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| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | LEAVE BLANK (NARA use only) | |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER <i>NI-374-05-2</i> | DATE RECEIVED <i>12/15/05</i> |
| 1. FROM (Agency or establishment) DEFENSE THREAT REDUCTION AGENCY (DTRA) | | NOTIFICATION TO AGENCY | |
| 2. MAJOR SUBDIVISION MISSION SUPPORT DIVISION | | In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. | |
| 3. MINOR SUBDIVISION INFORMATION SUPPORT BRANCH | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Gary Lewis, DTRA Records Manager | 5. TELEPHONE (703) 767-4722 | DATE <i>12/15/05</i> | ARCHIVIST OF THE UNITED STATES <i>[Signature]</i> |

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

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| DATE 1/3/2005 | SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature: Solly Black]</i> | TITLE DTRA RECORDS OFFICER |
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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|---|-----------------------------------|----------------------------------|
| ① | <p><u>DTRA Series 403.05 - Agency News Publications</u> Description: Official periodic newsletter publications of interest to Agency employees. <i>media neutral. At time of transfer, NARA and DTRA will agree on media & format in 5 year blocks when newest record is 5 years old in accordance with 36 CFR 1228.270 per G. Lewis e-mail 7/14/2005</i></p> <p>Disposition: Permanent. Cutoff annually. Transfer to NARA when 10 years old</p> <p><u>DTRA Series 403.06 Electronic Mail and Word Processing System Copies (403.05)</u> Description: Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. Applies only to Series 403.05. Disposition: Temporary. Destroy/delete within 180 days after the recordkeeping copy has been produced.</p> | GRS 20 Items 13+14 | |
| ② | <p><u>DTRA Series 404.01 - Protocol</u> Description: Official staff visits from VIPs and foreign government and international dignitaries; includes agenda, itineraries, protocol lists, seating charts, and related documentation including briefing/presentations and conferences/committees. <i>media neutral.</i></p> <p>Disposition: Temporary. Destroy when 5 years old or when no longer needed, whichever is later. <i>per G. Lewis e-mail 7/14/2005</i></p> <p><u>DTRA Series 404.03 Electronic Mail and Word Processing System Copies (404.01)</u> Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. Applies only to Series 404.01. Temporary. Destroy/delete within 180 days after the recordkeeping copy has been produced.</p> | GRS 20 Items 13+14 | |