

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NCL-AU-80-3	
DATE RECEIVED	
10-11-79	
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 "withd..." in column 10	
<i>Withdrawn</i> <i>12/27/79</i>	
Date	Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)  
 Department of the Army

2. MAJOR SUBDIVISION  
 The Adjutant General Center

3. MINOR SUBDIVISION  
 Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER  
 Ethel Littles

5. TEL EXT  
 693-1938

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 1 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
5 OCT 1979	<i>Guy B. Oldaker</i> GUY B. OLDAKER	Chief, Records Management Division

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>REFERRAL AND SELECTION FILES (FN 811-01) Documents reflecting placement and promotion actions under the Merit Placement and Promotion Program. Included are DA Forms 2600 (Referral and Selection Register) and similar or related documents.</p> <p>Note: Maintain in chronological order by effective date of personnel action. File provide cross reference to chronological file of Standard Forms 50 for inspection purposes.</p> <p>Disposition: Destroy after 5 years.</p> <p>Request authority to establish the file disposition instructions stated above for referral and selection files. These files accumulate throughout the Department of the Army Civilian Personnel Offices. Numerous grievance and appeal cases have occurred during the past year which require a review of documents pertaining to placement and promotion actions that were more than 2 years old. The proponent for these records, Deputy Chief of Staff for Personnel (DCSPER), has concurred in the 5 year retention period. <del>They</del> They feel that the longer retention period is needed to gather historical data in cases involving Class Action suits.</p> <p>This request is an exception to GRS 1, Item 33.</p>		

*Class of*  
*Out 1/4/80*  
*as Withdrawn*  
*no copies*  
*DR.*

**RETURNED WITHOUT ACTION**