

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

5/23/82

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 3 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	
28 Apr 80	James S. Nash	Chief, Records Management Division	
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	TELECOMMUNICATIONS AND COMMAND AND CONTROL SYSTEMS RECORDS  <u>Description of Records</u> <u>Disposition Instruction</u>		
1.	<u>Contractor Files.</u>  Research and evaluation project study documents created by civilian companies, corporations, etc., per government contract for resultant documents.  a. Master copy of completed contracted studies and publication originated by C3I.  b. Interim contract reports and document volumes which are portions of completed contract files by contract titles.	(new)  <i>Arranged by Subject, thereunder by Technical Report Number.</i>  a. Permanent. Transfer to WNRC 2 years after completion of the contract.  b. Destroy when no longer needed.	VTD - 8 cubic feet. EAA - 2 cubic feet. Dates - 1977 to present.
	<i>Schedule changes concurred in by JEH/Haines, Z-19-81. RCT/NARS-NCD</i>		

6 ITEMS

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JOB NO

NC1-330-80-6

DATE RECEIVED

May 27, 1980

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

4-24-81  
Date

*Robert W. Haines*  
Archivist of the United States

## Request for Records Disposition Authority - Continuation

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	TELECOMMUNICATIONS AND COMMAND AND CONTROL SYSTEMS RECORDS		
1.	<u>Description of Records</u>  <u>Contractor Files.</u> (continued)	<u>Disposition Instruction</u>  <i>(NEW)</i>  c. Correspondence with contractors pertaining to contract timing, change, amendment, background data, control and dissemination of created documents.	<i>CHRONO.</i> <i>VTD - 1/2 cubic Foot.</i> <i>EAA - less than 2 inches.</i> <i>Dates - 1977 to present.</i>
	d. Control, dissemination, and evaluation of contractor products by military/civilian professional staff.	c. Permanent. Transfer to WNRC 2 years after contract completion.	<i>CHRONO.</i> <i>VTD - 1/2 cubic Foot.</i> <i>EAA - less than 2 inches.</i> <i>Dates - 1977 to present.</i>
2.	<u>Combat Support.</u>  Plans for the allocation of development and acquisition resources between the various areas comprising Combat Support. Documents of Research and Development Sub-groups of the DoD Advisory Committee on Federal Aviation which coordinate programs of interest to FAA, DoD and Military Departments.	Permanent. Transfer to WNRC 2 years following completion of action.	<i>(AI-15, 1308-04)</i>
3.	<u>Resources.</u>  a. Fiscal Guidance. Correspondence, issue papers, referrals, related Congressional hearing data, etc.	a. Permanent. Transfer to WNRC 2 years after cut off of current files.	
	b. Budget Data. Communications, command, and control, and budget requests and justifications for equipment, manpower, operations and analysis.	b. Permanent. Transfer to WNRC 2 years after cut off of current files.	

## Request for Records Disposition Authority—Continuation

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	TELECOMMUNICATIONS AND COMMAND AND CONTROL SYSTEMS RECORDS		
	<u>Description of Records</u>	<u>Disposition Instruction</u>	
2.	Resources. (continued)		
	<p>c. Communications, Command, and Control. Budget related data pertaining to DoD services operations.</p> <p>d. Congressional Fiscal Data. Policy, appropriations, presentation back-up data, House/Senate conference bills, correspondence, testimonies.</p> <p>e. Studies and Exercises for DoD Services. Preparation and back-up data and copies of completed documents.</p> <p>f. Budget Issue Papers. DoD services and other governmental agencies.</p>	<p>c. Permanent. Transfer to WNRC 2 years after cut off of current files.</p> <p>d. Permanent. Transfer to WNRC 2 years after cut off of current files.</p> <p>e. Destroy when obsolete or no longer needed for reference.</p> <p>f. Destroy when obsolete or no longer needed.</p>	
3.	<u>Transitory Material.</u>	(NEW)	
	Transmittal documents that add no significant information to material transmitted; routine requests for information, publications, or supplies; documents correcting reports or other minor corrections to records; and courtesy or informational documents which are not needed to document specific functions or actions but are of reference value to the office.	Destroy 3 months after monthly cut off, or when purpose has been served, whichever is sooner.	