

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NCI-374-81-56	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
10-31-80 Date	<i>Pauline E. Korpany</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

5. TEL EXT

Pauline E. Korpany

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 SEP 25 1980	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Pauline E. Korpany</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
<u>1502</u> (1504 and 1508)	REAL PROPERTY MANAGEMENT, UTILIZATION, AND GENERAL MAINTENANCE FILES. These files relate to the management and use of real property owned or leased by the Defense Nuclear Agency, including its proper and economical use. In addition, they include the general maintenance and repair of Government real property (exclusive of utilities plants and systems) and the related activities of custodial services; entomology; and landscape plantings and beautification equipment utilization and shop operations.		
<u>1502.01</u> (1504-01 and 1504-20)	REAL PROPERTY UTILIZATION AND MANAGEMENT FILES. Documents relating to the utilization and status of real property, including space utilization criteria, the use of space in problem areas as metropolitan areas, inspection or surveys of space utilization, and related matters. Included also are real property utilization reports and directly related correspondence, reports of staff visits on space usage, recommendations as to the better use of real estate, and studies relating to use. a. Correspondence relating to the overall management and use of real property owned and leased by DNA: Cut off at the close of each CY. DESTROY when 6 years old.		

Permit changes made with 8 items

115-107

*Closed Out: 11-3-80: K.T.D.
Copy sent to Agency*

Request for Records Disposition Authority - Continuation

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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
(1502 continued)	<p>b. Other: DESTROY on supersession by a new report or on transfer of related installation (or building) from DNA control, <i>whichever is earlier.</i></p>		
1502.02 (1508-01)	<p><u>MAINTENANCE CORRESPONDENCE FILES.</u> Correspondence relating to supervision and performance of real property maintenance, but exclusive of specific files described in this category.</p> <p>Cut off at the close of the CY. Transfer to the RHA if the volume warrants (more than 1 cubic foot). DESTROY when 6 years old.</p>		
1502.03 (1508-03 and 1508-04)	<p><u>BUILDING AND GROUND MAINTENANCE FILES.</u> Documents relating to the criteria, standards, practices, and application of measures for the maintenance, repair, and improvement of buildings for structures at military installations and development and improvement of lands under DNA control.</p> <p>DESTROY when superseded, obsolete, or no longer needed for reference.</p>		
1502.04 (1508-05)	<p><u>ENTOMOLOGY SERVICE FILES.</u> Documents relating to the criteria, practices, and application of measures for insect and rodent control for the protection of personnel, material, buildings, and other facilities.</p> <p>DESTROY when superseded, obsolete, or no longer needed for reference.</p>		
1502.05 (1508-06)	<p><u>SANITARY SERVICE FILES.</u> Documents relating to standards and practices in the collection and disposal of refuse, and the collection of salvage.</p> <p>DESTROY when superseded, obsolete, or no longer needed for reference.</p>		
1502.06 (1508-07)	<p><u>CUSTODIAL SERVICE FILES.</u> Documents relating to the criteria and procedures for the performance of cleaning, janitorial, and preventive maintenance standards services at DNA installations.</p> <p>DESTROY when superseded, obsolete, or no longer needed for reference.</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

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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
(1502 continued)			
<p>1502.07 (1508-12)</p>	<p><u>INSTALLATION MAINTENANCE PROGRESS AND INSPECTION FILES.</u> Reports relating to the progress and inspection of maintenance and repair activity in connection with post real and installed property, including progress, work, and inspection reports.</p> <p>Cut off at the end of each CY. DESTROY when 2 years old or on discontinuance of the installation, <i>whichever is earlier.</i></p>		