

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NCI-374-81-45	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" as follows:	
10-27-80 Date	<i>Robert W. May</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 3 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
1402 (1404)	SMALL BUSINESS PROGRAM FILES. These files result from DNA's program to assure maximum participation of small business concerns in the military procurement of supplies and services. The files accumulate in offices of small business advisors or specialists, contracting officers, and in other offices engaged in these activities.			
1402.01 (1404-01)	SMALL BUSINESS INFORMATION FILES. Documents relating to communications or discussions which provide small business concerns with information about DNA requirements for suppliers on bidders lists, adapting their production facilities to compete for prime contracts or subcontracts, changes in specifications which make it possible for production by small business concerns to meet future procurement, and other matters concerning the participation of small business concerns in the military procurement program. Included are inquiries from small business concerns, memorandums recording discussion with representatives of small business concerns, and similar documents. Destroy when 6 years old.			

*Pen & ink changes made with DNA concurrence
9/10/80*

10 items

*Closed Out: 10-28-80: R.I.P.
Copy sent to DNA*

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
(1402 continued)			
<u>1402.02</u> (1404-02)	<p><u>SMALL BUSINESS PROGRAM SURVEY FILES.</u> Documents relating to surveys of field purchasing officers to analyze the effectiveness of the small business program in order that small business concerns are afforded equal opportunity to compete for procurements. Included are data accumulated for the purpose of making surveys, reports from procuring offices, survey reports, instructions or changes made as a result of the survey, and related papers.</p> <p>a. Office performing surveys: DESTROY when 6 years old except that data accumulated in preparation for the survey will be destroyed on completion of the survey.</p> <p>b. Office surveyed: DESTROY on completion of next comparable survey, or when no longer needed for reference, <i>whichever is later.</i></p>		
<u>1402.03</u> (1404-03)	<p><u>SMALL BUSINESS QUALIFICATION FILES.</u> Case files containing documents relating to the productive capacity, credit, resources, and similar data about small business concerns accumulated in order to provide information about the availability of additional small business sources to meet current or anticipated requirements of the military procurement program.</p> <p>DESTROY when superseded, obsolete, or when the concern is no longer considered as a source of supply for any reason, <i>whichever is later.</i></p>		
<u>1402.04</u> (1404-04)	<p><u>COMPETENCY CERTIFICATE FILES.</u> Documents relating to the issuance or withdrawal of certificates of the competency of small business concerns as to their capacity and credit standing furnished to contracting officers. Included are copies of the certificates, communications concerning the capacity and credit of specific small business concerns, and similar documents.</p> <p>DESTROY when 6 years old.</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
<u>(1402 continued)</u>			
<u>1402.05</u> (1404-05)	<p><u>SMALL BUSINESS REPORTING FILES.</u> Documents accumulated by small business advisors for review and analysis of small business activity. Primarily these are reports received from procurement offices on such subjects as proposed procurement actions, procurement action summaries, and individual procurement actions.</p> <p>a. Consolidated and summary reports: DESTROY when no longer needed for current operations.</p> <p>b. Other documents: DESTROY when 2 years old.</p>		
<u>1402.06</u> (1404-06)	<p><u>CONTRACTOR REPORTING FILES.</u> Reports received from contractors participating in the small business procurement program, related correspondence, and summaries prepared from the report.</p> <p>a. Consolidated and summary reports: DESTROY when no longer needed for current operations.</p> <p>b. Other documents: DESTROY when 2 years old.</p>		
<u>1402.07</u> (1404-07)	<p><u>QUALIFICATION LIST FILES.</u> Lists of businesses determined to be qualified to participate in the small business program.</p> <p>DESTROY WHEN SUPERSEDED, OBSOLETE, OR NO LONGER NEEDED FOR REFERENCE.</p>		