

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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. TEL. EXT.

(b)(3)

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED 28 JUL 1977	JOB NO.
NCI-373-77-7	
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.	
9-7-77 (Date)	<i>James B. Rhoads</i> 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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

(b)(3)

21 July 1977
Date

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
241	ADMINISTRATIVE PUBLICATIONS. Case filed DIA standard publications (excluding intelligence publications) via such as instructions, regulations, manuals, guidance letters, numbered plans, and information bulletins. Includes copy of printed publications and background material. Record sets of changes and related background material are filed with the basic publications which they change. a. Record Set - Maintained by the Editing and Composition Unit - PERMANENT - Maintain in current files area 1 year after supersession or rescission, retire to WNRC, when 20 years old offer to the National Archives. b. Reference Set - TEMPORARY - Destroy when superseded, obsolete or no longer needed for reference purposes.	Filed numerically	1 cu ft retired each year
495	DEFENSE INTELLIGENCE SPECIAL CAREER AUTOMATED SYSTEM (DISCAS). Selection Certificates. Records relating to the nomination,		Filed alphabetically

*Agency, NMM, NMB, NLW 9 Sep 77
MH*

3 items

justification for selection/non-selection, for promotion/
reassignment for intelligence and intelligence-related
positions on a Department of Defense-wide basis.

3 cu ft
retired each year

TEMPORARY - Retain 1 year in current files area, retire to
WNRC, destroy when records are 5 years old.

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/>