

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-330-87-2

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED

6/16/87

1. FROM (Agency or establishment)
Office of the Secretary of Defense

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
WES, C&D Directorate

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
D. Joseph Cragg

5. TELEPHONE EXT.
695-0970

DATE

11/04/87

SIGNATURE OF THE AGENCY REPRESENTATIVE IS NOT REQUIRED FOR APPROVAL OF PERMANENT RETENTION OF RECORDS

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

| | | |
|--------------------|---|-----------------------------------|
| B. DATE 10Jun87 | C. SIGNATURE OF AGENCY REPRESENTATIVE H. D. NEELEY  | D. TITLE Records Administrator |
|--------------------|---|-----------------------------------|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN. (NARS USE ONLY) |
|-------------|---|-----------------------------------|--------------------------------------|
| 1 | OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE (ATOMIC ENERGY) (CHEMICAL MATTERS) 1503-02 Chemical Warfare Files Policies and guidance governing DoD planning and program development on all chemical matters, suggestions for change, preparation and interpretation Permanent. Cut off annually. Transfer to WNRC after 5 years. Offer to NARA in 5-year blocks when 30 years old. These files consist of paper copy of documents arranged by subject. They cover the years 1982-1986. Volume of accumulation to date is approximately 6 cubic feet; estimated annual accumulation is approximately 1.5 cubic feet | New | |
| 2. | 1503-04 Studies, Tests, Projects Files. Copies of documents relating to the design, development, and testing of systems and concepts, technical reports, research papers, project documents, technical and scientific data, manuscripts and analyses. Permanent. Cut off annually. Transfer to WNRC after 5 years. Offer to NARA in 5-year blocks when 30 years old. These files consist of paper copies of documents arranged by | New | 5 items |

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

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| 3 | <p>subject. They cover the years 1982-1986. Volume of accumulation to date is approximately 6 cubic feet; estimator annual accumulation is approximately 1.5 cubic feet.</p> <p>1503-06 Legislative Affairs Files.</p> <p>Documents relating to the legislative programs in the area of chemical matters; letters to and from congressional committees or individual members, monitoring of individual programs, coordinating congressional requirements.</p> <p>Permanent. Cut off annually. Transfer to WNRC after 5 years. Offer to NARA in 5-year blocks when 30 years old.</p> <p>These files consist of paper copies of documents arranged by subject. They cover the years 1982-1986. Volume of accumulation to date is approximately 6 cubic feet; estimated annual accumulation is approximately 1.5 cubic feet.</p> | New | |
| 4. | <p>1503-07 National Affairs Files.</p> <p>Documents relating to the exchange of information and advice on chemical matters with other USG agencies or activities, related correspondence, and copies of agreements.</p> <p>Permanent. Cut off annually. Transfer to WNRC after 5 years. Offer to NARA in 5-year blocks when 30 years old.</p> <p>These files consist of paper copies of documents arranged by subject. They cover the years 1982-1986. Volume of accumulation to date is approximately 6 cubic feet; estimated annual accumulation is approximately 1.5 cubic feet.</p> | New | |
| 5. | <p>1503-08 International Affairs Files.</p> <p>Documents relating to the exchange of information and advice on chemical matters with foreign allies, related correspondence, and copies of agreements.</p> <p>Permanent. Cut off annually. Transfer to WNRC after 5 years. Offer to NARA in 5-year blocks when 30 years old.</p> <p>These files consist of paper copies of documents arranged by subject. They cover the years 1982-1986. Volume of accumulation to date is approximately 6 cubic feet; estimated annual accumulation is approximately 1.5 cubic feet.</p> | New | |