

<b>REQUEST FOR RECORD DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-330-92-1	DATE RECEIVED 10-23-91
1 FROM (Agency or establishment) Department of Defense		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of the Secretary of Defense		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION WHS, Records Management Division			
4 NAME OF PERSON WITH WHOM TO CONFER D. Joseph Cragg	5 TELEPHONE 703-695-0970	DATE 10/23/92	ARCHIVIST OF THE UNITED STATES 

**6 AGENCY CERTIFICATION**  
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 6 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required,  is attached, or  has been requested.

DATE Oct 24, 1991	SIGNATURE OF AGENCY REPRESENTATIVE H. D. NEELEY 	TITLE Records Administrator
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	OFFICE OF THE SECRETARY OF DEFENSE		
1.	103-01 Policy Files. Documents concerning the general policy of the OSD as related to any component's mission.  <u>Disposition.</u> Permanent. Cut off and retire to WNRC when superseded or obsolete; transfer to NARA when 30 years old.	NC1-330-77-13, Item 301-01 thru 301-10, NC1-330-76-2, Item 401-01 thru 401-10; NC1-330-77-9, Item 501-01 thru 501-11; NC1-339-77-10, Item 601-01 thru 601-10; NC1-330-77-12, Item 701-01 thru 701-08; NC1-330-77-1, Item 801-01 thru 801-10; NC1-330-77-5, Item 901-01 thru 901-10; NC1-330-77-8, Item 1001-01 thru 1001-09;	
2.	103-02 Instruction Files. Documents related to preparing, coordinating, issuing, and interpreting directives, regulatory instructions and comparable instructional material. These files accumulate in offices responsible for preparation and interpretation of instructions and include coordinating actions, studies, interpretations, and published record copies of instructions such as regulations, supplements, memoranda, circulars, pamphlets, and bulletins; SOPs or similar issuances; messages used for expeditious (continued)	NC1-330-77-6, Item 1101-01 thru 1101-12; NC1-330-77-11, Item 1201-01 thru 1201-08; NC1-330-77-15, Item 1301-01 thru 1301-07; NC1-330-77-3, Item 1401-01 thru 1401-10 (continued)	

Copy sent to agency, NN-W, NNT, NCF, NIA 3/26/92 \* except 801-04.2 (which remains permanent under) NC1-330-77-11

Item 8 (continued)

interim changes to instructions/technical newsletters or comparable media used to forward semiofficial and authoritative instructions; and official training materials.

Disposition: Permanent. Cut off annually or on supersession or obsolescence, as reference needs require. Retire to WNRC 5 years after cut off. Transfer to NARA when 30 years old. (See Section 213 for master copy of directives).

3. *on the* 103-03 Administrative Files. Documents ~~relating to the~~ overall or general routine administration ~~of personnel~~ *of a* activities, but exclusive of official personnel files *Component's* pertaining to individuals described in this instruction.

These files generally include the following:

1. Routine comments on regulations, directives, or other publications prepared by another office with primary responsibility. If comments result in additional action affecting the mission or functions of the office, documents should be filed with the appropriate mission function file.
2. Evaluations or suggestions that do not result in issuing an instruction or establishing a project.
3. Program and budget documents, management improvement reports, cost reduction reports, and comparable management reports prepared to submit data to offices responsible for these management functions.
4. Extracts of reports of inspections, surveys, or audits that pertain to the operation of the mission or functions.
5. Comments or contributions to news releases or other media furnished to publicize and promote the mission or functions.

Disposition: Destroy after 5 years or on discontinuance, whichever is first. ~~However, documents in the cutoff file that require additional action or relate to reopened cases should be brought forward into the current file.~~

4. 103-04 Agreement Files. Documents relating to agreements between elements of the OSD, between the OSD

and other Military Services or Federal agencies, or between OSD and other non-Federal organizations or agencies, but not with foreign countries. These agreements are negotiated to provide for continued understanding between recognized organizations in DoD or within OSD relating to matters such as personnel and training and so on. Included are agreements, agreement checklists, amendments, review, comments, related correspondence, and similar documents.

Disposition: Offices requesting support and office providing support: Agreements involving transfer of personnel spaces and training will be destroyed 6 years after supersession, cancellation, or termination. Reviewing offices: Destroy 1 year after supersession, cancellation or termination. Earlier destruction is authorized.

5. 103-05 Orientation and Briefing Files. Documents used in orientations and briefings given to visitors and newly assigned individuals about the mission, functions, and physical layout of an office. Included are photographs, transparencies or vugraphs, copies of specially prepared handouts, and related or similar documents.

Disposition: Destroy on supersession or obsolescence.

6. 103-06 Committee Files. Documents relating to establishing, operating, and dissolving committees which consider, advise, take action, and report on specifically assigned functions. They include joint, interdepartmental, and international committees in which OSD participates as well as committees within principal components of the DoD. Included are proposals, approvals, and disapprovals to establish the committee; charters, terms of reference, and comments on them; directives establishing, changing, continuing, or dissolving the committee; documents nominating, approving, appointing, and relieving committee members; notices, agenda, minutes, and reports of committee meetings; and related documents. NOTE: These files pertain only to the sponsor or secretariat. For other committee records see those covered under 201-10 or -11 in this Instruction or GRS 16, Item 8.

Disposition: 1. Office of committee chairman or secretariat, whichever is designated office of record, and offices of members of international committees in which a foreign government is office of record, permanent. Cut off when no longer needed for current operations and retire to WNRC 5 years after cutoff or

when the committee is abolished. 2. Offices of other committee members, destroy when no longer needed for current operations.

7. 103-07 Staff Visit Files. Documents relating to scheduled or special visits (but not inspections, surveys, or audits) for the purpose of performing staff or technical supervision or for conducting studies. This description is not applicable to visits made in connection with a specific process or case which should be filed with documentation of the case or process. Included are requests for permission to visit, reports of visit, recommendations, and other directly related documents.

Disposition: Destroy when 5 years old, except files relating to recurring staff visits will be destroyed on completion of the next visit.

8. 103-08 Reference Paper Files. Documents used to facilitate, control, or supervise the performance of a specific function, process, or action as distinguished from those official records necessary for documenting performance of a function, process, or action they are used with. Reference paper files consist of the following types of documents:

1. Notes, drafts, feeder reports, news clippings, similar working papers, and other materials accumulated for preparation of a communication, a study, an investigation, a survey, an inspection, or other action. This description does not include official and quasi-official recommendations coordinating actions, and other documents which contribute to or result from preparation of the communication or other record.

Disposition: Cut off on completion of the communication, study, survey report, or other action. Destroy; n blocks after an additional 3 months, 6 months, or 1 year. Earlier destruction is authorized.

2. Cards, listings, indexes, and similar documents used for facilitating and controlling work.

Disposition: Destroy when no longer needed to facilitate or control work.

3. Copies of technical documents, intelligence documents, emergency plans, mobilization plans, and similar reproduced materials that do not fall within the description for reference publication files.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

4. Documents received for general information purposes that require no action and are not required for documentation of specific functions.

Disposition: Destroy after 1 year. Earlier destruction is authorized.

5. Extra copies of documents maintained by action officers that reflect actions taken by the action officer. Such files must not be established unless absolutely necessary.

Disposition: Destroy after 1 year. Earlier destruction is authorized.

6. Copies of documents accumulated by supervisory offices, such as chiefs of directorates, divisions, branches, or separate offices. These documents duplicate the record copy filed elsewhere in lower-echelon offices of the same organizational element which are responsible for performing the action, process, or function. Such files should be established only when necessary and not in offices of the same organizational element.

Disposition: Destroy after 1 year. However, documents in the active file that require additional action or relate to reopened cases should be brought forward into the current file. Earlier destruction is authorized.

~~Note to appraiser: While this consolidates and condenses the series identified under Item 9, the dispositions originally approved by those jobs have not been changed. This consolidation eliminates significant duplication and puts the mission-oriented general administrative files into a format that can be used by any office in the OSD.~~

Item 9, continued:

NC1-330-77-3, Items 1501-01 thru 1501-10.