

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

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

JOB NO  
**NI-330-90-5**

DATE RECEIVED  
**9/12/90**

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

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION  
**Washington Headquarters Services**

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
**Dan Cragg**

5 TELEPHONE EXT  
**695-0970**

DATE  
**12/27/90**

ARCHIVIST OF THE UNITED STATES  
*Claudia J. Neenan*

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	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
7 Sep 90	H. D. Neeley <i>H. D. Neeley</i>	OSD 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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
904-03	<p>Addition to OSD Administrative Instruction No. 15 dated 28 April 1981</p> <p>Defense Enrollment Eligibility Reporting System (DEERS) Enrollment Data Base</p> <p>Consists of duplicate copies of DD Form 1172, "Application for Uniformed Services Identify Card--DEERS Enrollment," submitted by the Military Services to the DEERS Support Office, Monterey, California and used to create a data base to provide a complete tracking and eligibility history for every eligible and past eligible beneficiary of the DEERS. These documents exist in hardcopy format initially and are then written onto 12-inch optical disks after scanning, registration in the system, downloading, and quality control.</p> <p><u>Disposition:</u></p> <ol style="list-style-type: none"> <li>1. Hardcopy version of DD Form 1172: Destroy once written to optical disk.</li> <li>2. Optical disks: Destroy primary and backup copies after five years.</li> </ol>		