

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

LEAVE BLANK	
JOB NO	<b>NC1-446-77-2</b>
DATE RECEIVED	<b>30 AUG 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>8-31-77</i> Date	<i>James B. 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 <b>26 Aug 77</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James B. Rhoads</i>	E TITLE <b>Chief, ADMINISTRATION DIVISION</b>
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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
6-18	<p><b>CREREDENTIALS:</b> Credentials, rosters, receipts, and miscellaneous correspondence. (DIS 4-02)</p> <p><b>OFFICE OF PRIMARY RESPONSIBILITY:</b> TEMPORARY:</p> <p>a. Credentials: Destroy 9 months after departure of individual from DIS. EXCEPTION: If turn-in is due to 5 year reissue, destroy immediately.</p> <p>b. DIS Form 37: Destroy when badge and credentials are turned in.</p> <p>c. Other records: Destroy when no longer needed.</p> <p>JUSTIFICATION: This is listed in DISM 28-2 as item 6-18, attachment 6. Request the title and disposition be changed as shown above. Title in DISM 28-2 is misleading because badges are not part of the records system. The disposition needs to be expanded to include the receipt form (DIS Form 37), to extend retention period of credentials, and allow for turn-in due to reissue. The retention period is based on the assumption that the individual may return to DIS and credentials may be reissued. 6 months does not allow sufficient time for this.</p>		

*115-107*  
*Sent to agency 9/2/77 100 3 items*