

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <b>NCI-374-80-2</b>	
DATE RECEIVED <b>2 OCT 1980</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<b>4-07-82</b> Date	<b>WITHDRAWN</b> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)

**Defense Nuclear Agency**

2. MAJOR SUBDIVISION

**Personnel/Administration Directorate**

3. MINOR SUBDIVISION

**Administrative Services Division**

4. NAME OF PERSON WITH WHOM TO CONFER

**Pauline E. Korpanty**

5. TEL. EXT.

**325-7058**

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 3 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 <b>SEP 24 1980</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Pauline E. Korpanty</i>	E. TITLE <b>Records Administrator</b>
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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
<del>203 204 208 &amp; 1406</del>	<del><b>MOBILIZATION, OPERATIONAL, AND EMERGENCY PLANNING FILES.</b> These files relate to the preparation of plans that provide a basis for strategic and capabilities plans which accumulate primarily in the Surety Operations Directorate of Headquarters, DNA. Field Command, DNA (Logistics and Plans Directorates) may also accumulate such files to a limited extent.</del>		
<del>203:01 (203-03)</del>	<del><b>AGENCY AND COMMAND PLANNING FILES.</b> Documents created by Headquarters DNA and to a lesser extent by field elements which relate to the preparation, review, and approval of plans which support, complement, or provide input for DNA plans, but not operational plans or plans specifically described elsewhere in this Instruction. Included are coordinating actions, approvals, copies of the approved plans, and related papers.</del>		
<del>203.02 (208-01 &amp; 208-02)</del>	<del><b>OPERATIONAL PLANNING AND PROCEDURES FILES.</b> Documents relating to the preparation, coordination, and approval of operational defense and comparable plans and procedures which are applicable to or involve the resources and mission of the overall agency. They do not relate to plans</del>		

Destroy on supersession or obsolescence or 2 years after discontinuance.

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	<p>described elsewhere in this Instruction or to plans confined to specific functional areas which are not a segment of, or an annex to, the overall plan. Included are recommendations/disapprovals, copies of the approved plans, and related papers.</p> <p>Office responsible for preparation of:</p> <p>a. plan. PERMANENT. Cut off on supersession or obsolescence. *Retire to WNRC 10 years after cutoff and offer to National Archives 30 years after cutoff. (*If an FCDNA element, forward to FCDNA RHA 3 years after cutoff and to the WNRC 10 years after cutoff.)</p> <p>b. procedures. Destroy when 2 years old or on supersession or obsolescence.</p>		
<p>203.03 (208-03)</p>	<p><u>OPERATIONS SECURITY FILES.</u> Documents relating to the establishment of and changes to such matters as operating procedures; production methods; RDT&amp;E activities training, and other military activities in both war and peace for the purpose of protecting or concealing information from hostile intelligence collection efforts. Included are studies, coordinating actions, copies of SOPs, and comparable documents or related papers.</p> <p>Destroy when 2 years old or on discontinuance, whichever is first.</p>		
<p>203.04 (1406-04)</p>	<p><u>INDUSTRIAL MOBILIZATION REPORTING FILES.</u> Reports and directly related documents reflecting progress and status of industrial mobilization and production and procurement planning.</p> <p>Destroy when 2 years old.</p>		
<p>203.05 (204-01 &amp; 204-02)</p>	<p><u>EMERGENCY PLANNING AND REPORTING FILES.</u> Documents relating to emergency planning, including planning for continuity of operations and other emergencies requiring preconceived plans. Included are plans, instructions, changes to plans, coordinating actions, initial, daily, interim, and final emergency operations reports, and related documents.</p>		

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(203,05 (continued) )	<p>a. Record copies of plans, changes, final reports, and directly related correspondence: PERMANENT. Cut off when superseded by a new plan, or 2 years after preparation of final report. Do not retire. Offer to National Archives 25 years after cutoff or on discontinuance.</p> <p>b. Remaining files: Destroy on supersession, obsolescence, or when no longer needed for current operations.</p>		