

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-374-89-20

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

DATE RECEIVED

4/3/89

1. FROM (Agency or establishment)

Defense Nuclear Agency

2. MAJOR SUBDIVISION

Directorate for Command Services, 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

ARCHIVIST OF THE UNITED STATES

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 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

28 Mar 89

C. SIGNATURE OF AGENCY REPRESENTATIVE

Pauline E. Korpanty

D. TITLE

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 GRS OR SUPERSEDED JOB CITATION	10.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>
1	<p>1404 DEFENSE AND CRITICAL MATERIALS REQUIREMENT, MANUFACTURING, AND MATERIAL ENGINEERING FILES (See attached revised subject schedule, and inventory data for items 208.16e(2)(a) and 208.16d.)</p> <p><i>Withdrawn by Agency 10/16/96</i></p>	<p>resubmission of previously submitted schedule</p>	

1404

DEFENSE AND CRITICAL MATERIALS REQUIREMENT, MANUFACTURING, AND MATERIAL ENGINEERING FILES. These files relate to the system (formerly called the Controlled Materials Plan) affecting construction, R&D and the production of hard goods by identifying, measuring, and governing the distribution of controlled materials necessary in filling defense orders. They are created in establishing current and mobilization requirements for strategic and critical materials. Also, they relate to the manufacture of major and secondary end items necessary for DNA mission projects and to the programs designed to obtain adequate, reasonable and economical preservation and packaging of materiel. Accumulation of such files is primarily in the Nuclear Materiel Division, Logistics Directorate, DNA Field Command. (RETAIN -- PENDING APPROVAL OF DISPOSITION STANDARDS BY NATIONAL ARCHIVES AND RECORDS ADMINISTRATION)

1404.01 CONTROLLED MATERIALS ALLOCATION AND REPORTING FILES. Documents reflecting the distribution of controlled materials from DOD to CSLE and further allocations within DNA to subordinate elements. Included are documents indicating materiel requirements, allocation decisions, tentative allocations, requests for allocation concurrence, allocations, allotments, return of controlled materials, allocating unused balances, and similar data.

Proposed Disposition

DESTROY WHEN 5 YEARS OLD (FY 1989 IN OCTOBER 1994).

1404.02 PRIORITY RATING CASE FILES. Documents used in establishing the priority use of controlled materials by contractors and producers. Included are requests for filing applications for priority ratings, applications for priority ratings for delivery of production and construction materials and equipment with supporting documents and recommendations, rating certificates and disapprovals of rating, requests for special priorities and assistance with related denials or approvals, and similar documents.

Proposed Disposition

DESTROY WHEN 3 YEARS OLD (FY 1989 IN OCTOBER 1993).

1404.03 MATERIAL STOCKPILE REFERENCE DATA FILES. Documents, maintained as a source of, distribution of, quantities of, and comparable data on strategic and critical materials in, or to be included in, the national stockpile. Included are data sheets, changes thereto, and related papers.

Proposed Disposition

DESTROY ON SUPERSESSION OR OBSOLESCENCE.

1404.04 **MANUFACTURING QUALITY CONTROL FILES.** Documents maintained for detection, prevention, and control of manufacturing defects. Included are in-process inspection sheets, rework records, reports reflecting frequency distribution of manufacturing defects, and related papers.

Proposed Disposition

DESTROY 2 YEARS AFTER COMPLETION OF FINAL PRODUCT ORDER FOR THE RELATED COMPONENT (FY 1989 COMPLETION DOCUMENTATION TO BE DESTROYED IN OCTOBER 1991).

1404.05 **TOOL DRAWING FILES.** Vellums, original drawings, and tracings used in manufacture of individual components, with related records, or comparable documents maintained as a record of tool design and to facilitate reference to the drawings.

Proposed Disposition

DESTROY WHEN DRAWINGS BECOME SUPERSEDED OR OBSOLETE.

1404.06 **PRESERVATION AND PACKAGING FILES.** Documents relating to the preservation and packaging of materiel.

Proposed Disposition

DESTROY ON SUPERSESION OR OBSOLESCENCE, OR ON INCORPORATION OF DATA IN METHODS AND PROCEDURES, DIRECTIVES OR A SIMILAR SYSTEM.

1404.07 **MATERIEL QUALITY CONTROL FILES.** Documents used for the control of quality of DNA materiel which include data for the detection, prevention, and control of defects in materiel. Included are inspection sheets, reports, rework data, charts, graphs, statistical data, and similar documents.

Proposed Disposition

DESTROY WHEN SUPERSEDED, OBSOLETE, WHEN DATA IS INCLUDED IN PUBLISHED STANDARDS OR GUIDELINES, OR ON COMPLETIONS OF PROCUREMENT OR PRODUCTION OF PERTINENT ITEM, WHICHEVER IS FIRST.