

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	
NCI-374-81-27	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
10-21-80 <i>Date</i>	<i>Pauline E. Korpanty</i> <i>Archivist of the United States</i>

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. TELEPHONE 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	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
SEP 24 1980	<i>Pauline E. Korpanty</i>	Records Administrator		
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)			
603 (718)	MILITARY AWARDS FILES. These files relate to issuing awards to military personnel and are maintained in the Administrative Services Division, HQ DNA; Personnel Division, Field Command; and the Administrative Office, Armed Forces Radiobiology Research Institute.			
603.01 (718-01)	APPROVED MILITARY AWARD CASE FILES. Documents relating to the recommendation, review, and approval of military awards for individuals. Included are approved requests and related documents. Destroy when 1 year old. NOTE: Essential documents which are the basis for issuing orders will be filed in the appropriate background instruction files.			
603.02 (718-02)	DECORATION AND AWARD ISSUANCE FILES. Documents related to providing information concerning awards given to individuals. Included are announcements, lists, cards, and similar documents. Destroy when 2 years old or on discontinuance, whichever is earlier.			

4 items

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
2 of 2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
603.03 (718-03)	<p><u>DECORATION AND AWARD STATISTICAL FILES.</u> Documents relating to statistical information on the number of awards issued. Included are cards and tabulations, reports compiled from the cards, and similar documents.</p> <p style="text-align: center;">Cut off annually. Destroy when 10 years old in CFA unless volume (more than 1 cubic foot) warrants retirement to WNRC.</p>		
603.04 (718-04)	<p><u>DISAPPROVED MILITARY AWARD CASE FILES.</u> Documents relating to the review and disapproval of military awards for individuals. Included are disapproved requests and related documents.</p> <p style="text-align: center;">Cut off annually. Destroy when 6 years old in CFA, unless volume (more than 1 cubic foot) warrants retirement to WNRC.</p>		