

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-506-09-3</i>	
1. FROM (Agency or establishment) Defense Commissary Agency		DATE RECEIVED <i>7/2/09</i>	
2. MAJOR SUB DIVISION Corporate Communications/Corporate Planning		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Records Management		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Carol Chambliss	5. TELEPHONE (804) 734-8841	DATE <i>20 July 2009</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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>1</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 06-26-2009	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE Records Officer, DeCA
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	Corporate Communications General Correspondence		
2.	Corporate Communications Informational Documents		
3.	Corporate Planning General Correspondence		
4.	Corporate Planning Informational Documents		
"Recordkeeping Copy: Media Neutral"			

Defense Commissary Agency (DeCA)

General Correspondence Files

Purpose/Scope:

General Correspondence Files. This schedule is designed to cover the retention of all General Correspondence records made or received by the Defense Commissary Agency (DeCA) Corporate Communications office and the Corporate Planning office.

a. **General Corporate Communication Correspondence Files** . General correspondence relating to Corporate Communications that cannot be logically filed with the detailed records.

Disposition:

Cutoff end of FY

Destroy: 3 years after Cutoff

b. **Informational Documents**. Documents relating to corporate communications that are received for information only, on which no action is required.

Disposition:

Destroy: when no longer needed for current operations.

a. **General Corporate Planning Correspondence Files**. General correspondence relating to corporate planning that cannot be logically filed with the detailed records.

Disposition:

Cutoff end of FY

Destroy: 3 years after Cutoff

b. **Informational Documents**. Documents relating to corporate ^{planning}~~communications~~ that are received for information only, on which no action is required.

Disposition:

Destroy: when no longer needed for current operations.