

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

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

**1. FROM (AGENCY OR ESTABLISHMENT)**

Defense Communications Agency

**2. MAJOR SUBDIVISION**

Administrative Division

**3. MINOR SUBDIVISION**

**4. NAME OF PERSON WITH WHOM TO CONFER**

Frederick Bradley

**5. TEL. EXT.**

26951

**6. CERTIFICATE OF AGENCY REPRESENTATIVE:**

LEAVE BLANK	
DATE RECEIVED <b>JUL 17 1975</b>	JOB NO. <b>NC-371-76-2</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
(Date)	Archivist of the United States

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.

14 Jul 75

*Arthur E. Hayes*  
ARTHUR E. HAYES

Chief, Admin Division

Date

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	Attached is Change 7 to DCAI 210-15-6		

*Copy to Agency 6-8-76*

Section IX. PRIVACY ACT FILES

Files in this section document the execution of the Privacy Act of 1974 Agency-wide.

609-01 Privacy Act Administrative Files. Documents relating to the general, routine administration of the Privacy Act, but exclusive of specific files described in this section.

Disposition: Destroy after 2 years.

609-02 Privacy Act Disclosure Accounting Files. Forms used in accounting for the disclosure of information contained in personnel record systems. Forms show the individual's name, requester's name and address, purpose of disclosure, date of disclosure, and whether the individual's consent to disclose the information is required.

Disposition: Retain for the lifespan of the related records, but not less than 5 years, and then destroy.

609-03 Privacy Act Information Requests. Forms used in processing requests for information contained in personnel record systems. In addition, the form is used to control all actions taken - e.g., amendment, disclosure, etc. - as well as a source document for reporting purposes.

Maintenance instructions: Retain as an integral part of the related record system for the lifespan of the records.

Disposition: Retire or destroy in consonance with the disposition instructions for the related records.

609-04 Privacy Act Notices. Notices developed by DCA and submitted annually to DoD for publication in the Federal Register. The notices show routine uses of the record as well as a full description of the record systems.

Disposition: Destroy 2 years after superseded.

609-05 Privacy Act Notices to OMB and the Congress. Prior notification submitted by DCA to DoD when new personnel record systems are proposed or in the event of proposed changes to existing personnel record systems.

Disposition: Destroy 2 years after approval.

609-06 Privacy Act Reports. Information and statistics compiled for use by the President in his annual report to the Congress on the operation of the Privacy Act within the Executive Branch.

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Disposition: HQ DCA. - Destroy after 5 years.

DCA Field Activities - Destroy after 2 years.

609-07 OMB Guidelines. Published instructions received from OMB on the operation and execution of the Privacy Act.

Disposition: Destroy when superseded or obsolete.

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208-11 Privacy Act Appellate Panel Files. Cases reflecting action taken by the DCA appellate panel in matters pertaining to the Privacy Act of 1974. Included are submissions of the individual requesting amendment of a record, submissions of the records system manager, proceedings of the appellate panel, final decision, and related papers.

Section XII. FREEDOM OF INFORMATION ACT FILES

Files in this section document implementation of the Freedom of Information Act (FOI) (Public Law 93-502), which requires DCA to make available to the general public information concerning the operations and activities of the Agency.

212-01 FOI Administrative Files. Documents relating to the general administration of FOI actions, to include documents reflecting training provided to designated officials, retained copies of DCA procedures furnished National Archives for publication in the Federal Register, correspondence pertaining to other FOI actions, and related papers.

Disposition: Destroy after 2 years.

212-02 FOI Index. An index of material to be made available to the general public.

Disposition: Destroy when obsolete or superseded.

212-03 Public Inquiry Files. Documents accumulated in furnishing nonsafeguarded or nonprivileged information in response to requests or inquiries from the public. Included are routine requests for information on DCA activities and operations, requests for photographs, and related papers. Also included are copies of inquiries furnished HQ DCA by DCA field activities.

Disposition: Destroy after 2 years.

212-04 FOI Denial Cases. Papers documenting denial of requests for information or records. Included are the request, written denial showing reason(s) therefor, coordination papers, papers between DCA and ASD, and related papers bearing directly on the case.

Disposition: Office of record - Destroy 5 years after settlement of the case, provided no civil court action is indicated.

Others - Destroy when no longer needed.

212-05 FOI Fee Schedule. A schedule of fees charged, when appropriate, for providing services in processing requests for information.

Disposition: Destroy when superseded.

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212-06 FOI Annual Report. Report submitted annually to ASD(A) providing specific information and data on the implementation of the Freedom of Information Act.

Disposition: HQ DCA - Destroy after 5 years.

DCA Field Activities - Destroy after 2 years.

212-07 FOI Log. A serially numbered running account of requests received, action taken on the requests, denial information (if any), and the fees charged as appropriate.

Disposition: Destroy when no longer needed.