

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-330-87-2

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

DATE RECEIVED

6/16/87

1. FROM (Agency or establishment)

Office of the Secretary of Defense

2. MAJOR SUBDIVISION

WHS, C&D Directorate

3. MINOR SUBDIVISION

Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

D. Joseph Cragg

5. TELEPHONE EXT.

695-0970

DATE

11/04/87

SIGNATURE OF THE ARCHIVIST IS  
NOT REQUIRED FOR APPROVAL OF  
PERMANENT RETENTION OF RECORDS

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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: ☐ is attached; or ☒ is unnecessary.

B. DATE

10Jun87

C. SIGNATURE OF AGENCY REPRESENTATIVE

H. D. NEELEY

*H. D. Neeley*

D. TITLE

Records Administrator

7.  
ITEM  
NO.

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

9. GRS OR  
SUPERSEDED  
JOB  
CITATION

10. ACTION  
TAKEN  
(NARS USE  
ONLY)

1

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE (ATOMIC ENERGY)  
(CHEMICAL MATTERS)

1503-02 Chemical Warfare Files

New

Policies and guidance governing DoD planning and program development on all chemical matters, suggestions for change, preparation and interpretation

Permanent. Cut off annually. Transfer to WNRC after 5 years. Offer to NARA in 5-year blocks when <sup>25</sup>30 years old.

These files consist of paper copy of documents arranged by subject. They cover the years 1982-1986. Volume of accumulation to date is approximately 6 cubic feet; estimated annual accumulation is approximately 1.5 cubic feet

2.

1503-04 Studies, Tests, Projects Files.

New

Copies of documents relating to the design, development, and testing of systems and concepts, technical reports, research papers, project documents, technical and scientific data, manuscripts and analyses.

Permanent. Cut off annually. Transfer to WNRC after 5 years. Offer to NARA in 5-year blocks when <sup>25</sup>30 years old.

These files consist of paper copies of documents arranged by  
*copies to agency, NCF*

*5 items*

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE 2 OF 2
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
3	<p>subject. They cover the years 1982-1986. Volume of accumulation to date is approximately 6 cubic feet; estimator annual accumulation is approximately 1.5 cubic feet.</p> <p>1503-06 Legislative Affairs Files.</p> <p>Documents relating to the legislative programs in the area of chemical matters; letters to and from congressional committees or individual members, monitoring of individual programs, coordinating congressional requirements.</p> <p>Permanent. Cut off annually. Transfer to WNRC after 5 years. Offer to NARA in 5-year blocks when <sup>25</sup>30 years old.</p> <p>These files consist of paper copies of documents arranged by subject. They cover the years 1982-1986. Volume of accumulation to date is approximately 6 cubic feet; estimated annual accumulation is approximately 1.5 cubic feet.</p>	New	
4.	<p>1503-07 National Affairs Files.</p> <p>Documents relating to the exchange of information and advice on chemical matters with other USG agencies or activities, related correspondence, and copies of agreements.</p> <p>Permanent. Cut off annually. Transfer to WNRC after 5 years. Offer to NARA in 5-year blocks when <sup>25</sup>30 years old.</p> <p>These files consist of paper copies of documents arranged by subject. They cover the years 1982-1986. Volume of accumulation to date is approximately 6 cubic feet; estimated annual accumulation is approximately 1.5 cubic feet.</p>	New	
5.	<p>1503-08 International Affairs Files.</p> <p>Documents relating to the exchange of information and advice on chemical matters with foreign allies, related correspondence, and copies of agreements.</p> <p>Permanent. Cut off annually. Transfer to WNRC after 5 years. Offer to NARA in 5-year blocks when <sup>25</sup>30 years old.</p> <p>These files consist of paper copies of documents arranged by subject. They cover the years 1982-1986. Volume of accumulation to date is approximately 6 cubic feet; estimated annual accumulation is approximately 1.5 cubic feet.</p>	New	