

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-371-02-5</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date received <i>7-31-2002</i>	
1. FROM (Agency or establishment) Department of Defense		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Defense Information Systems Agency (DISA)			
3. MINOR SUBDIVISION 4. National Communications System (NCS)			
5. NAME OF PERSON WITH WHOM TO CONFER <i>Ronald Thomas</i> Ronald Thomas Shared Resources (SHARES)	6. TELEPHONE NUMBER 703-607-4963 <i>7/18/02</i>	DATE <i>11-1-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
7. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>2</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>7/18/02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Tommie Gregg</i> Tommie Gregg		TITLE DISA Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	(See attached schedule.)		
<i>cc Agency, NR, nwcs</i>			

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>214-06 Mission-Related Audiovisual Records. Agency-sponsored photography, films, and recordings of an informational, educational, or historical nature that document Agency functions, mission, or activities, and related documentation. Examples are films relating the history of DISA and the changes of command.</p> <p>a. Mission-Related Audiovisual Records Other Than Posters.</p> <p>Disposition: Transfer to the Defense Visual Information Center in accordance with established DOD procedures.</p> <p>b. Mission-Related Posters. Two (2) copies of each printed poster distributed by the Agency, along with documentation that indicates (i) the poster's title, (ii) whether or not the poster is part of a continuing series, (iii) poster's purpose, (iv) name of the artist/photographer who created the imagery, (v) copyright status, and (vi) date of publication.</p> <p>(1) Posters, with related documentation, issued before FY 2003.</p>		<p>SF 115 approval not required</p>
2	<p>Disposition: PERMANENT. Transfer immediately to the National Archives on approval of this schedule. (Note: Complete a Standard Form 258 and send it to the Special Media Archives Services Division (NWCS), Still Pictures, National Archives at College Park (NARA), 8601 Adelphi Road, College Park, MD 20740-6001.)</p> <p>(2) Posters, with related documentation, issued after FY 2002.</p>		
3	<p>Disposition: PERMANENT. Transfer when issued or else annually to the National Archives. (Note: If a distribution list exists, place NARA on the list to receive two copies of each poster, along with related documentation. Complete a Standard Form 258 and send it with each transfer or else annually to the Special Media Archives Services Division (NWCS), Still Pictures, National Archives at College Park (NARA), 8601 Adelphi Road, College Park, MD 20740-6001.)</p>		
	<p>214-07 Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also included are electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p>		

a. Copies That Have No Further Administrative Value After the Recordkeeping Copy Is Made. Included are copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

4 Disposition: Destroy/delete within 180 days after the recordkeeping copy has been produced.

b. Copies Used for Dissemination, Revision, or Updating That Are Maintained in Addition to the Recordkeeping Copy.

5 Disposition: Destroy/delete when dissemination, revision, or updating is completed.