

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

2 items

371

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

| LEAVE BLANK | |
|---|---|
| DATE RECEIVED JUL 2 1975 | JOB NO. |
| NC-371-76-1 | |
| 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 "with-drawn" in column 10. | |
| 8-8-75 | <i>James B. Hooda</i> Archivist of the United States |

1. FROM (AGENCY OR ESTABLISHMENT)
Defense Communications Agency

2. MAJOR SUBDIVISION
Administrative Division

3. MINOR SUBDIVISION
~~Records Management Branch~~

4. NAME OF PERSON WITH WHOM TO CONFER
Frederick Bradley

5. TEL. EXT.
26951

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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

Arthur E. Hayes
ARTHUR E. HAYES

30 June 75
Date

Chief, Admin Division
(Title)

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|--|----------------------|------------------|
| 1 | <p>*Section LXXX. CONTINUITY OF GOVERNMENT COMMUNICATIONS SUPPORT FILES</p> <p>Files in this section document the communications support provided by DCA to the Office of Preparedness, GSA, in that organization's mission to ensure continuity of government (COG) in the event of hostilities or natural disasters.</p> <p>*808-04 COG Communications Plans. Communications planning records created for and used in the support of communications requirements for the Office of Preparedness, GSA.</p> <p>Disposition: Office of record - Permanent. Retire paper records after 30 years. Destroy microfilm records when reference needs expire.</p> <p>Others - Destroy when no longer needed.</p> <p>* The above file item is a part of a new files series being prepared to identify files generated in the execution of this special mission. The entire series will be included in a forthcoming change to DCAI 210-15-6, Records Management.</p> <p>*These records require compartmentalization because of their sensitivity within the classification of</p> | | |

115-106

Top Secret. Hence, no detailed description of the file contents can be outlined in this request.

Copy to Agency 8-12-75