

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-446-77-01

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded by NC1-446-84-01.

Date Reported: 6/26/2020

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

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

LEAVE BLANK	
JOB NO <b>NC1 446 77 1</b>	
DATE RECEIVED <b>21 JUL 1977</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
7-27-77 Date	<i>James R. [Signature]</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 <b>MRS. NORMA STAPLESON</b>	5. TEL EXT <b>693-5012/3</b>
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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. [Signature]</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><b>COURTESY LETTERS:</b> Letters to references interviewed in personnel security investigations.</p> <p><b>TEMPORARY:</b> Destroy when 1 year old. <b>EXCEPTION:</b> When there are critical comments, destroy <b>ONLY</b> 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	

*Sent to agency, NCW-8/1/77*

*Item*