

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-374-81-39	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
10-28-80 Date	<i>Pauline E. Korpany</i> Archivist of the United States

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. AGENCY (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 SEP 24 1980	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Pauline E. Korpany</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
1101 (1102)	SIGNAL COMMUNICATIONS REQUIREMENTS FILES. These files accumulate from the development and reporting of requirements for communications-electronics facilities and equipment, including COMSEC equipment. In addition, these files relate to electromagnetic compatibility and reduction of interference. The files accumulate in exclusively communication elements at each separate command of the Agency.		
1101.01 (1102-04)	NONTACTICAL TELECOMMUNICATIONS PROJECT FILES. Documents relating to the preparation, validation, and approval of nontactical telecommunication requirements (including COMSEC requirements); and the design, engineering, construction, and installation of nontactical telecommunications services equipment, facilities, networks, and systems. Included are project case files containing requirement statements, project approval letters, bills of material, design and engineering data, specifications, installed communication equipment property cards, and related documents.		
	Office performing DNA-wide staff responsibility:		Destroy 3 years after disapproval of project or 5 years after completion of an approved project.
	Offices of subordinate elements:		Destroy 1 year after disapproval of the requirement, or 1 year after discontinuance of facility or installation.

5 items

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
<u>1101.02</u> (1102-05)	<p><u>COMMUNICATION FACILITY LEASE REQUEST FILES.</u> Documents relating to requests for providing, rearranging, and removing communications circuits, equipment, and services leased from commercial companies to support approved non-tactical telecommunications requirements. Included are requests for leased facilities, justification data, and related documents.</p> <p style="text-align: center;">Destroy 2 years after termination of lease.</p>		
<u>1101.03</u> (1102-08)	<p><u>RADIO FREQUENCY FILES.</u> Documents relating to the authorization, allocation, assignment, correlation, and use of radio frequencies and call signs.</p> <p>Correspondence relating to concurrence of the FCC: Destroy when 1 year old.</p> <p>Other documents: Destroy on supersession, cancellation, or discontinuance of the assignment or use, <i>whichever is earlier.</i></p>		