

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*Rec. 4/19/79*

LEAVE BLANK	
JOB NO  NCL-330-79-8	
DATE RECEIVED  4-19-79	
NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
5-28-80 Date	<i>James E. O'Neil</i> Archivist of the United States

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 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
10 Apr 79	<i>James S. Nash</i> 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
Change to	OSD Admin. Instr No. 15		
704	<u>Freedom of Information and Security Review</u>		
704-01	<p>Reviews of Information from DoD or outside sources intended for dissemination through any media or public information to insure that it is not inimical to national defense or in conflict with established policies or programs. Records relate to approval/disapproval of material prepared for public release by individuals other than those authorized to make public releases.</p> <p>a. Transfer record copies to WNRC 2 years after annual cut off. Destroy when 15 years old.</p> <p>b. Destroy duplicate copies when file is cut off. <del>xxxxxx of xxxxxx files</del></p> <p>Change concurred in by J. Haines/OSD, RCTage, NARS-NCD, 5/23/80.</p> <p><i>Cy to Agency, NEWHARR on 6/03/80 Z.C.T.</i></p>		2 items