

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NC 1-330-77-8	
DATE RECEIVED	
NOV 11 1976	
NOTIFICATION TO AGENCY	
<small>In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</small>	
3-25-77 <small>Date</small>	<i>James B. Rhoads</i> <small>Archivist of the United States</small>

32 items

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
 OASD(C)

3. MINOR SUBDIVISION
 OASD(C)(A) Records Management

4. NAME OF PERSON WITH WHOM TO CONFER
 James S. Nash

5. TEL EXT
 695-0970

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 8 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	
11/4/76	<i>James S. Nash</i>	Records Administrator	
7. ITEM NO	8. DESCRIPTION OF ITEM <small>(With Inclusive Dates or Retention Periods)</small>	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1000	Records of the Assistant Secretary of Defense (Legislative Affairs)		

115-107
Sent to agency 3/29/77 JP

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>1000</u>	<p><u>Legislative affairs. General</u></p> <p>The Assistant Secretary of Defense (Legislative Affairs) is responsible for DoD relations with Congress, the designation and appearance of witness, coordination of DoD supported congressional travel, processing of security requests for congressional staff and coordination of actions relating to congressional consideration of the legislative program of the Department of Defense. ADP records are described in a separate chapter. Unless otherwise indicated permanent files will become available to NARS when 25 years old.</p>	
<u>1001</u>	<p><u>Office Administrative Files.</u></p> <p>These files may accumulate in any office to document the performance of its assigned duties. However, all the administrative files listed below seldom accumulate in a single office.</p>	
<u>1001-01</u>	<p>Policy files. Documents related to preparing, coordinating, issuing and interpreting policy matters.</p>	<p>Permanent. Cut off annually or on supersession or obsolescence, as reference needs require.</p>
<u>1001-02</u>	<p>Instruction Files. Documents related to preparing, coordinating, issuing, and interpreting directives, regulatory instructions,</p>	<p>Permanent. Cut off annually or on supersession or obsolescence, as reference needs require.</p>

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<u>1001-03</u>	<p>and comparable instructional material. These files accumulate in offices responsible for preparation and interpretation of instructions and include coordinating action, studies, interpretations, and published record copies of instructions, such as regulations, supplements, memorandums, circulars, pamphlets, and bulletins; messages used for expeditious interim changes to instructions; technical newsletters or comparable media used to forward semi-official and authoritative instructions; and official training materials.</p> <p>Administrative files. Documents relating to the overall or general routine administration of finance and fiscal activities, but exclusive of specific files described in this regulation. These files include, but are not limited to---</p> <p>a. Routine comments on instructions, directives, or other publications prepared by another office with primary responsibility. If comments result in additional action affecting the mission or function of the office, documents should be filed with the appropriate mission functional files.</p>	<p>Destroy after 2 years or on discontinuance, whichever is first. However, documents in the cut off file that require additional action or relate to reopened cases should be brought forward for filing in the current file.</p>

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	<p>b. Evaluations of suggestions that do not result in issuing an instruction or establishing a project.</p> <p>c. 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.</p> <p>d. Extracts of reports of inspections, surveys, or audits that pertain to the operation of the mission or function.</p> <p>e. Comments on or contributions to news releases or other media furnished to information officers to publicize and promote the mission or functions.</p>	
<u>1001-04</u>	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 specifically prepared handouts, and related or similar documents.	Destroy on supersession or obsolescence.
<u>1001-05</u>	Committee Files. Documents relating to establishing, operating, and dissolving committees which consider, advise, take action, and	Permanent. Cut off when no longer needed for current operations. Transfer to WNRC when 5 years old.

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	<p>report on specifically assigned functions. They include joint, inter-departmental, and international committees in which OSD participates; as well as committees with all echelons and elements of 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, agenda, minutes of meetings and related documents.</p>	
<u>1001-06</u>	<p>Staff visit Files. Documents relating to schedule or special visits (but not inspections, surveys, or audits) for the purpose of performing staff or technical supervision or for conducting studies. This definition 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 visits, recommendations, and other directly related documents.</p>	<p>Destroy 1 year after completion of next comparable visit or on completion of related study.</p>
<u>1001-07</u>	<p>Reference Paper Files. Documents used to facilitate, control, or supervise the performance of a specific</p>	

Category
Number

Description of Records

Authorized Disposition
Instruction

function, process, or action they are used with. Reference paper files consist of the following types of documents:

a. 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 definition 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.

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

c. 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.

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

a. Cut off on completion of the communication, study survey report, or other action. Destroy in block after an additional 3 months, 6 months, or 1 year. Earlier destruction is authorized.

b. Destroy when no longer needed to facilitate or control work.

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

d. Destroy after 1 year. However earlier destruction is authorized.

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	<p>e. Extra copies of documents maintained by action officers which reflect actions taken by the action officer. Such files should not be established unless absolutely necessary.</p>	<p>e. Destroy after 1 year. However, earlier destruction is authorized.</p>
	<p>f. 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 is responsible for performing the action, process, or function. Such files should be established only when necessary, not in each office of the same organizational element.</p>	<p>f. Destroy after 1 year. However, documents in the inactive file that require additional action or related to reopened cases should be brought forward for filing in the current file. Earlier destruction is authorized.</p>
<p><u>1002</u></p>	<p><u>Legislative Program Files.</u> The following files 1002-01 through 1002-07 are identical in content, each representing the legislative program of different organizations in DoD. They consist of Legislative Programs in their particular areas, letters from and to congressional committees or individual members, monitoring of the programs and coordinating legislative activities.</p>	

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>1002-01</u>	Legislative Programs (Defense Research and Engineering, Advance Research Project Agency)	Permanent. Transfer to WNRC 3 years after program completion.
<u>1002-02</u>	Legislative Program (Comptroller, Defense Civil Preparedness)	Permanent. Transfer to WNRC 3 years after program completion.
<u>1002-03</u>	Legislative Program (Installations and Logistics, Defense Supply, Defense Contract Audit Agency, Defense Mapping)	Permanent. Transfer to WNRC 3 years after program completion.
<u>1002-04</u>	Legislative Program (International Security, Program Analysis and Evaluations, Defense Security Assistant Agency)	Permanent. Transfer to WNRC 3 years after program completion.
<u>1002-05</u>	Legislative Program (JCS, DIA, NSA, Intelligence, Public Affairs)	Permanent. Transfer to WNRC 3 years after program completion.
<u>1002-06</u>	Legislative Program (Manpower and Reserves, and Health Affairs)	Permanent. Transfer to WNRC 3 years after program completion.
<u>1002-07</u>	Legislative Program (Atomic Energy, Defense Nuclear Agency, Defense Communications, TCCS)	Permanent. Transfer to WNRC 3 years after program completion.
<u>1002-08</u>	Research and Administration	
<u>1002-08.1</u>	Documents pertaining to the arrangements for DoD supported travel for members of Congress and congressional staffs. Requests from Congress for support, support evaluation for conformance with policy and appropriate referral to Military Departments for execution.	Destroy when 1 year old.

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<u>1002-08.2</u>	Documents arranging security clearance of members of congressional staff.	Destroy 1 year after staff member leaves his assignment.
<u>1002-08.3</u>	<p>a. Legislative Research Files. Documents briefly describing history of proposed or impending legislature for edification of DoD officials.</p> <p>b. Statistics which are accumulated to support responses to congressional inquiries. They are not record copies.</p> <p>c. Congressional Records, and Congressional Hearings.</p> <p>d. Dailey summaries of items of interest to the Secretary of Defense.</p>	<p>a. Legislative research permanent. Transfer to WNRC 5 years after non currency.</p> <p>b. DoD statistics. Destroy when no longer required.</p> <p>c. Retain Congressional Records and Congressional Hearings of interest to DoD as reference material. Destroy noninterest when 6 months old.</p> <p>d. Destroy when 5 years old.</p>
<u>1002-08.4</u>	<p>a. Personnel and Administrative case folders of assigned personnel for office use.</p> <p>b. Administrative matters pertaining to office management - security lock-up procedures, and the like.</p>	<p>a. Destroy case folder when individual transferred.</p> <p>b. Destroy when superseded or obsolete.</p>
<u>1002-08.5</u>	White House Staff Correspondence. Correspondence exchanged with White House Staff on matters of legislative interest. Weekly reports to the White House on status of Defense legislature.	Permanent. Transfer to WNRC when 5 years old.