

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: <b>GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO.	NI-374-88-1
1. FROM (Agency or establishment) <b>Defense Nuclear Agency</b>		DATE RECEIVED	10/15/87
2. MAJOR SUBDIVISION <b>Command Services Directorate</b>		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION <b>Support Services Division (Asst Dir / Log &amp; Engr)</b>		In accordance with the provisions of 44 U.S.C 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
4. NAME OF PERSON WITH WHOM TO CONFER <b>Pauline E. Korpanty</b>	5. TELEPHONE EXT. <b>325-1162</b>	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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE 13 Oct 87	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Pauline E. Korpanty</i>	D. TITLE DNA Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p>CHRONOLOGICAL READING FILES (DIRECTOR, DNA). Copies of documents signed by the Director, DNA.</p> <p>PERMANENT. CUT OFF ANNUALLY. RETIRE TO WNRC 3 YEARS AFTER CUTOFF. TRANSFER TO NATIONAL ARCHIVES IN 5-YEAR BLOCKS WHEN 20-25 YEARS OLD. (Congratulatory correspondence and other non-substantive documents may be destroyed prior to retirement.)</p> <p><i>agency copy sent 10/16/87</i></p>	NC1-374-81-7 (added-208.30)	