

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

*NI-374-89-6*

TO: **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED

*3/2/89*

1. FROM (Agency or establishment)

*Defense Nuclear Agency*

2. MAJOR SUBDIVISION

*Command Services Directorate / Asst for Log & Engr*

3. MINOR SUBDIVISION

*Support Services Division*

4. NAME OF PERSON WITH WHOM TO CONFER

*Pauline E. Korpanty*

5. TELEPHONE EXT.

*325-1162*

DATE

*6/15/89*

ARCHIVIST OF THE UNITED STATES

*cep*  
*Claudia J. Miller*

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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 4 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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
28 Feb 89	<i>Pauline E. Korpanty</i>	DNA Records Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1	<u>301</u> Programing and Budgeting Files  Pages 2-4 of the subject schedule and 1 copy of the DNA Form 553 (Records Management Inventory) for 301.01 and 301.03 are attached.		

*Copies sent to agency, NCF, NMT, NNA 6/19/89*

**301**      **PROGRAMING AND BUDGETING FILES.** (RETAIN -- PENDING APPROVAL OF  
DISPOSITION STANDARDS BY NATIONAL ARCHIVES AND RECORDS ADMINISTRATION)

1. These documents are created in the development of time-phased schedules for obtaining facilities and material required to meet objectives established by Headquarters, DNA plans. They further relate to formulation and execution of accompanying budgets.
2. The documents concern the continuous review/analysis of progress in the formulation and execution of approved programs and budgets. Review/analysis is concerned with the qualitative and quantitative evaluation of accomplishment of previously established mission goals and include recommended or suggested changes/revisions.
3. These files accumulate in the Program and Budget Division of the Headquarters, DNA Comptroller. In addition, they accumulate in program and budget elements of AFRI and FCDNA.
4. Files accumulated by other organizational elements (within HQ/AFRI/FCDNA) in developing and executing programs and budgets for their functional areas are NOT described in this section. Although such files relate to programing and budgeting, functionally they relate to the primary missions of the accumulating offices.
5. Directorate submissions to the overall DNA budget are maintained under 201.01d, to be destroyed 2 years after cutoff.

**301.01**    **PROGRAM AND BUDGET GUIDANCE FILES.** Documents relating to the development, review, approval, and issue of program and budget guidance by all echelons of DNA. Included are program objectives; summary budgets; and directives from OSD Comptroller requiring Headquarters, DNA preparation, revision and/or updating of program and budget documents; AFRI/FCDNA program and budget guidance (may be issued in the form of markups to operating budgets); coordinating actions; operating schedules; and related papers.

Proposed Disposition

- a. Office of DNA Comptroller responsible for preparation, approval, and issue:

**PERMANENT. CUT OFF AT THE END OF THE CURRENT FY, HOLD 2 YEARS;  
RETIRE TO WARC; OFFER TO THE NATIONAL ARCHIVES IN 5-YEAR BLOCKS 20  
YEARS AFTER CUTOFF (i.e. 1983-1987 BLOCK IN 2007).**

- b. AFRI/FCDNA:

- (1) Guidance issued:

**DESTROY 6 YEARS AFTER CUTOFF (i.e. FY 1987 IN OCTOBER 1993).**

(2) Guidance received:

**DESTROY ON INCORPORATION IN THE AFRRI/FCDNA 5-YEAR PROGRAM OR  
ON SUPERSESION OR RECESSION.**

~~**301.02 DNA BUDGET ESTIMATE FILES.** Documents created in Headquarters, DNA preparation, review, and consolidation of budget estimates and in their submission to OSD for incorporation in the DOD budget. Included are budget estimates prepared by DNA staff elements for their functional areas of responsibility, minutes of budget committee meetings, consolidated DNA budget estimates, approvals, Defense markups (subject/issues) upon which the President's budget is based, briefings, and presentations on the budget estimates for review offices in DOD and OMB; and related papers. (GRS 5, #2)~~

Proposed Disposition

~~DESTROY 1 YEAR AFTER THE CLOSE OF THE FISCAL YEAR COVERED BY THE BUDGET (i.e. FY 1988 DESTROY IN OCTOBER 1989).~~

**301.03 CONGRESSIONAL BUDGET JUSTIFICATION FILES.** Documents accumulated by Headquarters, DNA elements and to a lesser extent by AFRRI/FCDNA in defending DNA budget estimates before Congress and Congressional Committees. Included are copies of revised initial budget submissions and related documents.

NOTE: Similar documents accumulated in nonprogramming and nonbudgeting channels (i.e., offices responsible for staff supervision of the program being justified to Congress) should be filed in the appropriate functional files for that program.

Proposed Disposition

a. Office within DNA Comptroller responsible for presenting justification or testimony:

**PERMANENT. CUT OFF AT THE END OF CURRENT FY, HOLD 2 YEARS, RETIRE TO WNRC, OFFER TO NATIONAL ARCHIVES IN 5-YEAR BLOCKS 20 YEARS AFTER CUTOFF (i.e. 1983-1987 BLOCK IN 2007).**

b. AFRRI/FCDNA:

**DESTROY WHEN 2 YEARS OLD (i.e. FY 1987 IN OCTOBER 1989) OR ON DISCONTINUANCE.**

**301.04 ANNUAL FUNDING PROGRAM FILES.** Documents used to authorize Headquarters, DNA/AFRRI/FCDNA to incur obligations necessary to permit operation while Congress and OMB complete appropriations and apportionment of funds for the new fiscal year. Included are annual funding programs and documents directly related to them. ~~(GRS 5, #3)~~

Proposed Disposition

CUT OFF AT THE END OF EACH FY, DESTROY 3 YEARS AFTER THE CLOSE OF THE FY INVOLVED (i.e. FY 1987 IN OCTOBER 1990).

~~301.05 PROGRAM AND BUDGET INPUT FILES. Documents relating to the furnishing of data for DNA program and budget guidance, formulation, and execution. These files accumulate in Headquarters, DNA/AFRRI/FCDNA. (GRS 5, #2)~~

Proposed Disposition

DESTROY 1 YEAR AFTER THE CLOSE OF THE FISCAL YEAR INVOLVED.

~~301.06 OPERATING AGENCY FIVE YEAR PROGRAMING FILES. Documents relating to preparation, review, issue, and change of operating agency five year programs. These programs reflect in detail the planned application of resources (programed by DNA for availability) toward accomplishment of the assigned mission, goals, and workloads of Headquarters or field agencies. DNA program guidance amplified, extended, published by operating agencies constitutes the five year program. (GRS 5, #1)~~

Proposed Disposition

DESTROY WHEN 2 YEARS OLD.

~~301.07 OPERATING BUDGET FILES. Documents relating to the execution of current FY budgets and programs. Included are backup papers for current and projected programs and budgets. (GRS 5, #3)~~

Proposed Disposition

DESTROY 3 YEARS AFTER THE END OF THE FISCAL YEAR INVOLVED.

~~301.08 SPECIAL REFERENCE FILES. (R&D Branch, Program and Budget Division, Comptroller, Headquarters, DNA) (GRS 5, #1)~~

~~a. POLICY AND GUIDANCE. Documents accumulated by Headquarters, DNA relating to DOD policy and DNA implementation thereof. Documents consist of SECDEF Policy Guidance and Directives and DNA's comments and recommendations and related documents.~~

~~b. PLANNING AND PROGRAMING. Documents accumulated in the implementation, planning, programing, and justifying of programs and fiscal levels to higher echelons and Congress.~~

~~c. PROGRAM EXECUTION. Documents accumulated in the processing of contracts, MIPRs, IACROs, for initiation purposes, as well as those documents received pertaining to the status of resources.~~

Proposed Disposition

CUT OFF AT END OF EACH FY. DESTROY 2 YEARS AFTER CUTOFF (i.e. FY 1987 IN OCTOBER 1989).