

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1 446 77 1	
DATE RECEIVED 21 JUL 1977	
NOTIFICATION TO AGENCY <small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</small>	
<i>7-27-77</i> Date	<i>James R. Rhoads</i> Archivist of the United States

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)
DEFENSE INVESTIGATIVE SERVICE

2 MAJOR SUBDIVISION
LOGISTICS AND SERVICES DIRECTORATE

3 MINOR SUBDIVISION
ADMINISTRATION DIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
MRS. NORMA STAPLESON

5. TEL EXT
693-5012/3

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 1 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 15 July 1977	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>W. J. Chubb</i>	E. TITLE CHIEF, ADMINISTRATION DIVISION
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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
1	<p>COURTESY LETTERS: Letters to references interviewed in personnel security investigations.</p> <p>TEMPORARY: Destroy when 1 year old. EXCEPTION: When there are critical comments, destroy ONLY when corrective action has been taken or the problem resolved.</p> <p>(Courtesy letters are identified in the approved DIS Records Disposition Schedule as item 5-5, with a retention of 1 year after cutoff; exception as stated above. We have determined that these records need be retained for one year only, with the exception as stated above. Hence, this request for approval of a change in disposition.)</p>	NC1-446-76-1	

115-107
Sent to agency, NCW-8/1/77