

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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This schedule is superseded by NC1-446-84-01.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# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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)

|   |   |
|---|---|
| <b>LEAVE BLANK</b>  |   |
| JOB NO  | <b>NC1 446 77 1</b>   |
| DATE RECEIVED   | <b>21 JUL 1977</b>  |
| <b>NOTIFICATION TO AGENCY</b>   |   |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 |   |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<br>Date   | <i>James R. [Signature]</i><br>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<br>15 July 1977 | D. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>W. J. [Signature]</i> | E. TITLE<br>CHIEF, ADMINISTRATION DIVISION |
|-------------------------|---|--|

| 7<br>ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>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 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              |                     |

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

*Item*