

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

373

LEAVE BLANK	
DATE RECEIVED AUG 30 1976	JOB NO. NC 1-373-76-5
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.	
<i>9-27-76 James E. O'Keefe</i> (Date) <i>acting</i> Archivist of the United States	

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

(b)(3)

5. TEL. EXT.

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

25 AUG 1976

(b)(3)

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
721	<p><u>TECHNICAL REFERENCE DATA</u> Copies of A&E technical reference books, technical and trade journals, studies of other Government agency building construction projects, specifications, drawings, photographs, slides, cost data of other jobs, sample survey forms, brochures, catalogs, and related data.</p> <p>TEMPORARY - Destroy when superseded, obsolete, or no longer needed for reference purposes.</p>		
730	<p><u>LOGISTICAL PLANNING</u> Records relating to the allocation, utilization, and release of office space under Agency control; utilities; equipment, supplies, services and other logistical support activities, including military construction projects.</p> <p>TEMPORARY - a. Record Copy - Destroy 2 years after completion of project.</p>		

*9/24/76 - Changes with approval of Helen Stanford (PL)
Copy to Agency + NCW 9-29-76*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	b. Reference/information Copy - Destroy 2 years after completion of project. c. USDAO Copy - Cut off fiscally, hold 1 year in current files area and destroy.		
731	<p><u>REQUISITION, EQUIPMENT, PROCUREMENT AND LOGISTICAL SERVICES AND SUPPLY RECORDS</u> Administrative Services Requests, Military Interdepartmental Purchase Requests (MIPR), and similar records with related documentation. Includes copies of requisitions, service or material requests, shipment orders for stocks and materials, and rentals of equipment with supporting correspondence.</p> <p>TEMPORARY - a. Record Copy - Maintained by Logistical Services Branch - Cut off each Fiscal Year, hold 2 years in current files area, and destroy.</p> <p>b. Reference/information Copy - Maintained by requesting office as a suspense until action completed and destroy.</p> <p>c. USDAO Copy = Cut off fiscally, hold 1 year in current files area and destroy.</p>		
732	<p><u>EQUIPMENT ACCOUNTABILITY</u> This file series is now combined with 735, Equipment Accountability and Property Records.</p>		
733	<p><u>STOCK RECORDS ADJUSTMENT APPROVALS AND REPORTS OF SURVEY</u></p> <p>Documents such as inventory adjustment reports and reports of survey maintained by the reviewing or approving office, reflecting the circumstances concerning the loss, service-</p>		

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734	<p>ability, or destruction of property, and serving to determine pecuniary or other responsibility for the absence or condition of articles.</p> <p>TEMPORARY - Destroy after 3 years.</p> <p><u>SUPPLY REGISTER</u> A record of all supply transactions for expendable and nonexpendable property.</p> <p>TEMPORARY - a. DIA Hq., Logistical Services Branch - Cut off each Fiscal Year, destroy when no longer needed for reference purposes.</p> <p>b. USDAO Copy - Retain until after review by the Inspector General and destroy when no longer needed for reference purposes.</p>		
735	<p><u>EQUIPMENT ACCOUNTABILITY AND PROPERTY RECORDS</u> Records generated mechanically or manually consisting of periodic listings, reports, property books and similar documentation.</p> <p>TEMPORARY - a. DIA Hq. - Destroy when no longer needed for reference purposes.</p> <p>b. USDAO Copy - Maintain and dispose in accordance with appropriate Service regulations and directives, except that zero balanced pages of the Property Book will be held for the next IG inspection, at which time they may be destroyed unless an exception is noted by the IG.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
740	<p><u>GRAPHIC MASTER FILES</u> Case files of all graphic material such as charts, maps, posters, and illustrations designed and produced for Agency use <i>or background materials for publications.</i> Also includes related correspondence.</p> <p>Graphics Art Section. Record copy of maps <i>(negatives)</i> Permanent</p> <p><i>Retain in office files area for continuing use. Do not destroy until no longer needed for publication purposes.</i></p> <p>All other materials - Temporary - destroy when superseded of obsolete.</p>		
741	<p><u>REPRODUCTION FILES (INTERNAL)</u> Printing requisitions for the reproduction of publications and other printed materials including requests for services performed through in-house facilities.</p> <p>TEMPORARY - Cut off annually, hold 1 year and destroy.</p>		
742	<p><u>REPRODUCTION FILES (EXTERNAL)</u> Printing requisitions submitted to the Defense Printing Office, Defense Printing Service, and to the Government Printing Office for reproduction of forms, publications and other printed materials when requests exceed the capabilities of in-house reproduction facilities.</p> <p>TEMPORARY - Hold 1 year after completion of job and destroy.</p>		

740 GRAPHIC MASTER FILES

- a. Office of Record - Graphics Art Section
- b. Permanent Material - maps

The charts, posters and illustrations are incorporated in Agency printed publications so the negatives are considered temporary and can be destroyed when the finished product is superseded or obsolete. The maps do not change and are the only permanent material. The requesting form has been taken out as it duplicates categories 741 and 742. The related correspondence is current only as long as the printed publication is.

As a result of resolving the disposition of the above material the following actions are underway. Our Planning and Control Section under our Publishing and Presentation Branch has 89 drums of graphic material at the WNRC with approximately 5 cu ft in each. In 1970 they had approximately 2,225 cu ft and since that time 1,780 cu ft has been destroyed. The approximately 445 cu ft remaining is not considered by the above office as permanent material. At the present time we are tasking the Office of Primary Record to identify which drums can be destroyed. Contact with WNRC in this regard has been made. They do have the capability to recover the silver content in these records but because of the classification they prefer DIA to do the destruction. Arrangements have been made for our Agency to pick up and destroy the drums that will be identified for destruction.

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/>