



202-52 The Voluntary Campaign Management Office oversees the planning, development, implementation, and overall management and administration of the annual DoD Combined Federal Campaign for the National Capital Area, and Overseas, the DoD U.S. Savings Bonds Program, OSD Blood Donor Program, and emergency of disaster relief fund-raising as directed by the Office of Personnel Management.

Item

1

1. Combined Federal Campaign Files. Documents on CFC special events, weekly statistical reports, historical information on previous campaigns, DoD CFC account numbers, DoD directives, DoD Loaned Executives, CFC National Committee Meetings, CFC Chair/Vice Chair/Campaign Managers, Retiree Access, Campaign Manager Meetings, Personnel Hilites articles, and general correspondence for domestic, and overseas campaigns.

Disposition: Destroy after 3 years (5 CFR, Part 950, Section 950.604).

2

2. Savings Bonds Campaign Files. Documents on Savings Bonds special events, end-of-campaign statistical reports, semiannual bond reports/ mailing list, DoD component campaign plans; DoD Directives, Savings Bonds legislation, Savings Bonds Chair/Vice Chair/Campaign Managers, Personnel Hilites articles, general correspondence, and Campaign Manager Guides.

Disposition: Destroy after 3 years.

3

3. Blood Donor Program Files. Documents on Blood Council Meetings, OSD Blood Recruiters, DoD directives, and general correspondence files.

Disposition: Destroy after 3 years.

4

202-52a Electronic versions of records created by the electronic mail and word processing applications.

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

Note to Appraiser: This is a new records series. These records were not previously scheduled in OSD Administrative Instruction Number 15.

[Replacement page received from Jesse McNeal  
6-21-2000.]

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Superseded by replacement page.