

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

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JOB NO. **NCI-374-81-8**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

*10-21-80*  
Date *[Signature]*  
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 2 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 *Pauline E. Korpanty*

E. TITLE **Records Administrator**

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<b>209 (226)</b>	<b>PUBLICATIONS MANAGEMENT FILES.</b> These files relate to the application of management practices and supervisory controls to the initiation and preparation of publications; to printing, reproduction, binding operations, plants, and equipment; to contract printing; and similar matters. They are accumulated by the FCDNA Field Printing Plant.		
<b>209.01 (226-06)</b>	<b>PRINTING PLANT ESTABLISHMENT FILES.</b> Documents relating to the establishment, relocation, or disestablishment of field printing plants and duplicating facilities. Included are requests for establishment with justification data, inventories of equipment on hand, congressional and higher level authorizations, and related papers, but not requests and justifications for items of printing equipment.  Destroy after 2 years or on discontinuance, whichever is earlier.		<b>Deviation GRS 13/Item 2</b>
<b>209.02 (226-07)</b>	<b>PRINTING EQUIPMENT CONTROL FILES.</b> Documents related to granting authority to issue, purchase, rent, exchange, transfer, or dispose of printing, binding, and related auxiliary equipment. Included are requests for and approval of and justification for printing and reproduction equipment, Congressional and higher level approvals, authorizations for excess equipment to be turned into supply channels for disposal, and related papers.		

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
2 of 2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
(209.02 cont.)			
	<p>Destroy 3 years after disposal of equipment or disapproval, of acquisition request.</p>		
209.03 (226-08)	<p><u>PRINTING REPORTING FILES.</u> Reports reflecting information on printing/duplication operations and equipment required by higher authority and/or the Joint Congressional Committee on Printing. Included are contract printing reports, expenditure statements, printing/duplicating registers, comparable reports and related papers.</p> <p>Office requiring report: Destroy when 5 years old.</p> <p>Other offices: Destroy after 2 years or on discontinuance, <i>whichever is earlier.</i></p>		
209.04 (226-09)	<p><u>PRINTING PLANT INSPECTION FILES.</u> Documents relating to inspections of field printing plants and other reproduction facilities appropriate command authorities for purposes of recommending or directing actions to increase efficiency and reduce cost of operations. Included are inspection reports and papers directly related to them.</p> <p>Inspecting and inspected offices: Destroy 1 year after completion of the next comparable visit, <i>or</i> <del>when 2 years old if comparable visit is not made.</del></p> <p>Other offices: Destroy when 2 years old or on discontinuance, <i>whichever is earlier.</i></p>		