


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>N1-374-89-23</i>
1. FROM (Agency or establishment) Defense Nuclear Agency		DATE RECEIVED	<i>5/12/89</i>
2. MAJOR SUBDIVISION Directorate for Command Services, Asst for Log & Engr		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Support Services Division		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Pauline E. Korpany	5. TELEPHONE EXT. 325-1162	DATE <i>8/30/89</i>	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 2 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 26 Apr 89	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Pauline E. Korpany</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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	607 DNA TRAINING FILES. (See attached page 2.)	New submission	

607 DNA TRAINING FILES. Maintained by units at all levels of command in DNA which are engaged in conduct of formal, mission-related training classes for DNA personnel. (GRS 1, #29)

NOTE: All records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

~~607.01 PERSONNEL TRAINING. Correspondence, memoranda, reports and other records relating to the availability of training (quotas) and participation in training programs sponsored by other government agencies or nongovernment institutions. (GRS 1, #29b)~~

~~DESTROY WHEN 5 YEARS OLD OR WHEN SUPERSEDED OR OBSOLETE, WHICHEVER IS SOONER.~~

~~607.02 GENERAL FILE OF AGENCY-SPONSORED TRAINING (GRS 1, #29a)~~

~~a. Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training courses, and conferences.~~

~~DESTROY WHEN 5 YEARS OLD OR 5 YEARS AFTER COMPLETION OF A SPECIFIC TRAINING PROGRAM.~~

~~b. Background and workpapers:~~

~~DESTROY WHEN 3 YEARS OLD.~~

607.03 TRAINING AIDS

a. One copy of each manual, syllabus, textbook, and other training aids developed by the agency:

Proposed Disposition

DESTROY 5 YEARS AFTER SUPERSESSION OR OBSOLESCENCE.

b. Training aids from other agencies or private institutions.

Proposed Disposition

DESTROY WHEN OBSOLETE OR SUPERSEDED.

607.04 COURSE ANNOUNCEMENT FILES. Reference file of pamphlets, notices, catalogs and other records which provide information on courses or programs offered by government or nongovernment organizations.

DESTROY WHEN SUPERSEDED OR OBSOLETE.