

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

N1-330-91-1

DATE RECEIVED

12-8-90

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

1 FROM (Agency or establishment)

Office of the Secretary of Defense

2 MAJOR SUBDIVISION

Washington Headquarters Services

3 MINOR SUBDIVISION

Records Management Division

4 NAME OF PERSON WITH WHOM TO CONFER

Dan Cragg

5 TELEPHONE EXT

703-695-0970

DATE

ARCHIVIST OF THE UNITED STATES

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

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 3 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

30Nov90

C SIGNATURE OF AGENCY REPRESENTATIVE

H. D. Neeley

H. D. Neeley

D TITLE

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SUPERSEDED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)

1.

705-02.6 Radio & Television Production Office (RTPO) Files

(See attached sheets)

New

705-02.6 Radio & Television Production Office (RTPO) Files

Files consisting of spot announcements and fillers comprising background material, script coordinations, contracting documentation, as well as video and audio cassettes, tapes, and discs containing finished products.

Disposition: Cut off when product is no longer required for airing or research purposes.

a. Destroy all file elements, with the exception of materials noted in b., below after 15 years; earlier destruction is authorized.

b. Copies of spot announcements on TV and radio cassettes, tapes, and discs with identifying paperwork are permanent.

Transfer to WNRC 15 years after cut off; transfer to NARA when 25 years old.