

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

374

Rec. 814178

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

1. FROM (AGENCY OR ESTABLISHMENT)
 Defense Nuclear Agency

2. MAJOR SUBDIVISION
 Personnel and Administration Directorate

3. MINOR SUBDIVISION
 Administrative Services Division

4. NAME OF PERSON WITH WHOM TO CONFER
 PAULINE E. MAGOON

5. TEL. EXT.
 325-7058

LEAVE BLANK	
JOB NO	NC 1 374 78 1
DATE RECEIVED	AUG 4 1978
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	Aug. 28, 1978 <i>James B. [Signature]</i> 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 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
28 Jul 78	<i>Pauline E. Magoon</i>	Records Administrator

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	(AGENCYWIDE RECORDS)		
200	<u>COMMON MISSION FILES</u> encompass administrative files related specifically to the office mission rather than general administrative matters described in the 101., 102., and 103. series.		
201.01	<u>ADMINISTRATIVE FILES</u> . Documents relating to the overall routine administration of office mission activities, but exclusive of specific mission files. These files include, but are not limited to --		
	a. Routine comments/coordination on regulations, directives, or other publications prepared by another office with primary responsibility. If comments result in additional action affecting the mission of the office, documents should be filed with the appropriate mission files.		
	DESTROY WHEN APPLICABLE INSTRUCTION IS RESCINDED OR IS SUPERSEDED. EARLIER DISPOSAL IS AUTHORIZED.		

11 items

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
(201.01	<p>continued)</p> <p>b. Messages used for expeditious interim changes to instructions. DESTROY WHEN APPLICABLE INSTRUCTION IS RESCINDED OR IS SUPERSEDED. EARLIER DISPOSAL IS AUTHORIZED.</p> <p>c. Evaluation of suggestions that do not result in issuing an instruction or establishing a project. WHEN DESTROY AFRTER 2 YEARS OLD.</p> <p>d. Program and budget documents, cost reduction reports, and comparable management reports prepared to submit data to offices responsible for these management functions. WHEN DESTROY AFRTER 2 YEARS OLD.</p> <p>e. Documents relating generally to the application of ADPS and PCM operations within the office functional area. WHEN DESTROY AFRTER 2 YEARS OLD.</p>		
201.02	<p><u>AGREEMENT FILES.</u> Documents relating to agreements between elements of DNA, between DNA and other Military Services or Federal agencies, or between DNA and other non-federal organizations or agencies; but not with foreign countries. These agreements are negotiated to provide for continued understanding between recognized organizations and DNA for the purpose of providing or obtaining various types of support services. The services include logistic, medical, administrative, fire protection, facilities, payroll, and similar support on a one-time or continuing basis; and on a reimbursable or nonreimbursable basis. Included are agreements, agreement checklists, amendments, review comments, and related correspondence.</p> <p>(a) Office requesting support and office providing support: (1) AGREEMENTS INVOLVING TRANSFER OF PERSONNEL SPACES AND MATERIEL WILL BE DESTROYED 6 YEARS AFTER SUPERSESSION, CANCELLATION, OR TERMINATION OF AGREEMENT.</p>		

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(201.02 continued)	<p>(2) AGREEMENTS NOT INVOLVED IN TRANSFER OF PERSONNEL SPACES AND MATERIEL WILL BE DESTROYED 3 YEARS AFTER SUPERSESSION, CANCELLATION, OR TERMINATION OF THE AGREEMENT.</p> <p>(b) Reviewing offices: DESTROY 1 YEAR AFTER SUPERSESSION, CANCELLATION, OR TERMINATION OF THE AGREEMENT. EARLIER DESTRUCTION IS AUTHORIZED.</p>		
201.03	<p><u>BRIEFINGS/PRESENTATIONS FILES.</u> Documents used by DNA personnel for participation in symposiums/presentations at outside agencies and non-Federal institutions. Included is documentation on the general agency mission and specific projects in which DNA takes part, in the form of specially prepared handouts, transparencies or vu-graphs, and similar documents.</p> <p>DESTROY ON SUPERSESSION OR OBSOLESCENCE.</p>		
201.04	<p><u>COMMITTEE FILES.</u> Documents related to establishing committees which act on mission responsibilities. The committee may be at a higher level at which DNA participates or within any element of DNA. The documentation may include committee charters, operating procedures for the committee, staffing for the committee, and reports by the committee.</p> <p>Office of committee chairman or secretariat, whichever is designated office of record: PERMANENT. OFFER TO NATIONAL ARCHIVES 10 YEARS AFTER COMMITTEE HAS BEEN ABOLISHED.</p> <p>Office of members of international committees: RETAIN IN CURRENT FILES AREA. DO NOT RETIRE.</p> <p>Office of committees in which a foreign government is office of record: RETAIN IN CURRENT FILES AREA. DO NOT RETIRE.</p> <p>Office of other committee members: DESTROY WHEN SUPERSEDED, OBSOLETE, OR NO LONGER NEEDED FOR REFERENCE.</p>		

To be submitted at a later date.

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
201.05	<p><u>REFERENCE PAPER FILES.</u> Documents used to <u>facilitate</u> the performance of the office mission as distinguished from those official records necessary to <u>document</u> performance of the mission.</p> <p>a. Cards, listings, indices, and similar documents used to facilitate or control work. DESTROY WHEN NO LONGER NEEDED</p> <p>b. Copies of mission-related and similar reproduced materials that do not fall within the description for reference publications. DESTROY WHEN SUPERSEDED, OBSOLETE, OR NO LONGER NEEDED FOR REFERENCE.</p>		