management. Included are Agency, OPM and DOD policy guidance and similar materials pertaining to SES classification, pay and position management.

Proposed Disposition

DESTROY AFTER 3 YEARS OLD.

d. SES Ranks, Stipends, and Bonus Information

Proposed Disposition

DESTROY AFTER 3 YEARS OLD.

**802.10 DOD PROGRAM FOR THE STABILITY OF CIVILIAN EMPLOYMENT AND OVERSEAS
REGISTRATION PROGRAM**

- a. DOD Priority Placement Program. Includes documents regarding policy or interpretative guidance not filed in the basic manual, as well as letters/decisions on qualification disputes and expanded areas of consideration for registration purposes.

Proposed Disposition
DESTROY AFTER 2 YEARS OLD.

- b. Stopper Lists. Includes biweekly DOD stopper lists.

Proposed Disposition
DESTROY AFTER 2 YEARS OLD.

- c. Overseas Registration Program. Includes DOD overseas employment program recruiting lists.

Proposed Disposition
DESTROY AFTER 2 YEARS OLD.

802.11 CIVILIAN PAY FILES

- a. Salary Retention. Included are case files on salary retention entitlements, as appropriate.

Proposed Disposition
DESTROY 2 YEARS AFTER ENTITLEMENTS TERMINATE.

- b. Civilian Pay Inquiries. Includes letters and documents pertaining to civilian pay inquiries. .

Proposed Disposition
DESTROY 2 YEARS AFTER CASE IS ENCLOSED.

- c. Employee Indebtedness/Overpayment. Included are case files pertaining to employee indebtedness and overpayment.

Proposed Disposition
DESTROY 3 YEARS AFTER CASE IS CLOSED.

- d. Continuation of Pay (Workmen's Compensation)

Proposed Disposition
DESTROY 3 YEARS AFTER CASE IS CLOSED.

~~803~~ CIVILIAN PERSONNEL SERVICES, WELFARE AND GRIEVANCE, AND REDUCTION-IN-FORCE FILES. These files relate to documenting the selection/retention of employees, welfare and grievance procedures, training of employees, and other personnel matters. (NC1-374-81-31, 803)

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.

~~803.01~~ OPM ELIGIBILITY CERTIFICATE FILES. Documents providing a record of requests to the OPM for certification of eligibles and reports of action taken on those certificates. Included are SF 39s (copy 3), SF 62, and OPM Forms 1844A and related documents. (NC1-374-81-31, 803.01) (GRS 1, #5)

~~DESTROY WHEN 2 YEARS OLD.~~

~~803.02~~ REDUCTION-IN-FORCE FILES. Includes letters regarding general and specific notices of RIF and job offers, and other related documents. (NC1-374-81-31, 803.02)

~~a. Retention registers used to effect reduction-in-force actions (GRS 1, #17b(1)).~~

~~Proposed Disposition
DESTROY WHEN 2 YEARS OLD.~~

~~b. Documents to reflect persons separated by reduction-in-force or from military service, or having restoration or reemployment rights. Included are DD Form 234s, skill listings, and related documents.~~

~~Proposed Disposition
DESTROY WHEN 2 YEARS OLD.~~

~~803.03~~ CIVILIAN TRAINING PROGRAM FILES. Documents reflecting the status of civilian training in Government and non-Government facilities. Included are training plans, reviews of training requirements, and related documents. (NC1-374-81-31, 803.03) (GRS 1, #s 29a(1) and 29b)

~~DESTROY 5 YEARS AFTER COMPLETION OF A TRAINING PROGRAM, OR ON DISCONTINUANCE.~~

~~803.04~~ HOURS OF WORK FILES. Documents relating to the establishment of working hours, shifts, and other matters affecting the work schedule of civilian employees. Included are coordinating actions, studies, interpretations, and published record copies of instructions; letters; messages; and related documents. (NC1-374-81-31, 803.04)

~~DESTROY 1 YEAR AFTER NO LONGER EFFECTIVE.~~

803.05 APPEALS AND GRIEVANCES. ~~(See GRS 1, #30)~~

- a. MSPB Appeals. Included are case files of Merit Systems Protection Board (MSPB) appeals.

Proposed Disposition

DESTROY 4 YEARS AFTER CASE IS CLOSED.

- b. Grievances. Included are case files of Agency grievance cases.

Proposed Disposition

DESTROY 3 YEARS AFTER CASE IS CLOSED.

803.06 (not used)

- 803.07 CHARITY CONTRIBUTION FILES.** Documents relating to contributions by an agency, command, installation, or activity to recognized health, welfare, and voluntary fund raising organizations, such as the American Red Cross and the Combined Federal Campaign. (This file should be maintained by that individual appointed (by the Director, DNA; Commander, Field Command; or Director, AFRRRI, as appropriate) to be in charge of any annual campaign.

Proposed Disposition

DESTROY WHEN 2 YEARS OLD.

803.08 LIMITATIONS ON HIRING FILES

Proposed Disposition

DESTROY WHEN 2 YEARS OLD.

~~805 CIVILIAN EMPLOYMENT APPLICATION AND CAREER MANAGEMENT FILES. These files accumulate in civilian personnel offices and relate to considering, rating, and processing applications for employment, as well as documenting placement consideration and the referral and selection process. (NC1-374-81-33, 805)~~

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.

~~805.01 QUALIFICATION STANDARD FILES. Documents used in rating applications for appointments and approving noncompetitive actions. Included are index to standards, OPM Handbook X-118, examination announcements, special standards, such as promotion and training agreements; and related documents. (NC1-374-81-33, 805.01)~~

~~DESTROY WHEN QUALIFICATION STANDARD IS SUPERSEDED.~~

~~805.02 ACTIVE APPLICATION FILES. Documents pertaining to individuals who can be considered for appointment, including applications and related documents. (NC1-374-81-33, 805.02) (GRS 1, #15)~~

~~a. Voluntary Applications Files:~~

~~DESTROY OR RETURN TO APPLICANTS AS DEEMED APPROPRIATE.~~

~~b. Applicant Supply Files: (GRS 1, #15)~~

~~DESTROY WHEN 2 YEARS OLD OR ON RECEIPT OF OPM INSPECTION REPORT, WHICHEVER IS EARLIER, PROVIDED THE REQUIREMENTS OF FPM, CHAPTER 333, SECTION A-4 ARE OBSERVED.~~

~~805.03 (not used)~~

~~805.04 REFERRAL AND SELECTION FILES. Documents reflecting placement and promotions actions under the Merit Placement and Promotion Program. Included are DNA Forms 433 and related documents. (NC1-374-81-33, 805.04) (GRS 1, #14a)~~

NOTE: Maintain in chronological order by effective date of personnel action. (File copy 5 of SF 50 under 802.02.)

~~DESTROY WHEN 2 YEARS OLD.~~

~~805.05 PLACEMENT CONSIDERATION FILES. Documents pertaining to employees considered to fill a vacancy but not selected and held for future consideration of employment. Included are requests for consideration, vouchers, results of interviews, qualification summaries, copies of notices of eligibility, and related documents. (NC1-374-81-33, 805.05)~~

~~DESTROY WHEN 2 YEARS OLD.~~

805.06 RECRUITMENT, SELECTION AND PLACEMENT FILES

a. General Information and Policy Guidance. Includes OPM, DOD, and DNA policy and procedural guidance and related materials.

Proposed Disposition
DESTROY WHEN 2 YEARS OLD.

b. Merit Promotion Program. Includes matters related to DNA Merit Promotion Program.

Proposed Disposition
DESTROY WHEN 2 YEARS OLD.

805.07 CIVILIAN PERSONNEL CAREER MANAGEMENT PROGRAM FILES. Included are OPM, Agency, DOD policy and procedural guidance and related material pertaining to career management program files in the following categories:

- a. Civilian Personnel Employment Programs
- b. Summer Employment Program
- c. Employment of Experts and Consultants
- d. Inter-Governmental Personnel Act
- e. Cooperative Education Program
- f. President's Youth Opportunity Program
- g. Federal Junior Fellowship Program
- h. Upward Mobility Program
- i. Handicap Program
- j. DOD Automated Career Management Program (ACMS)

Proposed Disposition
DESTROY WHEN 2 YEARS OLD.