

*WNC*

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**  
(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED <b>9 DEC 1977</b> <b>NCI 371</b>	JOB NO. <b>78 1</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 "with-drawn" in column 10.	
2-28-78	<i>James B Rhoads</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)  
Defense Communications Agency

2. MAJOR SUBDIVISION  
Records Management Branch

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
Arthur E. Hayes

5. TEL. EXT.  
692-6952

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.

5 Dec 77 *Arthur E Hayes*  
Date (Signature of Agency Representative)

Records Administrator (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>203-01 <u>Publications Record Set Files</u>. These will consist of one copy of each publication or change issued by a DCA Activity.</p> <p><i>Each type of Maintenance Instructions. Publications within the record set will be filed in numerical sequence or, if unnumbered, in chronological sequence. The tab of each file folder will be distinctly marked "Record Set." Publications in the record set will not be posted or charged out. Record sets will be complete prior to their retirement to the Federal Records Center. Exclude daily bulletins or similar advisory or informational bulletins issued periodically. (See file no. 102-01)</i></p> <p>Disposition: Permanent. Cut off annually and retire the record sets with the next scheduled records shipment to the Federal Records Center.</p>		
2.	<p>203-02 <u>Publications Background Files</u>. Documents related to preparation, review, and issue of publications. Included are studies, recommendations, comments, concurrences, and similar documents that provide a basis for the publication or that contribute to its content. These files will be maintained separately from publications record sets.</p> <p><i>Records are arranged by type of publication and numerically thereunder.</i></p> <p>Disposition: Permanent.</p>		
	<p>Estimated Annual Volume of Records. File 203-01 - 10 cubic feet File 203-02 - 1 cubic foot</p>		<p>Records will be offered NARS in 5 year blocks, with the most recent 15 years old.</p>

~~Records will be offered to NARS in 5 year blocks when 15 years old.~~ *Int to NCV. NARS files and agency. 1. 2 items*