

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCL-374-80-7	
DATE RECEIVED 2 OCT 1980	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
3-30-81 Date	<i>Pauline E. Korpany</i> 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. Korpany

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 9 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 SEP 24 1980	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Pauline E. Korpany</i>	E. TITLE Records Administrator
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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
208 (220, 219, 218, & 227)	<p>PAPERWORK MANAGEMENT FILES. These files result from the planning, publishing, and implementation of procedures for managing the creation, maintenance, use, and disposition of DNA records; operation of the DNA reports control system which is designed to control reports, creation of additional reporting requirements, and the elimination of unnecessary reports; procedures to design and control the use, numbering, and distribution of forms; and preparation, review, and issue of publications and maintenance of record*and reference sets of publications. These files accumulate primarily in the offices of the Records Administrator, Forms Management Officer, and Reports Management Officer, Headquarters, DNA; the Administrative Division and Field Printing Plant, FCDNA; and the Records Management Officer, AFRRRI.</p> <p>NOTE: Record copies of all publications with related background papers should be filed in the appropriate instruction files. (Record copy is defined as that copy of a publication maintained by the preparing office for record purposes as distinguished from copies of the same publication distributed and maintained for reference purposes.)</p> <p><i>changes made with DNA approval</i></p>		

32 items

*MA 2/22/81
Closed out: 4-9-81: K.T.D.
Copy to Agency, NCL, NNB & NNM*

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208.01 (220-01 & 220-02)	<p><u>RECORDS MANAGEMENT SURVEY FILES.</u> Documents relating to preparation for, and conduct of, surveys to provide advice and assistance on, or to evaluate the effectiveness of, records management operations. Included are notifications of and reports on, surveys, reports, or corrective action taken, organizational charts, statements of function, copies of directives, list of personnel responsible for records management, volume of records data, copies of training materials, authorized deviations, drafts, and related documents.</p> <p>Records Administrator, DNA and FCDNA, and Records Management Officer, AFRRRI: Cut off annually, destroy when 6 years old.</p>		GRS 16, Item 11
208.02 (220-03)	<p><u>ACCESS TO INFORMATION FILES.</u> Documents relating to DNA procedures and restrictions on the release of classified and unclassified information from files, release of copies, and the granting of access to records for official or unofficial research. Included are case files with requests, approvals/disapprovals, and related papers.</p> <p>Office responsible for controlling access to DNA records in the custody of the WNRC and the National Archives: Cut off on expiration of authorization. Destroy 6 years after cutoff.</p>		Exception to GRS 18, Item 7
208.03 (220-05)	<p><u>NONSAFEGUARDED INFORMATION RELEASE FILES.</u> Documents relating to specific instances of furnishing or denying copies of, access to, or information from records which do not contain safeguarded or privileged information. Included are requests for records or approving or denying access.</p> <p>(NOTE: These files normally accumulate in offices or activities having custodianship of extensive files relating to numerous functional areas, such as records holding areas and certain centralized file areas.)</p> <p>Destroy when 2 years old, or on discontinuation.</p>		GRS 18, Item 7

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208.04 (220-07)	<p><u>RECORDS DISPOSITION STANDARDS AND DISPOSAL FILES.</u> Documents relating to recommendations for disposition standards for DNA records. Included are appraisals, authorizations by Congress or the Archivist of the United States for immediate disposal of closed out records or Archival approval for disposition standards for current records; or disapprovals.</p> <p>DNA Records Administrator:</p> <p><i>Destroy when related records are destroyed or when no longer needed for administrative or reference purposes.</i></p> <p>a. APPROVALS: PERMANENT. Retire to WNRC 10 years after supersession of standards. Offer to National Archives when 30 years old or on discontinuance.</p> <p>b. DISAPPROVALS: Destroy when 5 years old, or on discontinuance.</p>		GRS 16, Item 3a
208.05 (220-09)	<p><u>RECORDS LOCATOR AND DISPOSITION FILES.</u> Documents reflecting files that have been retired. Included are records shipment lists (SF 135s), classified document listings, and related documents.</p> <p>Offices of DNA Records Administrator, FCDNA Records Administrator, and AFRI Records Management Officer:</p> <p><i>Same as FN 208.04</i></p> <p>Destroy after all records listed on SF 135s have been destroyed, except those reflecting permanent records. On discontinuance, permanently maintained shipment lists will be forwarded to the next higher headquarters. Destroy 25 years after discontinuance.</p>		GRS 16, Item 3a
208.06 (220-10)	<p><u>CHARGE-OUT SUSPENSE FILES.</u> Documents maintained in records holding areas reflecting charge-out and dates files on loan are to be returned. Included are suspense slips or authorized charge-out forms.</p> <p>Destroy when last entry has been made.</p>		
208.07 (220-13)	<p><u>RECORDS HOLDING REPORTING FILES.</u> Documents (SF 136s) used in preparation of the records holding report.</p>		

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(208.07)	(continued) a. Retained copy of report. Destroy in CFA when ³ / 8 years old. b. Source documents. Destroy in CFA when 2 years old. (NOTE: Copies of submissions from individual offices should be maintained under 101.12.)		GRS 16, Item 6a
208.08 (220-15)	<u>RECORDS DISPOSITION STANDARD EXCEPTION FILES.</u> Documents reflecting exception to records disposition standards authorized by responsible records management officials. Included are requests, approvals/disapprovals, and related documents maintained by the offices of DNA Records Administrator, FCDNA Records Administrator, and AFRRRI Records Management Officer: a. Approvals. Destroy on expiration of ^{Same as FN 208-04} exception. b. Disapprovals. Destroy 1 year after disapproval action. (NOTE: Offices that have been granted exceptions will file the exceptions in the Records Management Folder.)		GRS 16, Item 3a
208.09 (219-01 & 219-02)	<u>REPORTS CONTROL CASE AND REGISTER FILES.</u> Documents used to control assignment of reports control symbols, approval of one-time reporting requirements, and related documents. Destroy 2 years after the report is discontinued.		GRS 16, Item 8
208.10 (218-01)	<u>FORMS MANAGEMENT REPORTING FILES.</u> Documents relating to reports on progress in forms management, including worksheets and related correspondence. DNA Forms Management Officer: Destroy when 5 years old. FCDNA and AFRRRI Forms Management Officers: Destroy when 2 years old. or on discontinuance.		Exception to GRS 16, Item 11

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208.11 (218-02)	<p><u>NUMERICAL FILES (INTERNAL)</u>. Documents accumulating in offices having authority to approve forms and resulting from consideration, approval/disapproval, control of use, and updating or rescission of specific forms. Included are requests for approval, instructions governing use of the form, and a copy of each edition of the form.</p>		
	<p>DNA, FCENNA, and AFRRI Forms Management Officers:</p> <p>Destroy 3 years after cancellation of form.</p>		<p>Exception to GRS 16, Item 4a</p>
208.12 (218-03)	<p><u>NUMERICAL FILES (EXTERNAL)</u>. Documents relating to forms used within the jurisdictional area of the forms management office but approved by other agencies or offices. Included are copies of forms, instructions for use, and coordination papers.</p> <p>Destroy 1 year after discontinuance of form.</p>		
208.13 (218-04)	<p><u>FUNCTIONAL FILES</u>. A collection of forms, arranged by functional classification, used to assist in taking forms management actions, such as determining whether new forms should be developed and approved and whether existing forms should be consolidated or replaced by other forms. Included are copies of each form used within the area served by the forms management office.</p> <p>Destroy when discontinued, superseded, or obsolete.</p>		
208.14 (218-05)	<p><u>FORM NUMBER REGISTER FILES</u>. Documents used to record and control the assignment of form numbers, consisting of an entry in the register for each assigned form number.</p> <p>Destroy on discontinuance or obsolescence of all forms entered on the page or when a revised page has been prepared.</p>		
208.15 (218-06 & 218-07)	<p><u>FORMS MANAGEMENT SURVEY FILES</u>. Documents used in preparing for and conducting forms management surveys to provide assistance and evaluate the effectiveness of forms management programs. Included are notification of visits, organizational charts, statements of functions, applicable forms management directives, forms control and usage data, survey schedules, reports of corrective action taken, and related documents.</p>		

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(208.15	<p>(continued)</p> <p>a. DNA Forms Management Officer: Destroy 5 years after next comparable survey or on discontinuance.</p> <p>b. FCDNA and AFRRI Forms Management Officers: Destroy when 2 years old.</p>		Exception to GRS 16, Item 11
208.16 (227-01)	<p><u>PUBLICATION RECORD SET FILES.</u> These will consist of one copy of each Instruction or change issued at the levels of command specified below. Publications within this set will be filed numerically. Documents described in a and b below will not be charged out or posted. Responsible officials will insure that each record set is complete and that it is retired to the appropriate records center. The Headquarters Administrative Services Division will maintain record sets of publications authenticated by the Headquarters Director of Personnel and Administration. Publications to be included in publication record sets are limited to those described in a and b below.</p> <p>a. Instructions published in HQ with DNA-wide applicability and in AFRRI with Institute-wide applicability: PERMANENT. Cut off on supersession or obsolescence. Retire to WNRC 2 years after cutoff. Offer to National Archives 20 years after cutoff or on discontinuance. <i>in 5 year blocks when 20-25 years old.</i></p> <p>b. FCDNA Instructions and FCDNA Supplements to DNA Instructions: PERMANENT. Cut off on supersession or obsolescence. Transfer to FCDNA RHA 2 years after cutoff and to the WNRC 5 years after cutoff; offer to National Archives 20 years after cutoff or on discontinuance <i>in 5 year blocks when 20-25 years old.</i></p>		
208.17 (227-02)	<p><u>PERSONNEL-TYPE ORDER FILES.</u> Publications issued to disseminate information and instructions affecting the status of military personnel. (NOTE: Disposition instruction covering orders affecting military members of Joint Service agencies are governed by individual Service regulations.)</p> <p>(Army personnel only:) Cut off annually. Retain in CFA 5 years and destroy.</p>		

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208.18 (227-03)	<p><u>PUBLICATION REFERENCE SET FILES.</u> Offices responsible for issuing publications will maintain one set for reference purposes. This set will include a copy of those publications included in the "Record Set" and a copy of other publications for which a "Record Set" is not required (weekly bulletins, invitational travel orders, etc.). Each folder (or binder) will be distinctly marked "Reference Set" and will be currently posted.</p> <p style="text-align: right;">Destroy when superseded, obsolete, or no longer needed for reference.</p>		
208.19 (227-04)	<p><u>CENTRALIZED BACKGROUND INSTRUCTION FILES.</u> Documents relating to the preparation, review, and issue of DNA or commandwide instructions. Included are recommendations, coordinating actions, concurrences, and similar documents that provide a basis for issuance or that contribute to the content of the publication.</p> <p>a. HQ DNA: <i>Destroy when 10 years old.</i> PERMANENT. Cut off on rescission or obsolescence. Retire to WNRC 2 years after cutoff in same shipment as applicable instructions. Offer to National Archives 20 years after cutoff or on discontinuance.</p> <p>b. FCDNA: <i>same as above.</i> PERMANENT. Cut off on supersession or obsolescence. Transfer to FCDNA RHA 2 years after cutoff and to the WNRC 5 years after cutoff, offer to National Archives 20 years after cutoff or on discontinuance.</p>		
208.20 (227-07)	<p><u>ILLUSTRATION AND DRAWING FILES.</u> Blueprints, drawings, specifications, and artwork used in preparing illustrations for publications, forms art work, including photographic negatives of forms.</p> <p style="text-align: right;">Destroy on printing of the publication, except that artwork which has continuing usefulness will be retained until no longer needed.</p>		

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208.21 (227-09)	<p><u>COPYRIGHT AUTHORIZATION FILES.</u> Documents authorizing the use of copyright material, such as letters and agreements from publishers, authors, or copyright owners. (NOTE: When the related instruction file is scheduled for permanent retention, these documents may be filed with and classified as instruction files.)</p> <p style="text-align: center;">Destroy when 56 years old. Retain in CFA or RHA.</p>		
208.22 (227-10)	<p><u>DIRECTIVES DEVELOPMENT AND EDITING FILES.</u> Documents relating to the improvement and development of DNA directives through editing, changing, and rewriting of first drafts. Included are requests for writer-editor service; copies of first and final draft manuscripts; notes and memorandums for record pertaining to conferences with the author, coordination, and research; copies of related correspondence; and a printed copy of the basic directive and each change thereto. (NOTE: Documents maintained by proponent offices will be filed with related records documenting the preparation of the directive.)</p> <p>Office responsible for editing, development, and improvement: Destroy on revision or obsolescence of the related directive.</p>		
208.23 (227-12)	<p><u>PRINTING PLANT JOB JACKET FILES.</u> Production and cost records and related processing data.</p> <p style="text-align: center;">Destroy when ³7 years old or on inspection, whichever is first.</p>	GRS 13, Item 3b	
208.24 (227-14)	<p><u>PRINTING AND BINDING REQUISITION FILES.</u> Requisitions, work orders, and samples of each unclassified printing job produced by letterpress offset and photo direct processes in excess of 100 copies.</p> <p><i>Destroy 1 year after completion of job.</i></p> <p>NOTE: A backfile of 6 months from the current month will be maintained.</p>	GRS 13, Item 3a	
208.25 (227-15)	<p><u>PERMANENT ORDER BACKGROUND FILES.</u> Documents relating to the preparation, review, and issue of permanent orders. Included are documents reflecting coordinating actions, recommendations, or concurrences and similar documents that provide a basis for issue or contribute to the content.</p> <p style="text-align: center;"><i>Destroy when 10 years old.</i></p>		

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(208.25 continued)	<p>PERMANENT. Cut off on resolution or obsolescence. Retire to WNRC 2 years after cutoff in same shipment as applicable orders. Offer to National Archives 20 years after cutoff or on discontinuance.</p>		
208.26 (227-16)	<p><u>PERMANENT ORDER RECORD SET FILES.</u> "Record Set" of permanent orders issued by HQ DNA for all DNA elements. Each folder or binder will be distinctly marked "Record Set" and documents will not be charged out or posted.</p> <p>PERMANENT. Cut off at end of calendar year. Retire to the WNRC 2 years after cutoff and offer to the National Archives 20 years after cutoff. <i>in 5 year blocks when 20-25 years old.</i></p>		