

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <u>71-506-07-1</u>	
1. FROM (Agency or establishment) Defense Commissary Agency (DeCA)		DATE RECEIVED <u>9-27-2006</u>	
2. MAJOR SUB DIVISION Office of the Director		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C 3303a, the disposition request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Carol Chambliss			
5. TELEPHONE (804) 734-8841		DATE <u>3/15/07</u>	ARCHIVE OFFICE OF THE UNITED STATES WITHDRAWN
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>2</u> page(s) are not needed now for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <u>9/22/06</u>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Carol Chambliss</i>	TITLE Records Officer, DeCA - East	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Office Management Files (Series 01) "Recordkeeping Copy: Media Neutral"		
WITHDRAWN <u>3/15/07</u>			

AGENCY HEAD FILES
Series 01

01 AGENCY HEAD FILES. Records pertaining to the official activities, decisions, conferences, and meetings led by the Agency Head, higher Government officials, Agency Deputy, and Agency Department Heads. *All items in this schedule are considered "Media Neutral."*

Note: items in this schedule with a disposition of "Unscheduled" can not be destroyed until approval is announced.

01-1 DeCA UNIQUE RECORDS. DeCA records pertaining to the Agency Head containing unique substantive information relating to official activities, the substance of which has not been incorporated into official files, INCLUDING records relating to the official activities of high Government officials, Agency Deputy, and Heads of Agency Business Units. Records include visits from VIPs, special announcements made by high Government officials pertaining to the Agency, and Agency special projects.

Disposition:

UNSCHEDULED

DeCA DIRECTOR/DEPUTY DIRECTOR: Permanent.

TRANSFER TO FRC: After 4 years old or earlier.

TRANSFER TO NARA: After 10 years.

01-2 STAFF MEETINGS. Agenda and minutes of staff meetings called by the Agency Head.

Disposition:

UNSCHEDULED

COFF: at the end of the Calendar Year

DEST: after 5 years

01-3 AGENCY HEAD CONFERENCES. Conferences formed/led by the Agency Head. Documents which include plans for the conference, transcripts of presentations and discussions, conference agenda, lists of participants, briefing charts, and other documents relating to the conference. Examples are: Strategic Planning Conference, Video Conference, American Logistics Agency Conference, etc.

Disposition:

UNSCHEDULED.

DeCA Director/Deputy Director: Permanent.

Transfer to FRC: After 4 years old or earlier.

Transfer to NARA: After 10 years.

All others: DEST after 5 years or when no longer needed.

01-4 ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used

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AGENCY HEAD FILES
Series 01

only to produce the recordkeeping copy.

Disposition:

DEST/delete within 180 days after the recordkeeping copy has been produced

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition:

DEST/delete when dissemination, revision, or updating is complete.

3/15/07
WITHDRAWN