

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-330-95-2	DATE RECEIVED 1-3-95
1. FROM (Agency or establishment) Department of Defense		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of the Secretary		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Records Management Division, WHS, C&D			
4. NAME OF PERSON WITH WHOM TO CONFER Dan Cragg	5. TELEPHONE 703-695-0970	DATE FOR ARCHIVIST OF THE UNITED STATES 4/5/95	<i>James W. Moore</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 12/16/94	SIGNATURE OF AGENCY REPRESENTATIVE H. D. Neeley <i>H. D. Neeley</i>	TITLE OSD 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 GRS OR SUPERSEDED JOB CITATION	10.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	922-02 Faculty Curriculum Vitae Files (No change to description). Disposition: Update periodically. COFF upon termination of faculty member, hold in CFA 5 years and retire to WNRC. Destroy 20 years after retirement. Note to appraiser: This change, reducing retention of these records from 50 to 25 years, is requested because keeping them 20 years after their retirement to WNRC is sufficient to ensure protection of the individuals' rights and interests as well as the University's. Longer retention is not believed to serve any useful purpose.	NCL-330-88	

Copies sent to agency, NCF 4/4/95