

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

2/7/80 ✓
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

JOB NO
NCL-330-80-2

DATE RECEIVED
2-7-80

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

2-25-80 James E. O'Neill
Date Acting Archivist of the United States

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 15 Jan 80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James S. Nash</i> James S. Nash	E. TITLE 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>Case records documenting the DoD position on export licenses proposed by the Department of Commerce for foreign trade, or by the Department of State, if a foreign government is involved. They involve the sale or trade of U.S. technology and/or products of a technical nature which may be defense-related. The record copies of these licenses are retained by Commerce or State as appropriate. They are classified SECRET.</p> <p>a. Convert to microform and destroy the hard copy. *</p> <p>b. Transfer the microform when 5 years old to the WNRC. Destroy when 10 years old.</p> <p>*When ascertained that reproduced copies are adequate substitutes for the paper records, and filmed in accordance with standards set forth in 41 CFR 101-11.506.</p> <p>OSD(HAINES) concurs in changes made herein. 1/30/80, RCT/NARS-NCD</p>		2 items

115-107
Copy to WNM
WNM

Closed Out
3-5-80 JCE