

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO	<i>NI-374-89-11</i>
1 FROM <i>(Agency or establishment)</i> Defense Nuclear Agency		DATE RECEIVED	<i>3/22/89</i>
2 MAJOR SUBDIVISION Command Services Directorate		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Support Services Division (Asst Dir/Log & Engr)		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	5 TELEPHONE EXT	DATE	ARCHIVIST OF THE UNITED STATES
Pauline E. Korpanty	325-1162	<i>3/15/89</i>	<i>at 1</i> <i>Claudia J. Miller</i>
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 3 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
17 Oct 88	<i>Pauline E. Korpanty</i>	DNA Records Management Officer

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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
<i>3 items</i>	1403 <u>PROCUREMENT PROGRAMS</u> Attached are 2 revised proposed pages (2-3) for DNAI 5015.4B, Defense Nuclear Agency Functional Filing System.		

1403

PROCUREMENT PROGRAMS. Individual files supporting major AM contracting programs in support of Agency and OSD goals.

1403.01

SMALL AND DISADVANTAGED BUSINESS UTILIZATION PROGRAM. General policy and procedural guidance related to the Small and Disadvantaged Business Program. *GRS 3 # 17*

- a. Information for Small Businesses (General). Information available to DNA and DOD programs to assist small businesses in their efforts to enter the DOD contracting market.
- b. Small Business Qualification Files. Information and background related to individual small businesses as to their ability to meet DNA procurements in the future.
- c. Small Business Innovation Research Program. Policy, procedures, and memoranda related to the Small Business Innovation Research Program (SBIR).
- d. 8(a) Program. Policy, procedures, and memoranda related to the 8(a) Program.
- e. SADBU Goal-Setting and Reporting. Memoranda, analyses, and coordination backup related to DNA negotiation of its annual goals plus reporting related thereto.
- f. Small Disadvantaged Business Program (SDB). Policy, procedures, and memoranda related to the Small Disadvantaged Business Program (SDB).

Proposed Disposition *DESTROY when 3 years old.*
~~CUT OFF ANNUALLY. RETIRE TO WNRC 3 YEARS AFTER CUTOFF IF VOLUME WARRANTS (MORE THAN 1 CUBIC FOOT), DESTROY 10 YEARS AFTER CUTOFF.~~

1403.02

COMPETITION IN CONTRACTING. General policy and procedural guidance related to the competition program.

- a. Competition Policy. Materials supporting the development and implementation of OSD and DNA competition policy.
- b. Competition Advocate Files (Includes Goal-Setting and Reports). Files maintained in support of the Competition Advocate, including all materials related to the establishment and negotiation of DNA goals and reports related to DNA competition achievement. This file will also contain all information available related to achievement of other DOD and civilian agencies.

Proposed Disposition
CUT OFF ANNUALLY. RETIRE TO WNRC 3 YEARS AFTER CUTOFF IF VOLUME WARRANTS (MORE THAN 1 CUBIC FOOT); DESTROY 10 YEARS AFTER CUTOFF.

1403.03

HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU PROGRAM). General policy and procedural guidance related to the Historically Black Colleges and Universities (HBCU) Program.

Proposed Disposition

CUT OFF ANNUALLY. RETIRE TO WNRC 3 YEARS AFTER CUTOFF IF VOLUME WARRANTS (MORE THAN 1 CUBIC FOOT); DESTROY 10 YEARS AFTER CUTOFF.