

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-330-00-3	DATE RECEIVED 6-12-2000
1. FROM (Agency or establishment) Department of Defense		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of the Secretary of Defense		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 WHS, C&D Directives and Records (Records Section)			
4. NAME OF PERSON WITH WHOM TO CONFER Jesse McNeal	5. TELEPHONE (703) 588-0159	DATE 12-22-00	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 _____ page(s) are not now needed 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,

is not required; is attached; or has been requested.

DATE 6/7/00	SIGNATURE OF AGENCY REPRESENTATIVE <i>H. D. Neeley</i>	TITLE OSD Records Administrator
----------------	---	---------------------------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
✓	304-07 Business Policy Files See attached	NCI 330 77 13	

Agency NWRMD NWRMW NR

1. Business Policy Files.

Documents that develop, promulgate and interpret DoD-wide policies related to accounting and finance systems development and deployment, internal controls, systems integration, financial data administration; developing reports to the Congress and others on the status of finance, accounting, and interfacing business systems and processes; implementing within the Department major aspects of the Chief Financial Officers Act of 1990, the Federal Financial Management Improvement Act (FFMIA), the Federal Managers' Financial Integrity Act (FMFIA), the Foreign Assistance Act (FAA), and other statutes and regulatory issuances; and supporting the USD(C) and DCFO on various interagency forums; and promoting and facilitating improvements to financial management processes, systems and organizations.

Item

1

Disposition: Permanent. Cut off and transfer to WNRC when superseded or obsolete, as prescribed for policy-type documents maintained in accordance with series 103-01.

304-07a Electronic versions of records created by the electronic mail and word processing applications.

Disposition:

2

Delete when file copy is generated or when no longer needed for reference or updating.

Note to appraiser: This new records series is requested because of the recent reorganization within OUSD(Comptroller). The Business Policy Directorate has assumed new functions and responsibilities not previously identified in the current OUSD(C) records schedule.