

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NC 1 330 78 9

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
Washington Headquarters Services

3. MINOR SUBDIVISION
WHS, Records Division

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 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
31 Mar 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
701-10c(4)	Photographs approved for release of senior DoD officials. Retain as long as public or news media interest requires, then destroy.		
701-096	Change wording of existing 701-096 in NC1-330-77-12 as follows: Request for information and copies of replies thereto involving no administrative actions or policy decisions, and requests for and transmittal of publication, photographs and other informational literature. Cut off annually. Destroy after 2 years or earlier when no longer required.		

115-107 Copies to Agency and NCAW 4/12/78 JEW

2 items