

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-374-89-18

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

DATE RECEIVED

6/15/89

1. FROM (Agency or establishment)

Defense Nuclear Agency

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

Directorate for Command Services, Asst for Log & Engr

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

3. MINOR SUBDIVISION

Support Services Division

4. NAME OF PERSON WITH WHOM TO CONFER

Pauline E. Korpanty

5. TELEPHONE EXT.

325-1162

DATE

9/18/89

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

2 Jun 89

C. SIGNATURE OF AGENCY REPRESENTATIVE

Pauline E. Korpanty

D. TITLE

DNA Records 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 GRS OR SUPERSEDED JOB CITATION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)

1

404

CONGRESSIONAL LIAISON FILES.
(See attached page 1.)

(NC1-374-81-19; added item 404.03; slight word revisions to other items)

404 CONGRESSIONAL LIAISON FILES. The files described in this section relate to the Congressional Liaison Activities of the Defense Nuclear Agency. Included are files accumulated by the Special Activities Division, Plans, Programs, and Requirements Directorate, Headquarters, DNA in responding to Congressional inquiries (on behalf of constituents or otherwise). Also included are files accumulated as a result of communications with and requests from Congressional committees such as preparation for hearings, staff discussions and meetings, and related correspondence and documentation. Also included are files accumulated of official Congressional documentation such as Committee Reports, Congressional Records, and Calendars. (NCl-374-81-19, 404)

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.

~~404.01~~ CONGRESSIONAL INQUIRY FILES. Documents accumulated as a result of Congressional inquiries on all matters related to the Defense Nuclear Agency. Included are letters/documents from Congress persons and their staffs requesting information for themselves or their constituents, and documentation reflecting disposition of those requests. (NCl-374-81-19, 404.02)

~~DESTROY IN CFA WHEN 5 YEARS OLD OR WHEN NO LONGER NEEDED, WHICHEVER IS LATER.~~

~~404.02~~ CONGRESSIONAL VISIT FILES. Documents accumulated as a result of a visit to the Defense Nuclear Agency or any of its facilities by a member of Congress or a Congressional staff member. Included are documents relating to the initial request or invitation, subjects, schedules, results, reports, etc. (NCl-374-81-19, 404.04)

~~CUT OFF AT END OF FY. HOLD IN CFA 5 YEARS OR UNTIL NO LONGER NEEDED, WHICHEVER IS LATER.~~

404.03 CONGRESSIONAL HEARING FILES. Documents accumulated as a result of the Defense Nuclear Agency's appearance before any Congressional Committee for any reason. Included are files relating to schedules, meetings, and instructional materials; official statements; transcripts; and staffing and coordination documentation. (Not to be confused with files accumulated in section 301.03, Congressional Budget Justification Files.)

Proposed Disposition

CUT OFF AT END OF FY. HOLD IN CFA 5 YEARS OR UNTIL NO LONGER NEEDED, WHICHEVER IS LATER.