REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Department of Defense

2. MAJOR SUBDIVISION
Office of the Secretary

3. MINOR SUBDIVISION
Washington HQ Services

4. NAME OF PERSON WITH WHOM TO CONFER
Dan Cragg

5. TELEPHONE
703-695-0970

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 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 12Mar93
SIGNATURE OF AGENCY REPRESENTATIVE H. D. Neeley
TITLE Records Administrator

7. ITEM NO.
8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
SecDef & DepSecDef Media & Trip Files

9. GRS OR SUPERSEDED JOB CITATION
New Job

10. ACTION TAKEN (NARA USE ONLY)

COPY SENT TO AGENCY NCF NNT NIA 4/5/93

LEAVE BLANK (NARA use only)

JOB NUMBER N1-330-93-3
DATE RECEIVED 3-15-93

NOTIFICATION TO AGENCY
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE 3-29-93
ARCHIVIST OF THE UNITED STATES

STANDARD FORM 115 (REV. 3-91) PREVIOUS EDITION NOT USABLE

NSN 7540-00-634-4064
36 CFR 1228

Prescribed by NARA
708-01 SECDEF's & DEPSECDEF's Media and Trip Files.

Documents include invitations and correspondence to/from the Secretary and Deputy Secretary of Defense concerning US and foreign media interviews, public speeches, installation visits, and other events related to SecDef/DepSecDef travel. Individual files for each media, speech, or trip event include SecDef/DepSecDef, ASD/PA guidance, geographic, legislative and military program issue papers, coordination memoranda, after-action reports, and various working documents supporting an overall approved event card or trip itinerary.

Disposition: Cut off upon change of SecDef. Retire to WNRC when no longer needed for reference or ten years after cut off, whichever is sooner. Transfer to Nat'l Archives when 25 years old.