

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-374-05-3	DATE RECEIVED 4-7-2005
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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		DATE	ARCHIVIST OF THE UNITED STATES
4. NAME OF PERSON WITH WHOM TO CONFER Gary Lewis, DTRA Records Manager	5. TELEPHONE (703) 767-4722	2/10/06	Allen W. ...

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.

DATE 3/31/2005	SIGNATURE OF AGENCY REPRESENTATIVE <i>Collyer Black</i>	TITLE DTRA RECORDS OFFICER
-------------------	--	-------------------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><u>DTRA Series 2010.01 - Electronic Catalog System (STILAS)</u> Description: Agency electronic catalog system entitled "Scientific and Technical Information Library Automation System (STILAS) " catalogs DTRA scientific and technical information to include technical documentation, video and photographs on nuclear weapon effects testing and weapons testing, for retrieval by researchers. Outputs include records listings, research reports and bibliographic data. Information is provided by DTRIAC. Disposition: Permanent. Cutoff annually, ^{bi-} Convert selected records to CD-ROM when 75 years old (earlier conversion authorized). Transfer to the National Archives when 100 years old, upon the Agency Director's determination that retention is no longer required.</p> <p><u>DTRA Series 2010.01a Electronic Mail and Word Processing System Copies (2010.01)</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 2010.01. Disposition: Temporary. Destroy/delete within 180 days after the recordkeeping copy has been produced.</p> <p><i>cc Agency DTRME DWCS</i></p>		<p><i>with related documentation copy to NARA beginning in 2010. Legal transfer to take place when bi-annual transfer is 25 years old after declassification review.</i></p> <p><i>per Gary Lewis 7/14/2005</i></p>