

**REQUEST FOR RECORD DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <b>NCI-374-81-55</b>	
DATE RECEIVED <b>2 OCT 1980</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date <b>10-15-81</b>	Archivist of the United States <i>Robert M. Vance</i>

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 ~~XX~~ **4** 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.

6. DATE <b>SEP 25 1980</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Pauline E. Korpanty</i>	E. TITLE <b>Records Administrator</b>
-------------------------------	---	--

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<b>1501</b> (1502 and 1503)	<b>INSTALLATION SELECTION, EVALUATION, MASTER PLANNING AND REAL PROPERTY ACQUISITION FILES.</b> These files relate to the evaluation and selection of sites for installations; the master planning operations for continuance and use of installations; and to the appraisal and acquisition of real property for DNA. Files relating to unsettled claims, incomplete investigations, or pending litigation will not be destroyed until settlement of the claim or completion, of the investigation or litigation. The Logistics Directorate of Headquarters and subordinate elements are largely responsible for the maintenance of these files.		
<b>1501.01</b> (1502-01)	<b>INSTALLATION STATUS EVALUATION FILES.</b> Documents relating to the process of selecting installations for activation, inactivation, designation as permanent, or other change in status of an installation. Included are studies evaluating the suitability of installations as regards location, use of available construction, transportation facilities, water supply, health, and other physical characteristics; communications commenting about the suitability of specific installations; approval of selection; and other related documents.		
	<del>Get off at the close of the CY.</del> <del>DESTROY</del>		
	(See disposition on following page).		

115-107

Changes herein made with DNA concurrence.

RCT/NARS-NCD 9/81

**STANDARD FORM 115**  
Revised April, 1975  
Prescribed by General Services Administration  
FPMR (41 CFR) 101-11.4

**MASS DATA CHANGE SHEET NOT REQUIRED.**

*Closed out: 10-20-81: (K)*

*T. Vance*

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF  
2 / 47.  
ITEM NO8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)9.  
SAMPLE OR  
JOB NO10.  
ACTION TAKEN(1501 continued)1501.01  
(1502-01)

## INSTALLATION STATUS EVALUATION FILES(Cont'd)

a. Files relating to installations that have reactors or where nuclear materials are housed or tested.

PERMANENT. Cut off at close of CY. Retire to WNRC. Offer to National Archives in 5 year blocks when most recent records are 20 years old(e.g., 1970-74 block in 1995).

b. All others.

TEMPORARY. Cut off at close of CY. Destroy when 3 years old.

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
<u>(1501 continued)</u>			
1501.02 (1502-06)	<p><u>MASTER PLANNING FILES.</u> Documents relating to the preparation, development, review, approval, and revision of master plans for permanent DNA installations. Included is the master plan which consists of basic information maps; analysis of existing facilities report; tabulation of existing and required facilities; preliminary land use plans; and plans for future development which include the general site plan, analytical report, background material, and related correspondence.</p> <p>PERMANENT. Cut off on supersession, obsolescence, or discontinuance of the facility. Retire to the WNRC. Offer to the National Archives 20 years after cutoff, in 5 year blocks.</p>		
1501.03 (1503-01)	<p><u>ACQUISITION CORRESPONDENCE FILES.</u> Correspondence relating to the overall acquisition of real property for DNA and by agreement for other Federal agencies, but exclusive of specific files described in this section.</p> <p>Cut off at the close of the CY. DESTROY when 6 years old.</p>		
1501.04 (1503-02)	<p><u>ACQUISITION CONTROL FILES.</u> Documents used in controlling acquisition actions. Included are acquisition docket sheets, comparable forms, and related correspondence.</p> <p>DESTROY after final audit has been approved.</p>		
1501.05 (1503-03)	<p><u>ACQUISITION FILES.</u> Documents relating to the acquisition of real estate for installations or projects by purchase, condemnation, transfer, donation, easement, license, permit, and lease (exclusive of files relating to acquisition wholly by lease). Included are options acceptances, appraisal reports, easement documents, certificates of inspection, tract ownership data, certificates of titles, title guarantees, payment and closing sheets, reports on vacating of property, consent to option, agreements for mutual cancellation of contract, reports of all real estate acquired, and comparable documents.</p>		

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF  
4 of 4

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<u>(1501.05 continued)</u>	<p>a. Papers for property acquired since 1 January 1921, other than abstract or certificate of title:</p> <p>Dispose of 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens.</p> <p>b. Abstract or certificate or title:</p> <p>Transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens.</p>	(GRS 3/Item 2)	

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