

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

Rec. 415175

LEAVE BLANK

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

Records Management 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 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE		
27 Mar 79	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>Files of Military Assistance Advisory Groups (MAAGs), Military Missions, and similar Joint Activities established in foreign countries to manage DoD security assistance activities.</p> <p><u>(a) Records Relating to Security Assistance</u></p> <p>1. Records relating to programs for the provision of security assistance to foreign governments in the form of materiel, training, and other assistance. Included are records that relate to establishing the requirements of foreign governments, including materials that pertain to the organization, functions, strength, and readiness of foreign military units, as well as records that document fulfillment of requirements by the US, such as programs, amendments, and related papers, delivery schedules, and records that relate to visits of US personnel to foreign military installations for the purpose of training and observation. Excluded are records described in Item 1(a)(2).</p> <p>Disposition: PERMANENT. Transfer to Washington National Records Center when 5 years old. Offer to National Archives when 20 years old.</p>			<p>This job a polies <u>DoD</u> wide to all MAAG's + similar joint activities</p>

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>2. Records relating to individual transactions involving the shipment, storage, issue, receipt, and distribution of US materiel provided to foreign governments, including supply manifests, vouchers, receipts, and invoices, as well as records that relate to the training provided by the US to individual foreign nationals, such as biographic data, travel orders, lists of courses taken, and copies of academic reports.</p> <p>Disposition: TEMPORARY. Destroy in accord with the disposition schedules of the Department designated to provide administrative support as identified in DoD Directive 5100.3.</p> <p>(b) <u>Records Relating to the Organization and Functions of US Military Missions.</u> Included are agreements, directives, understandings, policy guidance documents, and similar instructional material received from elements of DoD, the Department of State and its components, and from foreign governments as well as records generated within the missions themselves, such as regulations, administrative memorandums, and other policy issuances, organization charts, manuals, and organization planning files, and general orders that document such matters as changes in command, organizational changes, and the issuance of awards.</p> <p>Disposition: PERMANENT. Transfer to Washington National Records Center when 5 years old. Offer to National Archives when 20 years old.</p> <p>(c) <u>Other Records</u></p> <p>Disposition: Follow the disposition schedules of the Department designated to provide administrative support as identified in DoD Directive 5100.3.</p>		