

REQUEST FOR RECORDS POSITION AUTHORITY
(See Instructions on reverse)

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JOB NO

NCL-374-81-25

DATE RECEIVED **20 OCT 1980**

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303, the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

10-21-80 *Pauline E. Korpany*
Date 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. Korpany

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
SEP 24 1980	<i>Pauline E. Korpany</i>	Records Administrator
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO. / 10. ACTION TAKEN
601 (604 & 605)	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.	
601.01 (604-03)	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 & FCDNA):	Destroy when 1 year old, or on discontinuance, <i>whichever is earlier.</i>
601.02 (604-04)	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, <i>whichever is earlier.</i> <i>6 items</i>

*Pen & ink changes made with DNA concurrence
Closed Out: 10-24-80: K.T.D. 10/6/80 Copy to Agency*

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
<p><u>601.03</u> (604-07)</p>	<p><u>SPECIAL ACHIEVEMENT AWARD FILES.</u> 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.</p> <p>Office exercising awarding authority for participation in operational exercise: Cut off at end of CY. Destroy in CFA when 5 years old.</p> <p>Offices coordinating processing of awards for attendance at Service schools: Destroy when 2 years old or on discontinuance, <i>whichever is earlier.</i></p>		
<p><u>601.04</u> (605-03 & 605-06)</p>	<p><u>INCENTIVE AWARD CASE AND COMMITTEE FILES.</u> 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.</p> <p style="text-align: right;">Destroy ² years after final action or on discontinuance, <i>whichever is earlier.</i></p>	GRS 1/Item 129(1)	
<p><u>601.05</u></p>	<p><u>MILITARY AWARDS POLICY FILES.</u> Documentation, including letters, messages, and other instructional media which announce or distribute agency/command level decisions on the issuance of awards within their purview.</p> <p style="text-align: right;">Destroy upon supersession, obsolescence, or discontinuance of Agency, <i>whichever is earlier.</i></p>		