		AVE BLANK (NARA use only)	
REQUEST FOR RECORDS DISPUSITION AUTHORITY (See Instructions on reverse)		JOB NUMBER	
		<u>-101-330-00-4</u> DATE RECEIVED	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		G - 21 - 00	
1. FROM (Agency or establishment) Department of Defense		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 3303a the disposition request,	
Office of the Secretary of Defense 3. MINOR SUBDIVISION		including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
WHS, C&D, Directives and Records (Records Section)		not approved" or "withdrawr	" in column 10.
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE DA	TE ARCHIVIST OF THE UNITED	STATES
Jesse McNeal	(703) 588-0159	1-22-00 Holal	. Carl
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(G) 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, \square is not required; \square is attached; or \square has been requested. DATH $0 \square$ \square \square \square has been requested. TITLE OSD Records Administrator			
7. ITEM 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION NO.		9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1 202-52 Voluntary Campaign Management Office			
See attached			
. ageney, nR			
115-109 NSN 7540-00-634-4064 STANDARD FORM 115 (REV. 3 PREVIOUS EDITION NOT USABLE Prescribed by N 36 CFR			

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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.

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. 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.

Item

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.

<u>Disposition:</u> 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 Mc Neal 6-21-2000.]