

REQUEST FOR RECORDS DISPOSAL AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

**NCI-374-81-15**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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

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 1 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
SEP 24 1980	<i>Pauline E. Kerpanty</i>	Records Administrator

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
305 (317)	ACCOUNTING OFFICE FILES. These files relate to disbursement, collection, and accounting activities and accumulate mainly in the Finance and Accounts Division, Armed Forces Radiobiology Research Institute.		
305.01 (317-18)	ACCOUNTING CLASSIFICATION AUDIT FILES. Documents used in verifying the correctness of accounting classifications cited on collection, disbursement, and adjustment documents. Included are master numerical lists of valid accounting classifications and related papers.  Destroy all lapsed accounting classifications at the end of each fiscal year.		1 item

*Closed Out: 10-24-80: K.T.D.  
Copy sent to Agency*