

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCI-374-81-40
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>10-28-80</i> Date	<i>[Signature]</i> 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. 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 1 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)		9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1102 (1104)	SIGNAL COMMUNICATIONS SERVICES FILES. These files accumulate from the administration, use, and maintenance of signal communications facilities and equipment. The files are accumulated by the Headquarters DNA Communications Center and the FCDNA Logistics Directorate.			
1102.01 (1104-07)	TELEPHONE SERVICE WORK ORDER FILES. Documents used to request and authorize telephone service on Government-owned systems. Included are requests for telephone service, work orders, and related papers. Destroy 1 year after completion of work..			Exception to GRS 12, Item 2b
1102.02 (1104-11)	COMMUNICATIONS ACCOUNTS FILES. Documents relating to telephone, teletype, and telegraph accounting. Included are vouchers, vendors invoices, and correspondence on communications accounts. Destroy when 2 years old. Prior to disposal, files which are related to uncollected accounts will be withdrawn and retained until collected.			Exception to GRS 12, Item 2d (1) 2 items

*Closed Out: 10-31-80: K.F.D.
Copies sent to DNA*