

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

5/25/80 ✓
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

NC1-330-80-7

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

8-27-80 *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 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 28 Apr 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
Category Number 303-02	Changes to the 300 series of the OSD Administrative Instruction No. 15 <u>Description of Records</u> <u>Plans and Systems</u>	Authorized Disposition Instruction	
303-02.1	Documents which develop and establish financial policy. Studies of the policy, recommended changes, reports, correspondence and directives. Program/Budget position documents concerning DoD Directives and Instructions.	a. Permanent. Transfer to WNRC financial policy studies when cancelled or superseded. b. Documents concerning P/B positions on DoD Directives and Instructions transfer to WNRC when 2 years old. Destroy when 5 years old.	
303-02.2	<u>Congressional relations.</u> a. Coordination documents developing DoD action taken and position to Congressional Authorization and Appropriation actions. Correspondence and documentation supporting DoD appeals. Documents related to	a. Permanent. Transfer to WNRC when 3 years old.	11 items

115-107

Copy sent to Agency, NNM & NNB: 8-29-80: (T.I.)

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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
Category Number 303-02.2	<p><u>Description of Records</u></p> <p><u>Congressional relations.</u> (continued)</p> <p>preparation for hearings, proposed statements, and proposed answers to anticipated questions.</p> <p>b. Reports published by Congressional Committees concerning Comptroller related DoD matters: Armed Services, Budget, Appropriations or other regular or ad hoc Committees.</p> <p>c. Correspondence with Congress of routine, non-policy nature.</p>	<p><u>Authorized Disposition Instruction</u></p> <p>b. Destroy when no longer required for reference.</p> <p>c. Transfer to WNRC when 2 years old; destroy when 5 years old.</p>	
304-05.2	<p><u>Information Requirements</u></p> <p>a. Forms management control files. Numeric forms case files including current and previous editions of the form, work papers, pertinent correspondence, issuance authorizing use of the form, and requests for approval of the form.</p> <p>b. Forms Number Register Files. Documents used to control the assignment of form numbers.</p> <p>c. Survey Background Files. Documents used to prepare for forms or report management surveys; organization charts functional statements, directives, schedules, forms control and similar data.</p> <p>d. Reports Control Case Files. Documents reflecting action taken in evaluating the requirement for approval and controlling specific reports. Initial evaluations or</p>	<p>a. Case files; transfer to WNRC when superseded or cancelled. Destroy 20 years later.</p> <p>b. Transfer to WNRC when no longer required for control purposes. Destroy 20 years later.</p> <p>c. Destroy when 5 years old.</p> <p>d. Transfer to WNRC when superseded or cancelled. Destroy when 25 years old.</p>	

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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
Category Number	Description of Records	Authorized Disposition Instruction	
304-05.2	<p><u>Information Requirements</u> (continued)</p> <p>reevaluations.</p> <p>e. Reports Control Register Files. Documents used to control the assignment of reports control symbols.</p> <p>f. Public-Use Reports Card File. Documents used to record OMB approval numbers, respondent burden and expiration date (active and discontinued requirements).</p> <p>g. Document that lists the approved standard data elements and codes. Documentation reflecting action taken in the registration, standardization and approval of specific data elements contained in various information requirements.</p>	<p>Authorized Disposition Instruction</p> <p>e. Transfer to WNRC when no longer required for control purposes. Destroy 20 years later.</p> <p>f. Transfer to WNRC when no longer required for control purposes. Destroy 20 years later.</p> <p>g. Permanent. Transfer the hard copy to WNRC when no longer required. Microfiche and machine readable destroy when no longer needed for reference.</p>	

ADDITIONAL CATEGORY NUMBER DATA:

303-02.1a. Arranged by case number within fiscal year. Volume to date 4 cu ft; Estimated annual volume 2 cu ft.

303-02.2a. Arranged by appeals case within fiscal year. Volume to date 6 cu ft; Estimated annual volume 2 cu ft.

304-05.2g. Arranged alphabetically by reference number; however, future documents will be arranged numerically. Volume to date 2 cu ft; Estimated annual volume is less than 1 cu ft.