

77D627

**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

[Redacted]

3. MINOR SUBDIVISION

[Redacted]

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

[Redacted]

[Redacted]

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.

21 July 1977

Date

(Signature of Agency Representative)

(Title)

LEAVE BLANK	
DATE RECEIVED <b>1 AUG 1977</b>	JOB NO. <b>NC1 978 77 8</b>
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.	
11-23-77 <i>James E. O'Keefe</i> (Date) <i>Archivist</i> Archivist of the United States	

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
145	ORDERS RECORDS FILE. Orders issued by the DAO. Includes supporting documentation for orders directing medical travel which will be attached to the Record Copy of the order. NOTE: Supporting documentation for other type orders may be retained with the Station Orders Reference Copy maintained under the 146 Category.  TEMPORARY: Cut off fiscally, hold 2 years and forward to Headquarters, DIA (ATTN: AH-X). AH=X will retire these records to WNRC. Destroy when records are 10 years old.	<del>xxxx</del> filed by number 3 cu ft retired each year of 145 and 145/1 mixed together	
145/1	SECURITY ASSISTANCE PROGRAM ORDERS RECORDS FILE. Orders issued by <del>NY</del> the DAO in administration of the Security Assistance Program.  TEMPORARY: Cut off end of Fiscal Year; hold 2 years and forward to DIA (ATTN: AH-X) with regular DAO Orders which	filed by number	

115-106

are cut off by Calendar Year. AH-X will retire these records to WNRC. Destroy when records are 10 years old.

STANDARD FORM 115  
Revised January 1973  
Prescribed by General Services Administration  
GSA FPMR 101-11.4

*Sent to agency, NCW- 11/29/77 to*

*3 items*

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF  
2 Of 2

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
146	<p>STATION ORDERS REFERENCE FILE. Reference copies of all orders issued by DAO's. Includes supporting documentation if any. However, supporting documentation for orders directing medical travel will be filed in ORDERS RECORDS FILE.</p> <p>TEMPORARY: Retain on station and destroy when no longer required for on station reference.</p>		

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/>