

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-314-81-51	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
10-27-80 Date	<i>Robbins 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 5 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	7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
SEP 24 1980	<i>Pauline E. Korpanty</i>	Records Administrator				
			1408 (1416)	GENERAL SUPPLY ACCOUNTING FILES. These files accumulate as a result of accounting for supplies and equipment, a responsibility of accountable supply officers and other responsible individuals at Headquarters and subordinate commands of the Defense Nuclear Agency.		
			1408.01 (1416-04)	AUTHORIZED SUPPLY CODE FILES. Documents relating to the assignment of authorized organization supply codes to each unit, organization, or activity authorized to maintain property on an organization and/or installation property book. Included are registers and related papers maintained on a CV basis. a. Registers: DESTROY 1 year after cancellation of all supply codes listed on the sheet or in the bound register. b. Other: DESTROY when 2 years old.		
			1408.02 (1416-05)	PROPERTY OFFICER DESIGNATION FILES. Documents reflecting the designation of property officers. Included are letters of appointment and revocation. DESTROY 2 years after termination of appointment.		

21 items

*Pend int changes made with DNA
concurrency 9/10/80
Closed out: 10/28/80: K.T.D. 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
(1408 continued)			
1408.03 (1416-06)	<p><i>(Calendar Year) 10/1/80</i></p> <p><u>PROPERTY LOSS, THEFT, AND RECOVERY REPORTING FILES.</u> Reports maintained on a CY basis relating to the loss, theft, and recovery of firearms, ammunition, and related items.</p> <p><i>Retain in CFA.</i></p> <p>DESTROY 1 year after recovery of item or when 5 years old, Retain in CFA. <i>whichever is earlier</i></p>		
1408.04 (1416-07)	<p><u>PROPERTY ACCOUNTING DEVIATION FILES.</u> Documents relating to deviations from property accounting procedures granted under the provisions of AR 735-5. Included are requests for deviation, justification for deviation, coordination, comments, approvals, disapprovals, and related documents maintained on a CY basis.</p> <p>DESTROY 2 years after expiration or disapproval of deviation.</p>		
1408.05 (1416-10)	<p><u>SUPPLY OR EQUIPMENT AUTHORIZATION FILES.</u> Documents relating to requests for authorizations for allowances or authority to exceed or change existing authorizations.</p> <p>DESTROY when incorporated in a numbered publication or on rescission or discontinuance, <i>whichever is earlier.</i></p>		
1408.06 (1416-14)	<p><u>PROPERTY BOOK AND SUPPORTING DOCUMENT FILES.</u> Documents reflecting the description, receipt, and turn-in of property for which the property book officer is accountable. Included are property books (installation/organization property record), receipts, turn-in slips, reports of survey, inventory adjustment reports, and other documents supporting entries to the property book.</p> <p>a. Property books: DESTROY 2 years after page is filled and initial accounting entry is carried forward to a new page, or 2 years after property balance becomes zero and there will be no activity on the item, <i>whichever is earlier.</i></p> <p>b. Remaining documents: Cut off at end of CY. DESTROY when 2 years old.</p> <p>NOTE: Upon receipt of notice that an activity or sub-activity is to be discontinued, the installation commander will cause the pertinent property books to be examined by a qualified representative to determine</p>		<i>GRS 3/Item 106</i>

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<u>(1408 continued)</u>			
(1408.06)	that the property books have been reduced to a zero balance, and to verify that all property has been turned in to the appropriate supply officer or otherwise satisfactorily accounted for in accordance with applicable instructions. If the officer conducting the examination is satisfied that the required action has been taken and that formal audit is unnecessary, the commander referred to above will direct immediate destruction of the records upon completion of examination or discontinuance of the activity or subactivity.		
<u>1408.07</u> (1416-15)	<u>DOCUMENT REGISTER FILES.</u> Registers listing the document number and type of supply action taken on documents that support entries to the property book. Included are document registers for supply actions and comparable forms. Cut off at end of CY. DESTROY when 2 years old.		
<u>1408.08</u> (1416-16)	<u>HAND RECEIPT FILES.</u> Receipts reflecting acceptance of responsibility for items of property listed thereon. Included are individual receipts and listings. DESTROY on turn-in or other complete accounting for the property, or when superseded by a new receipt or listing, <i>whichever is earlier.</i>		
<u>1408.09</u> (1416-18)	<u>PROPERTY RECORD INSPECTION REPORTING FILES.</u> Reports of inspection of property records and related papers reflecting results of semiannual inspection maintained on a CY basis. a. Office conducting inspection: DESTROY when 3 years old. b. Offices inspected: DESTROY when 1 year old.		
<u>1408.10</u> (1416-24)	<u>EQUIPMENT RECORD FILES.</u> Documents maintained to provide a perpetual inventory of selected major or end items of equipment and for the purpose of retaining timely data for required equipment reports. Included are installation equipment inventory record cards, record of engineering equipment requiring repair parts support cards, and similar forms. Engineer equipment requiring repair parts support records will be transferred as required by TM 38-750.		

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<u>(1408 continued)</u>			
1408.10	DESTROY 6 months after transfer (unless records are also transferred as required by TM 38-750) or other disposition of related equipment.		
<u>1408.11</u> (1416-25)	<u>TRAINING AMMUNITION CONTROL CARD FILES.</u> Documents maintained by major command headquarters to control the distribution of ammunition and explosives allocated for training purposes. DESTROY on final entry on card.		
<u>1408.12</u> (1416-27)	<u>GOVERNMENT-FURNISHED MATERIEL AND EQUIPMENT FILES.</u> Documents reflecting Government-owned materials, tools, and equipment furnished to contractors. This description will not be construed to include reports or other documents constituting or required to be filed with a voucher to a contract property account. DESTROY 2 years after turn-in, or other satisfactory accounting for items involved.		
<u>1408.13</u> (1416-28)	<u>EQUIPMENT LOAN FILES.</u> Documents reflecting loan of equipment, tools, or material to or from other Government agencies. Included are requests, approvals, reports, agreements, and related documents. This description does not include documents required to be filed in property accounts. DESTROY 2 years after turn-in, or other satisfactory accounting for items involved.		
<u>1408.14</u> (1416-29)	<u>ADMINISTRATIVE AND MANAGEMENT FINANCIAL INVENTORY ACCOUNTING FILES.</u> Documents relating to the administration and management of financial inventory accounting systems at elements in the command. Included are consolidated reports, supply management reports, source material, posting media, and related papers maintained on a FY basis. DESTROY when 3 years old.		

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(1408 continued)			
<u>1408.15</u> (1416-30)	<p><u>FINANCIAL INVENTORY ACCOUNTING FILES.</u> Documents created and maintained by offices responsible for financial inventory accounting for equipment and supplies in their custody. Included are category journals, category ledgers, inventory control records, retained copies of financial supply management reports, financial statements, consolidated worksheets, analyses of change in operating stock on hand, summaries of inventory position, posting media, correspondence and related records. General ledgers summarizing these data are maintained by F&A officers.</p> <p style="text-align: center;">Cut off at the end of the FY. DESTROY when 1 Year old.</p>		
<u>1408.16</u> (1416-31)	<p><u>REPORT OF SURVEY FILES.</u> Reports that describe the circumstances, and recommend action, concerning the loss, damage, or destruction of Government property. Included are reports of survey and supporting documents maintained by the office with final review authority.</p> <p>a. Reports involving pecuniary liability: DESTROY 10 years after completion of final action.</p> <p>b. Other reports: DESTROY 3 years after completion of final action.</p>		
<u>1408.17</u> (1416-32)	<p><u>REPORT OF SURVEY CONTROL REGISTER FILES.</u> Registers and related documents maintained to control reports of survey.</p> <p style="text-align: center;">Cut off at end of CY. DESTROY when 10 years old.</p>		

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4