

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

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, C&D Directorate

4 NAME OF PERSON WITH WHOM TO CONFER

C. A. Cordova

5 TEL EXT

50970/72501

LEAVE BLANK

JOB NO

NC 1-330-83-1

DATE RECEIVED

5 / 10 / 83

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

5-11-83  
Date

*Robert M. May*  
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
5-3-83	<i>E. E. Lowry</i> E. E. Lowry, Jr.	OSD Records Administrator

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
Proposed	change to OSD AI 15, "Records Management"		
206-05	<p><u>Budget Report Files.</u> Periodic reports on the status of of appropriation accounts and apportionment.</p> <p>1. Annual report (end of fiscal year).</p> <p>1. Change from: "Destroy when 5 years old" to "Destroy 5 years after account merges. (Specific destruction date will be entered in SF 135 upon retirement.)"</p> <p>Note: "5 years after the account merges" means 5 years after it loses the identity of the FY in which the funds were appropriated by Congress. In the case of one year accounts that period is two years. In the case of RDT&amp;E and procurement accounts that period is usually 3-5 years.</p> <p>Changes concurred in by OSD/C. Cordova, RMO.</p> <p>RCT/NARS-NCDC, April '83.</p>	<p><del>XXXXXX</del></p> <p>GRS 5, item 5a (deviation)</p>	1 item