

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*3 items*  
**TO: GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1 FROM (AGENCY OR ESTABLISHMENT) \*  
**Defense Intelligence Agency**

2 MAJOR SUBDIVISION  
 [Redacted]

3 MINOR SUBDIVISION  
 [Redacted]

4. NAME OF PERSON WITH WHOM TO CONFER  
 [Redacted]

5 TEL EXT  
 [Redacted]

6 CERTIFICATE OF AGENCY REPRESENTATIVE

**"LEAVE" BLANK**

DATE RECEIVED  
**AUG 27 1974**

JOB NO  
**NC-373-75-1**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

*10-10-74 James E. O'Neil*  
 Date *acting* 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 [Redacted] page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

**19 August 1974**  
 (Date)

[Redacted]

[Redacted]  
 (Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
250/2	<p><b>FILES MAINTENANCE AND DISPOSITION PLANS.</b> Copies of DIA Form 907, "Files Maintenance and Disposition Plan" and similar documentation created for the purpose of inventorying records maintained at files stations and providing specific disposition instructions therefor.</p> <p><b>TEMPORARY - Destroy when superseded, obsolete, or no longer needed for reference purposes.</b></p>		
251	<p><b>RECORDS MANAGEMENT STUDIES AND SURVEYS.</b> Documents created as a result of management studies and surveys in the review, appraisal, and/or analysis of Agency elements relating to records holdings, equipment, supplies, microfilming applications, information storage and retrieval systems, forms, and correspondence.</p> <p><b>TEMPORARY - Hold in Current Files Area 10 years and Destroy.</b></p>		
252	<p><b>RECORDS MANAGEMENT REPORTS.</b> Documents reflecting the progress of all phases of records management, records holdings, volume of records transferred to WNRC or other Government Agencies, volume of records destroyed in Agency offices, with supporting documents and feeder reports.</p> <p><b>TEMPORARY - Hold 10 years in Current Files Area and Destroy.</b></p>		

*Copy to Agency 10/15/74*  
*Copy to WNRC 10/15/74*

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/](http://www.archives.gov/foia/)