

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NCL-374-81-20

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

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

10-21-80 *Pauline E. Korpanty*
Date Archivist of the United States

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 3 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
405 (412 & 413)	INFORMATION SERVICES AND COMMAND INFORMATION FILES. These files accumulate from the program designed to keep the public informed of DNA activities, thereby acquiring public understanding, support, confidence, and respect for DNA. Specifically they relate to the release of information to the public, action taken in conjunction with civic groups to improve DNA community relations, participation in local, national, and international events, industrial cooperations, and similar actions which are taken to maintain and improve public relations. In addition, these files relate to the program designed to keep the soldier informed of the military and civilian events, conditions, policies, and actions which may affect him as an individual. They are accumulated by the Public Affairs Office at Headquarters, DNA, which is responsible for staff supervision of the DNA-wide program.		
405.01 (412-05)	NEWS MEDIA AND RELEASE FILES. Documents relating to the preparation, coordination, clearance, and release of information to the public through newspapers, periodicals, radio, television, motion pictures, public appearances, and other media of dissemination. Included are printed or processed press release; speeches; radio, television, and motion picture scripts; and coordinating documents accumulated in obtaining clearances for the releases.		GRS14/Item 1 7 items

Hand ink changes made with DNA concurrence

*On 10/6/80
Closed Out: 10-24-80: K.C.S. Copy sent to Agency*

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
(405.01)	continued)		
	Office responsible for DNA-wide staff responsibility: Destroy when 6 years old, except those releases which cover policy still in effect will be retained as long as the policy is in effect.		
<u>405.02</u> (412-08)	<u>CONTRACTOR INFORMATION RELEASE FILES.</u> Documents relating to procedures governing the release of information by manufacturers, colleges, universities, advertising agencies, and similar commercial entities relative to DNA contracts or activities accomplished by contract. They further relate to the clearing of informational materials depicting DNA themes which are voluntarily submitted for clearance by commercial organizations. Included are proposed articles, technical papers and presentations, brochures, motion picture and television films, photographs and transparencies, and similar materials proposed for publication or release; coordinating actions thereon, and similar papers. Cut off at the end of each CY, Destroy when 6 years old.		
<u>405.03</u> (412-09)	<u>DNA-AUTHORED INFORMATION CLEARANCE FILES.</u> Documents relating to the review and clearance for publication of magazine and book manuscripts on military subjects (fact or fiction) which are authored by DNA military and civilian personnel. Included are copies of the manuscripts, coordinating actions on the manuscripts, and related papers. Cut off at the end of each CY, Destroy when 6 years old.		
<u>405.04</u> (412-10)	<u>PUBLIC INQUIRY FILES.</u> Documents relating to release of } nonsafeguarded or nonprivileged information in response to requests or inquiries from the public. Cut off at the end of each CY, destroy when 2 years old.		Exception to GCS 14/Item 3
<u>405.05</u> (412-11)	<u>DNA COMMUNITY RELATIONS FILES.</u> Documents relating to the maintenance and improvement of relations between DNA and the civilian community. Included are papers relating to the work of community relations and civilian advisory committees, meetings with representatives of other military activities located in the community, open house programs, joint social activities, and other cooperative endeavors of DNA and the community. Cut off at end of each CY, destroy when 5 years old.		

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405.06 (412-14)	<p><u>BIOGRAPHY FILES.</u> Biographies, photographs, newspaper clippings and related documents pertaining to leading military and civilian personalities. Arrange alphabetically.</p> <p>Destroy 2 years after retirement, transfer, separation, or death of the individual concerned, or on discontinuance, <i>whichever is earlier.</i></p>		
405.07 (413-01)	<p><u>COMMAND INFORMATION GENERAL FILES.</u> Documents relating to the general administration of the command information programs, such as documents relating to reviews of command newspapers, observation and analysis of troop opinion, preparation of informational materials, and documents concerned with informing troops of news events, policies, and official actions, but exclusive of specific files described elsewhere.</p> <p>Cut off at end of each CY; destroy in CFA 6 years after cutoff.</p>		1412?