

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)  
Office of the Secretary of Defense

2. MAJOR SUBDIVISION  
Assistant Secretary of Defense (C)

3. MINOR SUBDIVISION  
Washington Headquarters Service

4. NAME OF PERSON WITH WHOM TO CONFER  
J. E. Haines

5. TEL. EXT  
695-0970

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 \_\_\_\_\_ 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
16 Jan 78	James S. Nash	Records Administrator

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>Reserve Components Master History File. See attached GSA Form 7036 for description. Reference is made to NC1-330-77-7 which authorized the conversion of Computer Output to microfiche and retirement in 10 year intervals. A review of the system validates the cost-effectiveness of the conversion to COM vice hard copy, but it is now desired to retire the monthly report, sample copy enclosed, and not be burdened with the need to provide environment for the COM for 10 years and the need to create additional fiche copies for the Archives. It is believed that the monthly report is a more permanent consolidation of the essential data.</p> <p>Proposed disposition is as follows:</p> <ol style="list-style-type: none"> <li>1. Hard copy monthly report - "Official Guard and Reserve Manpower Strength and Statistics." Retire one copy of each monthly report for Permanent retention. Make available to NARS when 25 years old.</li> <li>2. Microfiche from monthly computer reports. Destroy when no longer required for reference. Cancel NC1-330-77-7.</li> <li>3. Quarterly tapes containing updated master file.</li> </ol> <p>Scratch when no longer required for statistical studies in OSD.</p>	NC1-330-77-7	

116-107 Sent to agency, NCW, NND - NNM - NNR - 3/10/78

STANDARD FORM 115  
Revised April, 1975

Prescribed by General Services  
Administration  
FPMR (41 CFR) 101-11.4

3 items