

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NCI-374-81-34

DATE RECEIVED

2 OCT 1980

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the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

12-24-80 *[Signature]*
Date Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)

Defense Nuclear Agency

2. MAJOR SUBDIVISION

Personnel/Administration Directorate

3. MINOR SUBDIVISION

Administrative Services Division

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

Pauline E. Korpany

325-7058

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 _____ 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

D. SIGNATURE OF AGENCY REPRESENTATIVE

E. TITLE

30 Sep 80

Pauline E. Korpany

Records Administrator

7. ITEM NO

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR
JOB NO

10. ACTION TAKEN

706

MILITARY PERSONNEL FILES (See attached)

*changes made with DNA
concurrency
9/12/9/80*

15 items

*Closed Out: 1-5-81-K.T.D.
Copy sent to NNM, NNB & Agency*

MILITARY PERSONNEL FILES

The Defense Nuclear Agency is a Joint Service agency. It, therefore, will not attempt to rewrite military personnel files schedules. They are governed by, the regulations of the respective Services.

The file numbers and descriptions cited below are exemplary of those found in the military personnel files of each Service.

SEP 24 1980

Pauline E. Forpanty

706 - MILITARY PERSONNEL PROCESSING FILES. These files relate to processing individuals who are entering the military service, leaving the service, or changing status or location during service.

706-02 DEPARTURE CLEARANCE FILES. Documents reflecting clearance procedures accomplished with respect to departing military individuals. Included are clearance certificates, checklists, and similar documents with supporting papers such as copies of receipts or documents evidencing payment of commissary or telephone bills, return of materials held on memorandum receipt, and similar clearance matters.

DESTROY WHEN 1 YEAR OLD, ~~OR ON DISCONTINUANCE~~.

708 - INDIVIDUAL MILITARY PERSONNEL FILES. These files reflect the military service and other personnel data of individual military personnel.

708-03 INFORMATIONAL PERSONNEL FILES. Documents accumulated at the various command levels exercising administrative jurisdiction or as a result of routing correspondence through normal military channels. Included are copies of documents filed in the military personnel records jacket, transmitting documents, and documents reflecting duty assignments and appointments, changes in personnel data, leave authorizations, branch transfers and details, authorization for separate rations, quarters, or wearing civilian clothing, and similar actions.

DESTROY 1 YEAR AFTER TRANSFER OR SEPARATION OF THE INDIVIDUAL.

708-07 ADVERSE SUITABILITY INFORMATION FILES. Documents containing adverse suitability information that is untrue, unsubstantiated, unsupported, or is satisfactorily rebutted or resolved by the individual. Included are documents reflecting alleged overdue debts, nonsupport, and similar acts of wrongdoing that, if true, would reflect unfavorably or adversely on the character of an individual.

DESTROY WHEN 1 YEAR OLD, ~~OR ON DISCONTINUANCE~~.

NOTE: Adverse suitability information that is supported, substantiated, or otherwise determined to be true will be filed in accordance with appropriate regulations.

708-18 LINE OF DUTY FILES. Documents related to determining line of duty status and investigating incidents concerning individual members of DNA requiring line of duty determination. Included are statements of medical examination and duty status, reports of investigation--line of duty and misconduct status, notification of findings, and similar documents.

*Destroy after 5 years
(Note: original documents will be filed
in the OMPF)*

714 - MILITARY PERSONNEL DISTRIBUTION AND ASSIGNMENT FILES. These files relate to distributing available individuals to meet personnel requirements; and assigning, transferring, or detailing individuals for duty with specific units or activities.

714-02 MILITARY PERSONNEL ASSIGNMENT FILES. Documents related to assigning or reassigning specific officers, warrant officers, and enlisted personnel to their places and/or types of duty. Included are requisitions; nominations; applications and preference statements of individuals; assignment orders or instructions; deferments, delays, or restrictions (like sole surviving son or conscientious objectors); terminations or extensions thereof; and similar documents.

DESTROY WHEN 1 YEAR OLD, ~~OR ON DISCONTINUANCE.~~

715 - MILITARY PERSONNEL ACCOUNTING FILES. These files relate to recording and reporting the location and the duty or nonduty status of military personnel.

715-02 ORGANIZATION ROSTER FILES. Documents reflecting military personnel on duty with each organization and used for verifying and reconciling personnel accounting. Included are rosters and similar documents.

DESTROY WHEN 1 YEAR OLD, ~~OR ON DISCONTINUANCE.~~

715-04 MILITARY STRENGTH REPORTING FILES. Documents compiled to report actual or projected size of the DNA military contingent. Included are printouts, listings, and similar documents.

DESTROY WHEN 2 YEARS OLD, OR ON PREPARATION OF
NEXT COMPARABLE REPORT, ~~OR DESTROY ON DISCONTINUANCE~~ *whichever is later.*

715-05 INDIVIDUAL PERSONNEL CHANGE FILES. Documents prepared for reporting a change to and updating of the data processing activity file. Included are punched cards, DA Forms 1-1, and similar documents.

DESTROY WHEN 1 YEAR OLD (EARLIER DESTRUCTION AUTHORIZED).

- 715-06 PERSONNEL DATA CARD FILES. DA Forms 2475-2 (Personnel Data Card-SIDPERS) reflecting historical and legal data and other personnel information and actions reflecting SIDPERS change report remarks on members assigned/attached to a unit. Included are personnel data cards and related documents.

HOLD IN CFA 1 YEAR AFTER DEPARTURE OF INDIVIDUAL;
RETIRE TO WNRC IF VOLUME WARRANTS; OTHERWISE
MAINTAIN IN CFA TO DESTROY 8 YEARS AFTER LAST
ENTRY.

- 716 - MILITARY PERSONNEL LEAVE AND ABSENCE FILES. These files relate to the granting of leave and passes to military personnel and to unauthorized absences from duty.

- 716-02 LEAVE OF ABSENCE FILES. Copies of DA Form 31 used in requesting and granting leave for military personnel.

DESTROY WHEN 6 MONTHS OLD ~~OR ON DISCONTINUANCE~~.

- 716-04 MILITARY PERSONNEL REGISTER FILES. Documents (such as registers) used to record absences from military installations or activities on other than leave containing signatures; time of departure or arrival; name, grade, rank of individual; destination and address while absent; length of absence; and similar information. --

DESTROY WHEN 6 MONTHS OLD ~~OR ON DISCONTINUANCE~~.

- 716-08 LEAVE CONTROL LONG FILES. DA Form 4179-R, used to control absences from unit containing name, grade, SSN of individual authorized for absence; control number; date of departure and return; length of absence; and related information.

DESTROY WHEN 1 YEAR OLD ~~OR ON DISCONTINUANCE~~.

- 717 - MILITARY PERSONNEL PROMOTION, ELIMINATION, AND DEMOTION FILES. These files relate to prescribing conditions and procedures for the promotion or demotion of military personnel and the application of these principles to specific cases.

- 717-03 DA SELECTION BOARD REPORTING FILES. Documents relating to consideration of officers, warrant officers, and enlisted personnel for promotion and elimination. Included are selection board proceedings, lists of officers and enlisted personnel recommended for promotion, and similar documents.

DESTROY WHEN 2 YEARS OLD.

717-04 NOMINATION AND CONFIRMATION FILES. Documents reflecting officers nominated by the President for appointment or promotion in the Regular Army and officers whose nominations have been confirmed by the Senate. Included are rosters, lists, and similar documents.

CUT OFF AT END OF CY. DESTROY 2 YEARS AFTER
DEPARTURE OF INDIVIDUAL. *Withdrawn*

717-06 ENLISTED PROMOTION FILES. Documents related to considering enlisted personnel for promotion. Included are approved requests, disapproved requests, orders, promotion lists, and similar documents.

DESTROY ON PROMOTION OF INDIVIDUAL.