

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-373-88-8

DATE RECEIVED

5/5/88

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

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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)

5/24/88



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; 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.

B. DATE 27 Apr 88	C. SIGNATURE OF AGENCY REPRESENTATIVE (b)(3)	D. TITLE
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1	<p>MASTER PROJECT ASSIGNMENT LOGS. Logs of all major actions assigned throughout the Agency to fulfill requests for reports, studies, information requests, and similar actions. Logs consist of control numbers, received dates, office of assignments, collaborating offices and the subject of all tasking requirements placed on the Agency.</p> <p>Record Copy - PERMANENT - Retire to WNRC when file becomes inactive. Transfer to the National Archives XXXXXX</p> <p>All other logs are TEMPORARY. Get off annually, hold for 1 year and destroy. Earlier destruction is authorized. in five-year blocks when 30 - 35 years old.</p>		

Copies sent to agency
NCR, ANM 5/24/88

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/>