

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

AP

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.

LEAVE BLANK	
JOB NO	
NC 1 373 78 8	
DATE RECEIVED	
SEP 12 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
SEP 25 1978	<i>James E. O'Hall</i>
Date	ACTING 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
5 SEP 1978	(b)(3)	

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1 (FN285)	DIRECTOR'S CORRESPONDENCE FILE. Documentation signed by a member of the Command Element; also retained copies of correspondence prepared within the Agency but signed by a Deputy Director in "Acting" Capacity for a member of the Command Element. a. Record Copy - PERMANENT - Cut off annually, hold 3 years, retire to WNRC. When records are 20 years old, offer to the National Archives. NOTE: This disposition standard applies to the files maintained by the DIA Secretariat. b. Reference/Information Copy - TEMPORARY - Cut off annually, hold 1 year, destroy. NOTE: The green/coordination copy (DIA Form 343) with background data should be filed under appropriate series and topic to which it pertains.	1-2	filed chronologically accumulated each year

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/>