

REQUEST FOR RECORDS DISPOSAL AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	<b>NCI-374-81-17</b>
DATE RECEIVED	<b>8 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>12-24-80</i> Date	<i>[Signature]</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. 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 <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
402 (403 & 410)	<p><b>CLAIM (INVESTIGATING AND PROCESSING) AND LITIGATION FILES (ACCUMULATED PRIMARILY BY THE DNA GENERAL COUNSEL):</b></p> <p>1. The files relate to the investigation of accidents or incidents which may result in claims in favor of or against the Government, and the subsequent processing and settlement of claims.</p> <p>2. A "master file" should be prepared when a number of claims may result from a single incident or disaster. The master file will contain the complete report of investigation, all exhibits and a listing of all co-claimants and possible claimants. Co-claimant files need only refer to the "master claim file" and include only those documents pertaining to the particular co-claimant not contained in the "master claim file".</p> <p>3. These files also relate to actual or potential litigation in which the United States has an interest before civil courts, administrative tribunals, and regulatory bodies; to the release of information from DNA records for use in private litigation, and litigation in which the United States has an interest; and to the appearance of military personnel and civilian employees of the Defense Nuclear Agency as witnesses in private litigation and litigation in which the United States has an interest.</p>		

*4 items*

*changes made with DNA approval 8/14/80  
Closed Out 1-5-81 K.T.  
Copies sent to NMH NINBT Agency*

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
402.01 (403-04)	<p><u>CLAIM INVESTIGATION REPORTING FILES.</u> Documents reflecting the results of investigation of accidents and incidents which could but do not result in the filing of a claim. Included are investigation reports, marine casualty reports, statements of witnesses, and related papers.</p> <p>a. Reports relating to possible claims against the Government: Destroy when 10 years old. Cut off on expiration of the pertinent statutory period for filing a claim.</p> <p>b. Reports relating to possible claims in favor of the Government on which no claim exists. Destroy when 10 years old.</p>		
402.02 (403-07)	<p><u>NONCOMBAT ACTIVITY CLAIM FILES.</u> Case files relating to claims against the Government for death and personal injury, or for damage, loss, or destruction of personal and real property caused by military personnel and civilian employees of the US Government involved in noncombat activities.</p> <p>Destroy 10 years after final action on the case.</p>		
402.03 (410-01)	<p><u>LITIGATION CASE FILES.</u> Documents relating to actual or potential legal proceedings in which DNA, including its instrumentalities, has an interest. Included are advisory reports; investigative reports; litigation reports; copies of processes and pleadings; communications with DNA agencies; communications with the Department of Justice and United States Attorneys, and with other organizations, activities, and individuals both within and without the Federal Government; and related papers.</p> <p><u>NOTE:</u> Documents relating to litigation matters involving patents, copyrights, trademarks, and proprietary data, and real property acquisitions, are properly considered a part of and will be filed in those files.</p> <p><i>Permanent. Offer NARS in 5 year blocks 20-25 years after cases are closed.</i></p> <p><del>Destroy 15 years after completion of litigation, except that cases mentioned in the annual report of the US Attorney General; or heard by the Supreme Court as dealing with precedence, key issues, policy, or significant developments in DNA will be retained permanently and cut off on the completion of litigation.</del></p>		