REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

FROM (Agency or establishment)
Defense Nuclear Agency

MAJOR SUBDIVISION
Directorate for Command Services, Asst for Log & Engr

MINOR SUBDIVISION
Support Services Division

NAME OF PERSON WITH WHOM TO CONFER
Pauline E. Korpanty

DATE RECEIVED
5/12/89

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disposal request, including amendments, is approved except for items that may be marked “disposition not approved” or “withdrawn” in column 10.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

NAME OF PERSON WITH WHOM TO CONFER
Pauline E. Korpanty

DATE
5/12/89

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

D. TITLE
DNA Records Management Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM
DNA TRAINING FILES.
(See attached page 2.)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)
New submission

STANDARD FORM 115 (REV. 8-83)
Prescribed by GSA
FPMR (41 CFR) 101-11.4
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DESTROY WHEN 5 YEARS OLD OR WHEN SUPERSEDED OR OBSOLETE, WHICHEVER IS SOONER.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.

607-1