

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-374-81-49	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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>1-29-81</i> Date	<i>Rowland Ware</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 6 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. Korpanty</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
1406 (1413, 1434, 1415, and 1421)	<p>SUPPLY CATALOGING AND DISPOSITION, STOCK CONTROL AND REQUISITION, AND STORAGE FILES.</p> <p>a. These files are created as a result of DNA participation in the development and maintenance of a cataloging system designed to identify, name, and classify each item repetitively used, purchased, stocked, or distributed by the Armed Services and other Government agencies. Cataloging files are accumulated by submitting activities (an activity designated by DNA or DOD as authorized to submit item identification directly to Defense Logistics Services Center (DLSC)), managing activities (an activity assigned primary responsibility for the management of an item of supply which is authorized to be put in the Federal Catalog System), other interested offices, and offices at the DNA staff and headquarters of subordinate commands responsible for directing participation in the program.</p> <p>b. These files (accumulated on a CY basis) relate to stock control and requisitioning of supplies from depots, and installations and activities concerned with direct local supply.</p> <p>c. These files relate to the storage of supplies and equipment, and to the stockpile of strategic and critical materials.</p>		<i>19 items</i>

*changes made with DNA concurrence 9/12/81
Closed Out; 1-30-81: K.F.H.
Copy Sent to Agency*

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	<p>d. These files are accumulated incident to the program for the disposition of surplus, salvage, and scrap property, and the redistribution of excess property. Specifically, the files pertaining to the disposal of property determined surplus to the needs of the military establishment, the scrapping or other steps taken for the disposal of condemned, discarded, or abandoned property, or of materials contained therein, and the redistribution of supplies which exceed those authorized for the particular organization or supply component. Files described in this category that are involved in claims, litigations, or investigations will be withdrawn on expiration of prescribed retention periods for disposal after proper settlement of the claim, litigation, or investigation.</p>		
<p><u>1406.01</u> (1413-01)</p>	<p><u>SUPPLY CATALOGING ADVISORY GROUP FILES.</u> Documents relating to DNA participation on advisory groups or committees concerned with assisting and advising in the development of cataloging policies, rules, procedures, and schedules. Included are copies of agenda, minutes of group meetings, and related papers.</p> <p style="text-align: center;">DESTROY on supersession, obsolescence, or when no longer needed, or on discontinuance.</p>		
<p><u>1406.02</u> (1413-02)</p>	<p><u>CATALOGING ACTIVITY REPORTING FILES.</u> Documents used to recurringly report official data on cataloging activities, such as number of item identifications processed and number of supply manuals in existence, under preparation, or required. Included are cataloging activity reports and related papers.</p> <p>a. Office requiring the report:</p> <p>(1) Consolidated or summarized reports: PERMANENT. Cut off at the close of the FY. Forward to RHA 2 years after cutoff and to WNRC 5 years after cutoff (if volume warrants more than 1 cubic foot). Offer to National Archives 20 years after cutoff. Destroy when 5 years old or no longer needed for reference, whichever is later.</p> <p>(2) Feeder reports: Cut off at the close of the CY. DESTROY when 2 years old.</p> <p>b. Other offices: Cut off at the close of the CY. DESTROY when 2 years old.</p>		

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<u>1406.03</u> (1413-03)	<p><u>SUPPLY ITEM IDENTIFICATION FILES.</u> Documents relating to proposed original item identification or proposed changes, revisions, transfers, and cancellations of basic names, definitions, descriptions, references, and illustrations for inclusion in supply catalogs. Included are requests for nomenclature and Federal stock number, name and description transmittal forms, reference drawings or illustration sketches, coordinating or collaborating actions, cancellation requests, justification data, and similar documents pertaining to the proposed item identifications.</p> <p style="text-align: center;">Cut off at the close of the FY. DESTROY 4 years after completion of action on the particular transaction.</p>		
<u>1406.04</u> (1413-05)	<p><u>ITEM IDENTIFICATION CARD FILES.</u> Interim and approved supply item identification cards containing the basic source of catalog data for each item of supply, such as item name, number, and description; illustrating sketches; references to applicable drawings, specifications, and standards; and name of manufacturer. Identification cards serve as an aid in establishing interchangeability and substitutability between items or supply, as an aid in eliminating duplicate items, or as standard terminology for use in supply operations.</p> <p style="text-align: center;">DESTROY on supersession, obsolescence, or when no longer needed, or on discontinuance.</p>		
<u>1406.05</u> (1434-01)	<p><u>PROPERTY DISPOSAL ACCOUNT FILES.</u> Documents maintained to account for the receipt and disposition of property for which the property disposal officer is accountable. Included are voucher registers, vouchers and supporting documents, inventory adjustment reports, stock record cards or equivalent forms (jacket files) used for the same purpose, and other documents supporting the account. Unfilled stock record cards will be retained in the active file until filled or final entry is made thereon.</p> <p style="text-align: center;">Cut off at the end of the CY. DESTROY when 2 years old.</p> <p>NOTE: This description does not include accounts which involve the receipt of surplus, salvage, or scrap property from contractors; or property related to contract property accounts.</p>		

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<u>1406.06</u> (1434-02)	<p><u>EXCESS PROPERTY REPORTING FILES.</u> Reports used to disseminate information concerning availability of excess property. Included are reports of excess personal property, listings, card forms, and similar documents.</p> <p style="text-align: center;">Cut off at the end of the CY. DESTROY when 1 year old. Earlier disposal is authorized.</p>		
<u>1406.07</u> (1434-11)	<p><u>SURPLUS SALABLE PROPERTY REPORTING FILES.</u> Reports submitted to selling activities listing surplus property for sale. Included are property lists, transmittal letters, and related documents.</p> <p style="text-align: center;">DESTROY 1 year after disposal of property.</p>		
<u>1406.08</u> (1415-01)	<p><u>DUE-IN DOCUMENT FILES.</u> Documents reflecting quantity and type of materiel due in which are used as a record of due-in shipments, as a notification of shipment or for purposes of warehouse space utilization planning. Included are copies of requisitions, purchase orders, shipping and delivery orders, and similar documents; but excluding such documents when filed with vouchers to the stock record account.</p> <p style="text-align: center;">DESTROY 6 months after receipt of shipment, or when they have served their intended purpose, or otherwise.</p>		
<u>1406.09</u>	<p><u>REQUISITION REGISTER FILES.</u> Registers maintained to record requisitions submitted for supplies to be furnished DNA by other Government agencies.</p> <p style="text-align: center;">DESTROY when 1 year old.</p>		
<u>1406.10</u> (1415-08)	<p><u>REQUISITION REFERENCE FILES.</u> Extra copies of requisitions that are maintained by the activity responsible for initiating the requisitions.</p> <p style="text-align: center;">DESTROY when no longer needed, but not later than 6 months after disapproval of requisition or completion of supply action.</p>		

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1406.11 (1415-11)	<p><u>STATION SUPPLY REPORTING FILES.</u> Reports concerning the status of supply, excess stock, and the redistribution of stock, including station stock status report, and report on the status of equipment.</p> <p style="text-align: center;">DESTROY when 2 years old.</p>		
1406.12 (1415-19)	<p><u>MATERIAL HANDLING EQUIPMENT (MHE) USE FILES.</u> Documents containing data for use in establishing utilization requirements for MHE. Included are daily records of MHE operations, copies of MHE utilization reports, and similar documents.</p> <p>a. Offices of the DNA staff: DESTROY when 1 year old.</p> <p>b. Other offices: DESTROY when 2 years old.</p>		
1406.13 (1421-01)	<p><u>WAREHOUSE PLANNING AND LAYOUT FILES.</u> Warehouse, shed, or open storage space planning and layout diagrams, or comparable papers relating to space planning and layout.</p> <p style="text-align: center;">Cut off at the end of the CY. DESTROY on supersession or obsolescence.</p>		
1406.14 (1421-12)	<p><u>NATIONAL STOCKPILE ACCOUNT FILES.</u> Documents relating to the receipt, storage, and inventory of strategic and critical materials stored by the DNA for GSA, Defense Materials Service. Included are inventory record cards which reflect the program designation of material stored, commodity name, commodity grade, unit of measure used, and number assigned to commodity type, and vouchers with supporting documents such as receiving and shipping reports, adjustment documents, and related papers.</p> <p style="text-align: center;">DESTROY 2 years after out shipment of material.</p>		
1406.15 (1421-13)	<p><u>NATIONAL STOCKPILE VOUCHER REGISTER FILES.</u> Registers maintained to assign voucher numbers in numerical sequence to vouchers relating to the receipt, storage, and shipment of strategic and critical materials for the account of the GSA, Defense Materials Service.</p> <p style="text-align: center;">DESTROY 6 years after individual sheets or individually bound books are filled.</p>		

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<u>1406.16</u> (1421-14)	<p><u>NATIONAL STOCKPILE REPORTING FILES.</u> Documents reflecting the storage space allocated and occupied by the strategic and critical materials stored by the DNA for the GSA, Defense Materials Service. These reports also reflect the quantity of each commodity stored and the last receiving report number and outbound report number used by the storing activity.</p> <p style="text-align: center;">DESTROY when 2 years old.</p>		