

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See instructions on reverse)

DNA

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JOB NO

NCI-374-81-41

DATE RECEIVED **2 OCT 1980**

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal of this request, including amendments, is approved except for items that may be stamped "General Not Approved" or "Withdrawn" on 10/28/80

10-28-80 *Robert M. Van*
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. 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 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)		9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1103 (1108)	POSTAL AND MAIL SERVICES FILES. These files related to the postal and mail function performed by unit and activity mailrooms.			
1103.01 (1108-16)	POSTAL DIRECTORY FILES. Locator cards used in maintaining a locator system to facilitate the delivery of mail to individuals.			
	An inactive file will NOT be established. Withdraw and destroy locator cards for permanent personnel 1 year after departure of the individual. Withdraw and destroy locator cards for other personnel 6 months after departure of the individual.			<i>Exception to GRS 12, Item 6b</i>
1103.02 (1108-19)	UNIT MAILROOM ACCOUNTABLE MAIL RECEIPT FILES. Documents reflecting the receipt and dispatch of registered, insured, and certified mail by unit and activity mailrooms. Included are DD Form 434 (Record of Accountable Mail), POD Form 3883 (Firm Delivery Book Record--Registered, Certified, and Numbered Insured), and POD Form 3877 (Firm Mailing Book).			<i>GRS 12, Item 5a</i>
	Destroy when <u>1</u> year(s) old.			<i>3 items</i>

*Changes made with DNA concurrent 9/10/80
Closed Out: 10-31-80: K.T.D*

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1103.03 (1108-21)	<p><u>MAIL CONTROL FILES.</u> Documents relating to the control of incoming and outgoing mail. Included are routing and suspense slips, delivery receipts, records of messenger trips and similar papers.</p> <p style="text-align: center;">Destroy when 3 months old.</p>	<p style="font-size: 1.5em; font-family: cursive;">Exception to GRS 12, Item 6f</p>	