

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec'd NCO 21 Aug 78

**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)

LEAVE BLANK	
JOB NO	NC 1 378 78 6
DATE RECEIVED	AUG 21 1978
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
12-19-78	<i>James B. Rhoads</i>
Date	Archivist of the United States

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 1 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 16 AUG 1978	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
1	<p align="center"><i>(FN 253)</i></p> <p>NUMERICAL FORMS FILE Case files of DIA, DoD, Standard and other categories of forms used by the Agency, Files contain a copy of each request for approval and revisions or reprints thereof; specifications; one copy of each approved edition of the form; and pertinent correspondence relating to the directive governing form usage.</p> <p>a. Record Set - TEMPORARY - Hold DIA case forms file in current files area 3 years after form is superseded or becomes obsolete and retire to WNRC; Destroy records 8 years after supersession <i>supersession or obsolescence.</i></p> <p>b. Reference Set - TEMPORARY - Destroy upon discontinuance or obsolescence.</p> <p>c. Blank Forms - TEMPORARY - Destroy upon discontinuance or obsolescence.</p>	filed numerically approximately 1/2 cubic foot accumula- tion each year	3 items

*Y 8/29/78
with DIA
approval*

*sent to MILM Agency 1-4-79
mjd*

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/>