REQUEST FOR RECORDS DISPOSITION AUTHORITY

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

1. FROM (Agency or establishment)
Defense Nuclear Agency
Directorate for Command Services, Asst for Log & Engr

2. MAJOR SUBDIVISION
Support Services Division

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Pauline E. Korpanty

5. TELEPHONE Ext.
325-1162

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
17 Apr 89

C. SIGNATURE OF AGENCY REPRESENTATIVE
Pauline E. Korpanty

D. TITLE
DNA Records Management Officer

<table>
<thead>
<tr>
<th>7. ITEM NO.</th>
<th>8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>9. GRS OR SUPERSEDED ITEM</th>
<th>10. ACTION TAKEN (NARS USE ONLY)</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>NONAPPROPRIATED FUND ACCOUNTING FILES. (See attached page 2 of revised schedule.)</td>
<td>New submission</td>
<td></td>
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</tbody>
</table>

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JOB NO. N1-374-89-24

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

ARCHIVIST OF THE UNITED STATES

STANDARD FORM 115 (REV. 8-83)
Prescribed by GSA
FPMR (41 CFR) 101-11.4
NONAPPROPRIATED FUND ACCOUNTING FILES. These files accumulate from certain revenue producing and welfare activities designed to contribute to the pleasure, comfort, contentment, and mental and physical improvement of military personnel of the Defense Nuclear Agency. These files accumulate in the Office of the Unit Fund Custodian, Headquarters, DNA. (NEW)

NONAPPROPRIATED FUND ACCOUNT FILES. Documents on the receipt, disbursement, and administration of nonappropriated funds such as Welfare, Unit, and similar funds. Included are:

b. Cash receipts.
c. Check books.
d. Cancelled checks.
e. Deposit slips.
f. Bank statements.
g. Vouchers.
h. Invoices.
i. Financial statements and reports.
j. Authorization control records.
k. Other documents constituting an integral part of the accounting system for such funds.

Proposed Disposition
DESTROY WHEN 3 YEARS OLD (i.e. FY 1987 IN OCTOBER 1990) OR AFTER DOD IG AUDIT/INSPECTION, WHICHEVER IS LATER.