

0216

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

N1-373-88-1

DATE RECEIVED

10-29-87

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

1 FROM (Agency or establishment)

Defense Intelligence Agency

2 MAJOR SUBDIVISION

(b)(3)

3 MINOR SUBDIVISION

(b)(3)

4 NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT

DATE

ARCHIVIST OF THE UNITED STATES

(b)(3)

5/87

[Signature]

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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

8 DATE

9 SIGNATURE OF AGENCY REPRESENTATIVE

10 TITLE

15 Oct 87

(b)(3)

7 ITEM NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9 FOR SUPERSEDED JOB CITATION

10 ACTION TAKEN (NARS USE ONLY)

1

New Items

ORIENTATION AND BRIEFING FILES. Briefing aids and textual documentation developed by the Agency for orientations and briefings given to visitors and newly assigned individuals about the mission, functions, physical layout of an office, and various special projects. Training aids include such items as vugraphs, slides, photographs, transparencies, and handouts. Orientations and briefings are given by such offices as Security, Mail Room, Defense Intelligence College, and Photographic Lab.

TEMPORARY - Destroy when superseded or obsolete or no longer needed for current operations.

2

AGENCY TRAINING RECORDS. Training classes are given for civilian and military personnel and include such classes as Beginning and Advanced Secretarial, Message Preparation, Briefing Techniques, Mico Computer, Communications, Security, Records Management, Privacy Act, Advanced English, and various other specialties. Training aids include slides, photographs, handouts, and other related documents. Most

Copies sent to agency NNM

28-88

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

2 OF 2

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	classes are conducted by trained instructors. TEMPORARY - Destroy when superseded or obsolete or no longer needed for current operations.		

Redactions have been made to this record control schedule pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 10 U.S.C. 424, which protects from disclosure the "organization or any function of, and certain information pertaining to, employees of the Defense Intelligence Agency." You will need to submit a Freedom of Information Act (FOIA) request to the Office of the General Counsel for the withheld information.

<http://www.archives.gov/foia/>