REQUEST FOR RECORD DisPOSITION AUTHORITY
(See Instructions on reverse)

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

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>401</td>
<td>GENERAL LEGAL FILES. These files relate to legal opinions and legal assistance matters, and financial interest statements and accumulate in the office of the DNA General Counsel.)</td>
<td>Destroy upon annual renewal.</td>
</tr>
<tr>
<td>401.01</td>
<td>LEGAL OPINION PRECEDENT FILES. Documents reflecting legal opinions concerned with interpretations of statutes, laws, regulations, investigations, and similar legal matters, but exclusive of documents relating to a specific claim, investigation, or case. The excluded documents will be disposed of with the claim, investigation, or case file to which they pertain. Permanent: Offer NARS in 5 year blocks when 20-25 years old.</td>
<td>Destroy upon obsolescence or discontinuance.</td>
</tr>
<tr>
<td>401.02</td>
<td>EMPLOYMENT AND FINANCIAL INTEREST STATEMENT FILES. Documents reflecting government employment, private employment, and financial interest of civilian employees and military personnel required to file such statements under Federal statutes. Included are statements of employment and financial interests, supplementary statements, reports of change review comments, and related papers.</td>
<td>Exception to GRS 1, Item 25 Withdrawn</td>
</tr>
</tbody>
</table>

115-107

STANDARD FORM 113
Prescribed by General Services Administration
FPMR (61 CFR) 101-11.4
<table>
<thead>
<tr>
<th>ITEM NO</th>
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<th>SAMPLE OR JOB NO</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>401.03</td>
<td>LEGAL ASSISTANCE CASE FILES. Documents pertaining to personal legal matters of military personnel or their dependents. Included are correspondence, memorandums, and opinions of legal assistance officers. Destroy 1 year after completion of the case, except that selected opinions and memorandums withdrawn for use as precedents may be held until no longer required for reference.</td>
<td>JOE N0</td>
<td>100</td>
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(402-06)