

REQUEST FOR RECORDS DISPOSAL AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1 373 77 9
DATE RECEIVED	30 AUG 1977
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
9-21-77 Date	James B. Rhoads Archivist of the United States

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

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 24 AUG 1977	D. SIGNATURE OF AGENCY REPRESENTATIVE (b)(3)	E. TITLE
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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
700	POLICY AND PLANNING Documents and related instructions and correspondence which provide guidance and direction for all aspects of the procurement activity within the Agency. Policies are documented in Agency regulations. TEMPORARY - Destroy when superseded or rescinded.	filed chronologically 4 inches on hand none has ever been retired	
710	CONTRACT FILES Contracts, agreements, and correspondence with other Government sources and civilian contractors which provide administrative, technical, or scientific support, including Shared Administrative Support (SAS), records of implementation, contract development, machine purchases, leases, maintenance, substantive monitorship, bids, proposals, technical guidance, contract amendments, studies, reports and correspondence related thereto,	filed chronologically and numerically 9 cu ft on hand ready to be retired 7 cu ft were retired in FY 76 overall holdings is <del>85XX</del> appx 50 cu ft GRS3-4	

sent to agency & NCW - 9/23/77

6 items

constituting a complete contract file.

a. Record Copy - Transactions of more than \$10,000 and all construction contracts exceeding \$2,000 - TEMPORARY - place in inactive file on final payment, transfer fiscal year block to WNRC after 2 years, destroy 6 years and 3 months after final payment. Transactions of \$10,000 or less and construction contracts under \$2,000 - TEMPORARY - cut off fiscally, hold 1 year and retire to WNRC, destroy ~~when 3 years old.~~ *3 years after final payment. \**

b. Reference/Information Copy - TEMPORARY - destroy when superseded, obsolete, or no longer needed for reference.

\* Transactions greater than \$2,500 dated prior to July 26, 1974 - TEMPORARY - destroy 6 years after final payment. Transactions under \$2,500 dated prior to July 26, 1974 - TEMPORARY - destroy 3 years after final payment

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/>