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|---|------------------------------|---|--------------------------|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br>(See Instructions on reverse) |                              | <b>LEAVE BLANK (NARA use only)</b>  |                          |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>WASHINGTON, DC 20408    |                              | JOB NUMBER<br>NI-330-94-2   | DATE RECEIVED<br>4-18-94 |
| 1. FROM (Agency or establishment)<br>Department of Defense                        |                              | NOTIFICATION TO AGENCY  |                          |
| 2. MAJOR SUBDIVISION<br>Office of the Secretary                                   |                              | In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. |                          |
| 3. MINOR SUBDIVISION<br>Records Management Division, C&D, WHS                     |                              | DATE<br>4-26-95   |                          |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br>Dan Cragg                                | 5. TELEPHONE<br>703-695-0970 | ARCHIVIST OF THE UNITED STATES<br><i>C. J. Hinkamp Peterson</i>   |                          |

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached \_\_\_\_ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

|                       |  |                                    |
|-----------------------|--|------------------------------------|
| DATE<br>Apr. 12, 1994 | SIGNATURE OF AGENCY REPRESENTATIVE<br>H. D. Neeley <i>H. D. Neeley</i> | TITLE<br>OSD Records Administrator |
|-----------------------|--|------------------------------------|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION   | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|---|-----------------------------------|----------------------------------|
| 1           | <p>212 Office of the Secretary of Defense</p> <p>3. Files of personnel evaluated for non-career employment in the DoD. These files consist of referral letters, resumes, SFs 171, position descriptions, White House clearance letters, OPM certifications, and other correspondence relating to the selection and appointment of political appointees.</p> <p><u>Disposition:</u> Destroy at the end of the presidential administration during which the individual is hired, or when no longer needed, whichever is sooner, except that in lieu of destruction, certain pertinent documents may be offered to OSD Personnel &amp; Security for inclusion in the individual's Official Personnel Folder. (Personal information in these files is covered under OSD Privacy Act System Notice DATSD 03, "Files of Personnel Evaluated for Non-Career Employment in DoD.")</p> <p><i>Copy sent to agency, NCF 5/2/95</i></p> | NG1-330-77-4                      |                                  |

**2. 406 Non-Career SES (Political Appointees) Vetting Files.**

This file consists of records collected to evaluate suitability of individuals seeking or who have been recommended for non-career positions within the DoD and consist of referral letters, White House clearance letters, OPM certifications, information about individual's professional licenses, results of FBI and IRS inquiries, financial disclosure statements (SF 278), personal data questionnaires and general counsel interview sheets, published newspaper and magazine articles by and about the applicant, and other correspondence relating to the selection and appointment of political appointees. This file contains information protected under the Privacy Act of 1974 (DGC 16) and is not to be confused with file series 212.3 maintained by the White House Liaison Office and the Special Assistant to the Secretary of Defense for Personnel.

Disposition: a. Selectees: Destroy at the end of the presidential administration during which individual is hired. b. Nonselectees: Destroy records of individuals who are not hired 1 year after the file is closed, but not later than the end of the presidential administration during which the individual is considered.