

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NCI-374-81-19	
DATE RECEIVED 8 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
12-24-80 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 SEP 24 1980	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Pauline E. Korpanty</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
404 (411)	LEGISLATIVE AND CONGRESSIONAL LIAISON FILES. The files described in this section relate to the initiation, processing, and coordination of legislation, Executive orders, and proclamations either sponsored and supported by, or otherwise of interest to the Defense Nuclear Agency; the preparation and coordination of replies to congressional inquiries; liaison with and assistance provided congressional committees investigating DNA activities; and similar matters of a legislative or congressional nature.		
404.01 (411-01)	LEGISLATION FILES. Documents relating to the preparation and processing of legislation. Executive orders, proclamations, and reports on legislation proposed by or of interest to DNA, but exclusive of appropriation bills. Included are communications containing drafts of legislation proposed by or the responsibility of the Secretary of Defense, the Army, the Navy, or the Air Force; reports to the Office of Management and Budget on legislation proposed by agencies outside the Department of Defense; and related papers. (Files accumulated by operating offices of the DNA staff and subordinate commands will be filed in the appropriate functional files.)		

Withdrawn

Destroy upon enactment of Public Law applicable to DNA programs.

5 items

changes made with DNA approved
Closed Out: 1-5-81: K. [Signature]
Copy sent to Agency & NNA & NAB

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<p>404.02 (411-03)</p>	<p>CONGRESSIONAL CORRESPONDENCE FILES. Documents relating to congressional inquiries on all matters within the scope and activity of DNA. Included is correspondence between congressmen and DNA on mission-related matters. (Files accumulated in operating elements of all echelons will be filed in the appropriate functional files.)</p> <p>a. Office responsible for overall coordination of DNA congressional liaison activities: <i>in CFA</i> Destroy when 5 years old <i>or when no longer needed, whichever is later.</i></p> <p>b. Offices designated to coordinate on congressional activities: Destroy when 2 years old.</p>		
<p>404.03 (411-04)</p>	<p>CONGRESSIONAL INVESTIGATION FILES. Documents reflecting liaison between DNA and congressional committees. Included are papers relating to the selection of witnesses to appear before and the presentation of evidence to such committees, information on the activities of congressional committees investigating the activities of the agency, and analyses of committee reports.</p> <p><i>PERMANENT. Cut off at the close of the investigation, maintain in CFA 5 years, retire to the WNRC; offer to National Archives 20 years after close of investigation.</i></p>		<p><i>Withdrawing</i></p>
<p>404.04 (411-05)</p>	<p>CONGRESSIONAL VISIT REPORTING FILES. Documents reporting visits by members or staff members of congressional committees (except appropriation committees) to any element of DNA. Included are initial and daily reports reflecting the name of the visiting congressional committee or survey group, subject of the visit, and similar information; and papers related directly to the reports.</p> <p>Cut off at end of FY. Hold in CFA 5 years and destroy unless necessary for documentation of a revived project.</p>		