		U				
REQUEST FOR RECORDS DISPOSITION AUTI	LEAVE BLANK					
(See Instructions on reverse)			NI-3.74-89-24			
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408			DATE RECEIVED CLIDICG			
1. FROM (Agency or establishment)			NOTIFICATION TO AGENCY			
Defense Nuclear Agency			In accordance with the provisions of 44 U.S.C. 3303a			
2. MAJOR SUBDIVISION			quest, including amendments, is approved			
Directorate for Command Services, Asst for Log & Engr			except for items that may be marked "disposition not			
3. MINOR SUBDIVISION			'withdrawn" in column 10. If no records or disposal, the signature of the Archivist is			
Support Services Division			not required.			
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE EXT.	DATE	ARCHIVIST OF THE UNITED STATES			
	325-1162	189	<u> </u>			
6 CERTIFICATE OF AGENCY REPRESENTATIVE		l				

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 $\frac{2}{2}$ 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 XX is unnecessary.

1

B. DATE 17 Apr 89	C. SIG	aution E. Spanny D. TITLE	ords Management	Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)	
	308	NONAPPROPRIATED FUND ACCOUNTING FILES. (See attached page 2 of revised schedule.)	New subm	ission	
115-108	opi	er pent to Coglaceer NSN 7540-00-634-4064	Presc	NDARD FORM ribed by GSA R (41 CFR) 101	

- 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)
- <u>308.01</u> <u>NONAPPROPRIATED FUND ACCOUNT FILES</u>. 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, WHICHEFER IS LATER.