

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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| LEAVE BLANK | |
| JOB NO. | NCL-AU-81-13 |
| DATE RECEIVED | December 16, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |
| 1-26-81 <i>Date</i> | <i>[Signature]</i> <i>Archivist of the United States</i> |

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's Office

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
John Vos

5. TEL EXT.
693-1937

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 <i>11 Dec 80</i> | D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> | E. TITLE 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 |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------|
| 1. | SEVERELY PHYSICALLY HANDICAPPED APPOINTMENT APPLICATION FILES (FN 805-06, AR 340-18-8). Case files of approved or disapproved applications for appointment by severely physically handicapped individuals under the special placement program. Included in each case file are: a. A copy of the position description. b. Personal Qualifications Statement (SF-171). c. A copy of a report of a medical examination reflecting the nature and extent of the disability. d. A statement of how the specific position and work environment accommodate the proposed appointee's disability. e. Documents relating to temporary trial appointment or, if not serving under such an appointment, VA or State vocational rehabilitation certification and supporting documents. f. Documentation of the reasons for approval or disapproval. g. Related documents. Destroy after 5 years. BACKGROUND AND RATIONALE: It has come to the Army's attention that FPM Letter 306-16, 21 May 1979 (copy attached) establishes record-keeping requirements and retention standards for files concerned with appointment of severely physically handicapped individuals. Such records are not currently identified within the Army's files structure. They are identified in GRS 1, Item 2a ; however, the | <i>Exception to GRS 1, Item 15</i> | <i>1 item</i> |

Request for Records Disposition Authority – Continuation

JOB NO

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|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|---------------------|
| | <p>established GRS-1 retention standard of 3 years conflicts with the 5-year standard set by OPM in FPM Letter 306-16.</p> <p><i>Proposed disposition: 5 years.</i></p> | | |