REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

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
Pauline E. Korpanty

E. TITLE
Records Administrator

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>SAMPLE OR JOB NO</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>601</td>
<td>AWARDS AND RECOGNITION FILES. These files relate to awards and other forms of recognition given to civilian employees and military personnel. The files accumulate mainly in the Administrative Services Division, HQ DNA, and Personnel Division, Field Command, DNA.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>601.01</td>
<td>UNIT AWARD CASE FILES. Documents reflecting the recommendation and review of awards to units. Included in each case are approved/disapproved requests, certificates, and related documents. Offices which process awards for approval/disapproval by Services (HQDNA &amp; FCDNA): Destroy when 1 year old, or on discontinuance, whichever is earlier.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>601.02</td>
<td>AWARD CEREMONY FILES. Documents relating to ceremonies arranged for the presentation of awards, including requests for photographic support, citations, and related documents. Destroy when 2 years old, or on discontinuance, whichever is earlier.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6 items

Tentative changes made with DNA concurrence
Closed Out: 10-24-80

90/ 10/ 80 Copy to Agency

STANDARD FORM 115
(Revised April, 1975)
Prescribed by: General Services Administration
<table>
<thead>
<tr>
<th>ITEM NO</th>
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</tr>
</thead>
<tbody>
<tr>
<td>601.03</td>
<td>SPECIAL ACHIEVEMENT AWARD FILES. Documents reflecting the recommendation, review, and approval/disapproval of awards to individuals who have attended service schools, and to individuals and groups for achievements such as participation in operational exercises. Included are requests, certificates, citations, and related documents.</td>
</tr>
<tr>
<td></td>
<td>Office exercising awarding authority for participation in operational exercise:</td>
</tr>
<tr>
<td></td>
<td>Cut off at end of CY. Destroy in CFA when 5 years old.</td>
</tr>
<tr>
<td>601.04</td>
<td>INCENTIVE AWARD CASE AND COMMITTEE FILES. Documents related to submitting, evaluating, and approving or disapproving each incentive awards case. Included are approved and rejected suggestions and award nominations and minutes of committee meetings.</td>
</tr>
<tr>
<td>601.05</td>
<td>MILITARY AWARDS POLICY FILES. Documentation, including letters, messages, and other instructional media which announce or distribute agency/command level decisions on the issuance of awards within their purview.</td>
</tr>
<tr>
<td></td>
<td>Destroy 2 years after final action or on discontinuance, whichever is earlier.</td>
</tr>
</tbody>
</table>
|         | Destroy upon supersession, obsolescence, or discontinuance of Agency, whichever is earlier.