

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 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

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <i>Candy Huskamp Peterson</i>

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 <i>H. D. Neeley</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	SecDef & DepSecDef Media & Trip Files (attached)	New Job	

Copies sent to agency NCF, NNT, NIA 4/5/93

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.*