

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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. Korpanty

325-7060

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.

☐ **A** Request for immediate disposal.

☒ **B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE MAR 11 1981	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Pauline E. Korpanty</i>	E. TITLE Records Administrator
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
203.11	STANDARDS OF CONDUCT FILES (see attached sheet)		

5 items

*Closed Out: 5-4-81: K.T.D.
Copy to Agency & NNM*

2/10/81 ✓

LEAVE BLANK	
JOB NO	NCI-374-81-63
DATE RECEIVED	3-18-81
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
4-16-81 Date	<i>Robert W. Ware</i> Archivist of the United States

203.11 STANDARDS OF CONDUCT FILES

These files are maintained primarily in the office of the DNA General Counsel.

203.11.01 Standards of Conduct Files - General -
(DOD/DNA Insts -- 5500.7, etc.)

Destroy when superseded, obsolete, or no longer needed for administrative purposes.

GRS1, 203.11.02 DD Form 1555s
Item 25b

PIF upon departure of individual concerned; destroy 2 years after departure.

203.11.03 Ethics in Government - General Administrative Files -
(Ethics in Government Act, etc.)

Destroy when superseded, obsolete, or no longer needed for administrative purposes.

GRS1, 203.11.04 Senior Employee Designations Annual Review Files
Item 25b

PIF upon departure of individual(s) so designated, destroy 2 years after departure.

GRS1, 203.11.05 SF 278s
Item 25a(2)

Destroy when 6 years old; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed for the investigation.