

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See instructions on reverse)

LEAVE BLANK	
JOB NO	
NCL-374-81-57	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
4-07-82 Date	WITHDRAWN Archivist of the United States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 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.

C. DATE SEP 25 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
1503 (1515 and 1509)	MILITARY PLANNING, DESIGN, CONSTRUCTION, AND FACILITIES ENGINEERING FILES. These files relate to providing complete staff work on all phases of activities dealing with military construction and the repair, maintenance, and alterations of structures and buildings on DNA installations, and other Government agency construction. They include files maintained by field elements which relate to military construction projects.		
1503.01 (1515-06)	STANDARD DESIGN REFERENCE FILES. One full size reproducible copy or microfilm negative of standard drawings; standard specifications; and design analysis.		
1503.02 (1515-12)	PROJECT AUTHORIZATION FILES. Documents describing work to be performed, cost limitations, and authorizing funds for obligation. Included are design and construction directives issued to field offices with directly related papers.		

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NOTE: Copies of directives maintained in field offices will be filed in the appropriate functional file.

STANDARD FORM 115
Revised April, 1975
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
<u>1503 continued)</u>			
<u>1503.03</u> (1515-13)	<p><u>MILITARY CONSTRUCTION PROJECT FILES.</u> Documents relating to the planning, design, and construction of specific projects. Included are authorizations, justifications, tests, investigations, geological investigations, cement and concrete reports, foundation reports, logbooks, construction field layout books, computation and cross-sections, relocations, analyses of design, specifications and addenda, original tracings, "as built" drawings, progress photographs, inspection reports, completion reports, and related correspondence.</p> <p>NOTE: "As built" plans, including original tracings; site (1) plans; reservation maps; reproducible copies of standard and modified standard drawings indicating the "as built" changes; final approved shop drawings; copies of construction contracts; specifications; and copies of final design analysis will be transferred to the using Service after acceptance of the facility.</p> <p>PERMANENT. Cut off at the end of each CY. Transfer to RHA 2 years after cutoff and to the WNRC 5 years after cutoff. Offer to National Archives 20 years after cutoff.</p> <p>NOTE: Files not included under 2a of General Records (2) Schedule 22 as being permanent will be disposed of when no longer needed for administrative purposes.</p>		
<u>1503.04</u> (1515-14)	<p><u>MINOR AND TROOP CONSTRUCTION PROJECT FILES.</u> Documents relating to minor construction projects and construction projects accomplished by troop units ⁱⁿ overseas areas. (See 1503.03 for listing of material included and NOTE (1).)</p> <p>DESTROY 2 years after completion of project.</p>		
<u>1503.05</u> (1509-01)	<p><u>FACILITIES ENGINEERING CORRESPONDENCE FILES.</u> Documents relating to the criteria, standards, practices, and application of the maintenance, repair, operation, conservation, and improvement of facilities engineering activities at military installations, but exclusive of specific files described herein.</p> <p>Cut off at the end of each CY. DESTROY after 10 years in CFA.</p>		

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

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

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<u>(1503 continued)</u>			
<u>1503.06</u> (1509-04)	<p><u>UTILITIES OPERATION FILES.</u> Documents accumulated at installations and relating to the operation of plants and systems, such as water, sewer, electric, gas heating, boiler, ice manufacturing and cold storage, refrigeration and air conditioning, and fuel storage and distribution. Included are service economy reports of fuel consumption, and laboratory test reports.</p> <p style="text-align: center;">Cut off at the close of each CY. DESTROY when 2 years old or on discontinuance of the installation.</p>		
<u>1503.07</u> (1509-06)	<p><u>FACILITIES ENGINEERING PROJECT ESTIMATE FILES.</u> Documents relating to the preparation, review, and approval of projects for the maintenance, repair, or modification of buildings, grounds, improved areas, or other facilities engineering projects. Included are individual project estimates and requests, approvals/disapprovals, and related documents.</p> <p>a. Approvals: DESTROY when 3 years old or on discontinuance.</p> <p>b. Disapprovals: DESTROY 2 years after disapproval of project or on discontinuance.</p>		
<u>1503.08</u> (1509-07)	<p><u>FACILITIES ENGINEERING SERVICE AND WORK ORDER FILES.</u> Originals and copies of service orders, work orders, and related papers maintained by the post engineer (or equivalent) activity which is authorized to perform repair, maintenance, minor construction, and operational work.</p> <p>a. Original forms and related papers: Cut off at end of CY. DESTROY 2 years after completion of work.</p> <p>b. Copies of forms: DESTROY 1 month after completion of work, or earlier when not required for local management purposes.</p>		
<u>1503.09</u> (1509-08)	<p><u>FACILITIES ENGINEERING WORK ORDER CONTROL FILES.</u> Copies of work orders used for such purposes as followup of authorized work by section foremen.</p> <p style="text-align: center;">DESTROY 1 month after completion of work.</p>		

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<u>(1503 continued)</u>			
<u>1503.10</u> <u>(1509-10)</u>	<u>JOB ORDER REGISTER FILES.</u> Documents used in the control of job orders. Such documents normally consist of ledgers, registers, or fastened sheets reflecting such data as job numbers; dates of receipt, approval, disapproval, scheduling, and completion; description; and cost. DESTROY 2 years after date of last entry.		

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