

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

8/12/80
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

NC1-330-80-10

DATE RECEIVED

August 14, 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 "withhold from column 10."

**SIGNATURE OF THE ARCHIVIST IS
NOT REQUIRED FOR APPROVAL OF
PERMANENT RETENTION OF RECORDS**

Date

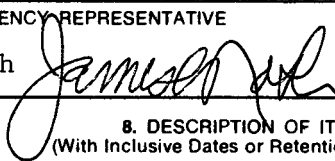
Archivist of the United States

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE								
6 Aug 80	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								
Changes to	OSD Administrative Instruction No. 15 (NC1-330-77-13)									
	<table border="1"> <thead> <tr> <th>Description of Records</th> <th>Authorized Disposition Instruction</th> </tr> </thead> <tbody> <tr> <td> Add: 303-02.5 NATO Financial Matters. Required DoD reports to NATO (Note: This was formerly part of 303-09 - volume is minimal.) </td> <td> Permanent. Transfer to WNRC when 10 years old. </td> </tr> <tr> <td> 303-09 (Change present wording to the following:) Documents which develop and promulgate policies and procedures pertaining to domestic and overseas military banks and credit unions, foreign currencies and minority banking. </td> <td> Permanent. Transfer to WNRC when cancelled or superseded. </td> </tr> <tr> <td> 304-02 (Add: "Accounting, reporting and pricing policy for foreign military sales".) (Delete: "Capital acquisition systems used by DoD and by contractors".) </td> <td></td> </tr> </tbody> </table>	Description of Records	Authorized Disposition Instruction	Add: 303-02.5 NATO Financial Matters. Required DoD reports to NATO (Note: This was formerly part of 303-09 - volume is minimal.)	Permanent. Transfer to WNRC when 10 years old.	303-09 (Change present wording to the following:) Documents which develop and promulgate policies and procedures pertaining to domestic and overseas military banks and credit unions, foreign currencies and minority banking.	Permanent. Transfer to WNRC when cancelled or superseded.	304-02 (Add: "Accounting, reporting and pricing policy for foreign military sales".) (Delete: "Capital acquisition systems used by DoD and by contractors".)		
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3. years

*Closed out 10-14-80: K.T.D.
Copies sent to Agency, NCW, & NNM*