

Rec. 4/19/79

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED 4-19-79	JOB NO. NC1-371-79-1
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
(Date)	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 Office Services Division

3. MINOR SUBDIVISION Records Management

4. NAME OF PERSON WITH WHOM TO CONFER Mrs. Mamie Washington 5. TEL. EXT. 692-6971

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

11 April 1979

[Signature]

Records Administrator

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	208-02 <u>Legal Advisory Files</u> . Documents reflecting legal opinions which are accumulated incident to queries concerning manpower, labor relations, conflict of interest, standards of conduct, equal employment opportunity, personnel complaints and grievances, and contract compliance. Disposition: DCA Counsel's Office - Permanent. Retire when no longer needed.		
2	208-03 <u>Legal Opinions on International Matters Files</u> . Documents pertaining to the DCA legal position on such matters as international agreements, military treaties, and similar matters. Includes copies of negotiations leading to agreements and treaties, guidance data for international conferences, and related papers. Disposition: Office of Record - Permanent. Retire when no longer needed.		
3	208-06 <u>Legislation Comment Files</u> . Documents accumulated in commenting on proposed legislation affecting DCA. Included are comments, copies of congressional hearings, copies of proposed bills and enactments, correspondence, and related papers. Disposition: Office of Record - Permanent. Retire when no longer needed.		

SEP 02 1980

4 ITEMS

Closed out as rejected

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4. NAME OF PERSON WITH WHOM TO CONFER

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4	<p>CONTINUED</p> <p>208-08 <u>Patent (Copyright) Trademark Files.</u> Documents including the report of the invention and subcontracts submitted by Government employees and contractors; review and evaluation of the disclosures; and sequential actions taken to publish the disclosures, obtain a patent, or to otherwise dispose of the disclosures in the best interest of the Government.</p> <p>Disposition: Permanent. Retire when no longer needed.</p>		

CANCELLED
SEP 02 1980