


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.	NI-374-89-24
1. FROM (Agency or establishment) Defense Nuclear Agency		DATE RECEIVED	5/12/89
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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	5. TELEPHONE EXT.	DATE	ARCHIVIST OF THE UNITED STATES
Pauline E. Korpanty	325-1162	5/11/89	
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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
17 Apr 89	<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 GRS OR SUPERSEDED JOB CITATION	10.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>
1	308 <u>NONAPPROPRIATED FUND ACCOUNTING FILES.</u> (See attached page 2 of revised schedule.)	New submission	

308 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)

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

- a. Council books.
- 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.