

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NCI-374-81-37	
DATE RECEIVED	
2 OCT 1980	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3373 and 3374, the following records, including all attachments, are approved for retention until the date specified below. Disposal of records after this date is prohibited.	
Date	Authority of the Disposal

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

5 TEL EXT

Pauline E. Korpanty

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. Korpanty</i>	Records Administrator

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1201 (1205)	<u>PERSONNEL MOVEMENT AND TRAVEL FILES.</u> These files relate to the control, administration, and operations involved in the movement of military and civilian personnel and are accumulated almost exclusively in the HQ DNA Administrative Services Division and the AFRI Administrative Services Division.		
1201.01 (1205-14 & 1205-22)	<u>TRAVEL REQUEST FILES.</u> Documents pertaining to requests for personnel to be placed on temporary duty, approval of issuance of travel orders, travel orders, copies of issued and cancelled government travel requests (GTAs), with copies of the appropriate issued or cancelled tickets, MAC transportation authorizations, periodic ticket reports, and other pertinent documents. Destroy when 3 years old.	GRS 9	Item 30
1201.02 (1205-24)	<u>TRANSPORTATION REQUEST REPORTING FILES.</u> Reports made to higher headquarters and related documents which reflect transportation requests issued. Destroy when ² years old or on discontinuance.	GRS 9	Items 15

Perlink changes made per conversation with DNA

9/21/80

Withdrawn / 10-6-80 / [Signature]

Request for Records Disposition Authority - Continuation

JOB NO

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2 of 2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
<u>1201.03</u> (1205-15)	<u>CONFERENCE TRAVEL FILES.</u> Documents maintained for the purpose of planning, reviewing, and furnishing information in connection with travel of authorized personnel to attend meetings of technical, scientific, professional, and similar organizations. Destroy when ² years old or on discontinuance.	GRS 9, Item 5	