

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC 1-330-77-12	
DATE RECEIVED DEC 9 1976	
NOTIFICATION TO AGENCY	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
11-23-77 Date	<i>James P. O'Neil</i> Archivist of the United States

117 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
Assistant Secretary of Defense (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 25 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 6 Dec 76	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James S. Nash</i>	E. TITLE Records Administrator
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
700	Records of the Office of the Assistant Secretary of Defense (Public Affairs)		

(117 items)

11/17/77 All changes with approval of J. Haines (PL). Sent to agency, NCW-11/28/77, JB

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>700</u>	<p><u>Public Affairs.</u></p> <p>The Assistant Secretary of Defense (Public Affairs) is responsible for public information and community relations. ADP files of which this office is sponsor will be described in a later chapter. Unless otherwise indicated permanent files described herein and transferred to the Washington National Records Center (WNRC) will become available to NARS when 25 years old.</p>	
<u>701</u>	<p><u>Office Administrative Files.</u></p> <p>The files may accumulate in any office to document the performance of their assigned duties. However, all the administrative files listed below seldom accumulate in any single office.</p>	
<u>701-01</u>	<p><u>Policy Files.</u> Documents concerning the general policy of the Office of the Secretary of Defense as related to the public affairs mission. They consist of policy directives and procedures governing relations with the news media and the public. Examples are policy related to Freedom of Information, participation by the Armed Forces in public events, and the release of news.</p>	<p>Permanent. Transfer to WNRC when superseded or obsolete.</p>
<u>701-02</u>	<p><u>Instruction Files.</u> Documents related to preparing, coordinating, issuing, and interpreting directives, regulatory instructions, and comparable instructional material. These</p>	<p>Permanent. Cut off annually or on supersession or obsolescence, as reference needs require.</p>

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
	<p>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>	
<u>701-03</u>	<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 of function of the office, documents should be filed with the appropriate mission functional files.</p> <p>b. Evaluations of suggestions that do not result in issuing an instruction or establishing a project.</p>	<p>a. Destroy after 2 years or on discontinuance, whichever is first. However, documents in the cut off file that require additional action or relate to re-opened cases should be brought forward for filing in the current file.</p> <p>b. Destroy after 2 years or on discontinuance, whichever is first. However, documents in the cut off file that require additional action or relate to re-opened cases should be brought forward for filing in the current file.</p>

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
	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.	c. 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.
	d. Extracts of reports of inspections, surveys, or audits that pertain to the operation of the mission or function.	d. 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.
	e. Comments on or contributions to news releases or other media furnished to information officers to publicize and promote the mission or functions.	e. 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.
	f. Travel arrangements.	f. 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.
	g. Administration of Internal Security.	g. 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.
	h. Office personnel files. Personnel action, letters of Commendation, position descriptions, etc.	h. Destroy 6 months after individual is transferred or is separated.

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>701-04</u>	<p>Agreement files. Documents relating to agreements between elements of DoD and other 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 for the purpose of providing or obtaining various types of support services. The services include logistic, medical, administrative, facilities, and similar support on a one-time or continuing basis; and on a reimbursable or nonreimbursable basis. Included are agreements, agreement checklists, amendment, review comments, related correspondence, and similar documents.</p>	<p>Agreements will be destroyed 3 years after supersession, cancellation, or termination of the agreement.</p>
<u>701-05</u>	<p>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.</p>	<p>Destroy on supersession or obsolescence.</p>
<u>701-06</u>	<p>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</p>	<p>Permanent. Cut off when no longer needed for current operations.</p>

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
	committees within 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 meetings; and related documents.	
<u>701-07</u>	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.	Destroy 1 year after completion of next comparable visit or on completion of related study.
<u>701-08</u>	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:	

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
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.	a. Cut off on completion of the communication, study, survey report, or other action. Destroy in blocks after an additional 3 months, 6 months, or 1 year. Earlier destruction is authorized.
b.	Cards, listings, indexes, and similar documents used for facilitating and controlling work.	b. Destroy when no longer needed to facilitate or control 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.	c. Destroy when superseded, obsolete, or no longer needed for reference.
d.	Documents received for general information purposes that require no action and are not required for documentation of specific functions.	d. Destroy after 1 year, however earlier destruction is authorized.
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.	e. Destroy after 1 year. However earlier destruction is authorized.
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	f. Destroy after 1 year. However, documents in the inactive file that require additional action or relate to reopened cases should be brought forward for filing in the current file.

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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.

701-09

Informational Services Records. This file contains certain records pertaining to information services performed by DoD offices in their day to day affairs and in their relations with the public. Except as otherwise specified in individual items, it applies to copies of these records wherever located in DoD. However, b. & f. are applicable only to files maintained in formally designated informational offices to which has been assigned responsibility for the operation of the informational activities. ~~These records consist of routine inquiries, replies thereto, other correspondence in which no unusual administrative decisions, policies, or efforts are involved, and administrative background materials for formal informal releases. Closely related records, such as certain records relating to budget presentation and printing, duplicating, and distribution records, are covered elsewhere. Any records created prior to January 1, 1921, must be offered to the National Archives before applying these disposal instructions.~~

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a. Complete set of formal informational releases and publications, such as press releases, press conference transcripts, official speeches, graphic progress presentations, and indexes thereto.

a. Permanent. Transfer to WNRC when 2 years old.

~~b. Subject files of formally designated informational offices, not covered elsewhere in this schedule.~~

~~b. Permanent. Transfer to WNRC when 2 years old.~~

c. Request for information and copies of replies thereto, involving no administrative actions, no policy decisions, and no special compilations or research and requests for and transmittals of publications, photographs and other informational literature.

c. Destroy 3 months after transmittal or reply.

d. Acknowledgements and transmittals of inquiries and requests that have been referred elsewhere for reply.

d. Destroy ⁶ months after acknowledgment and referral.

e. Daily press service teletype news.

e. Destroy Defense related items after 1 year, all other items after 1 month.

f. Informational services project case files maintained in formally designated informational offices.

f. Destroy 1 year after close of file or 1 year after completion of project if method of filing differs from that suggested herein.

g. Anonymous letters, letters of commendation, complaint, criticism and suggestion, and replies thereto, excluding those of the basis of which investigations were made or administrative action taken and those incorporated in individual personnel records.

g. Destroy after 3 months.

WITHDRAWN

Category
Number Description of Records

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h. *Biographies*
~~Bibliographies~~

h. *Permanent*
Retain one copy permanently; destroy remaining copies when superseded.

i. Records relating to the initiation, development and implementation of policies, criteria and standards regarding the release of information to the press, radio, television, or other media whereby such release will result in information reaching the public.

Permanent
i. 1. Transfer to WNRC record copies for permanent preservation two years after annual cutoff. 2. Destroy all duplicate copies six months after annual file cut off unless part of a case file. 3. Destroy all reproduced copies when policy standards or criteria are superseded or rescinded.

~~j. Records relating to the approval and disapproval of material prepared for release to the public by individuals other than those authorized to make public releases, including material establishing the basic policies, standards and criteria for clearance of material.~~

~~j. Transfer to WNRC record copies three years after annual cut off. Permanent retention. Destroy all duplicate copies when file is cut off unless part of a case file.~~

k. Records relating to the planning, preparation, coordination and issuance of publications issued as an official Department of Defense position.

Permanent
k. 1. Transfer to WNRC record copies of material used in and for the development of official public releases, including coordination and distribution records one year after file cutoff for permanent preservation.
k-2. Destroy all duplicate copies and non-record material when file is cut off unless part of a case file.

WITHDRAWN

Category Number	<u>Description of Records</u>	Authorized Disposition <u>Instruction</u>
<u>701-10</u>	Audiovisual Records.	Archives should be informed by originator of those film records deemed most important for permanent file by submitting agency. Agency to retain those files not accepted by Archives, as appropriate.
	a. Motion Picture Film: (Completed productions)	
	(1) The original material which may consist of any of the following negative or color original plus optical sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print of each motion picture used to document, carry on, or promote substantive agency activities, procedures, and programmatic responsibilities and developments.	(1) Permanent. Offer to the National Archives when obsolete or after five years whichever occurs first.
	(2) Film Project Case Files: Documents relating to motion picture productions including requests for approvals, justifications, authorizations, film requirements, contracts, scripts, clearances and releases, and other records relating to the origin, acquisition, and ownership of the production.	(2) Permanent. Offer to the National Archives with related film in accordance with instructions in (701-10 a.(1)).
	(3) Additional duplicate prints of items identified in (701-10 a.(1)).	(3) Temporary. Destroy when obsolete or after five years whichever occurs first.
	(4) Motion picture film having limited administrative use or interest such as productions whose subject matter is transitory or is of a purely local interest nature as well as film of subjects and activities not directly related to agency operations or responsibilities.	(4) Temporary. Destroy when obsolete or after five years whichever occurs first.
	(5) Motion Picture Film: (stock footage). Stock film exposed for historical or documentary purposes: original materials, i.e.: negatives, color positives, inter negatives, master positives. Film used to support completed film productions, news-film or official report projects.	(5) Permanent. Offer to National Archives when obsolete or after five years whichever occurs first.

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
b.	Sound Recordings and Video Recordings.	
	(1) Sound Recordings: The master tape, matrix or stamper, and one disc pressing for each conventional mass-produced multiple copy disc recording and the original tape for each magnetic audio tape recording used to document, carry on, or promote substantive DoD activities, procedures, and programmatic responsibilities and developments.	(1) Permanent. Offer to the National Archives when obsolete or after five years whichever occurs first.
	(2) Video Recordings: the original recording or the earliest generation of the recording (or a kinescope of the recording) used to document, carry on, or promote substantive agency activities, procedures, and programmatic responsibilities and developments.	(2) Permanent. Offer to the National Archives when obsolete or after five years whichever occurs first.
	(3) Sound and Video Project Case Files. Documentation accumulated in the preparation and production of items identified in (b. (1)) and (b. (2)) including scripts, transcripts, releases, and other records relating to the origin, acquisition, and ownership of the sound or video recordings.	(3) Permanent. Offer to the National Archives with the recordings in accordance with instructions in (b. (1)) and (b. (2)).
	(4) Sound and Video recordings having limited administrative use or interest such as productions whose subject matter is transitory or is of a purely local interest nature as well as recordings of subjects and activities not directly related to agency operations or responsibilities.	(4) Temporary. Destroy when obsolete or after five years whichever occurs first.

Category Number	Description of Records	Authorized Disposition Instruction
c. Still Pictures.	(1) Still photographs depicting substantive agency activities, procedures programmatic responsibilities and developments and significant personalities.	<p><i>Back file every five years and</i></p> <p>(1) Permanent. Offer to the National Archives the original negative and a captioned print or its equivalent for each black and white image and the original color transparency or color negative, a captioned print or its equivalent, and an internegative (if one exists) for each color image when obsolete or when ten ^{five} years old whichever occurs first. <i>(See Special Instructions)</i></p>
	(2) Still photography having limited administrative use or interest such as photographs whose subject matter is transitory or is of a purely local interest nature as well as photographs of subjects and activities not directly related to agency operations or responsibilities.	(2) Temporary. Destroy after five years or when obsolete whichever occurs first.
	(3) Additional duplicate prints of items identified in (c. (1)).	(3) Temporary. Destroy after five years or when obsolete whichever comes first.
	d. Finding Aids for Audiovisual Records: Existing finding aids such as data sheets, shot lists, catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of the audiovisual records identified in (a. (1), b. (1), b. (2), and c. (1)).	d. Permanent. Offer to the National Archives with related audiovisual records in accordance with instructions in (a. (1), b. (1)), b. (2), and c. (1)).
702	<u>Community Relations.</u>	
702-01	Bicentennial Plans. Focal point for documents organizing the Department of Defense activities in observance of the Bicentennial programs. Coordination for all Armed Forces participation.	Permanent. Transfer to WNRC when 2 years old.

Category Number	Description of Records	Authorized Disposition Instruction
<u>702-02</u>	Programs Division.	
	a. Documents requesting or arranging for speakers to participate in community relations events. Arrangements for presentations.	a. The speaking arrangements can be destroyed on file cutoff. Speeches and presentations on important issues are permanent. Transfer to WNRC when 3 years old. Speeches of unimportant topics of non-policy nature destroy on cutoff. <i>See 701-09-a for disposition of official speeches.</i>
WITHDRAWN	b. Presentations and speeches developed for community relations use.	b. The speaking arrangements can be destroyed on file cutoff. Speeches and presentations on important issues are permanent. Transfer to WNRC when 3 years old. Speeches of unimportant topics of non-policy nature destroy on cutoff.
	c. Correspondence with national organization, business, labor, Veterans group and the like.	<i>Permanent.</i> c-1. In the case of key organizations, transfer to WNRC when 5 years old. In all other cases destroy when 3 years old.
	d. Documents pertaining to planning, implementing and controlling Joint Civilian Orientation Conferences and other OSD sponsored conferences.	d. Permanent. Transfer to WNRC when 5 years old.
	e. Correspondence on arrangements for briefings, conferences, etc. for civilian groups.	e. Destroy after 3 years.
<u>702-03</u>	Public Services Division.	
	a. Policies and procedures governing Armed Forces participation in Public Events. These prescribe the circumstances under which it would be permissible to provide bands, marching units, aircraft displays such as the "Blue Angels", support to the film industry, ships or aircraft lifts and similar activities.	a. Permanent. Transfer to WNRC when superseded or obsolete.

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b. Arrangements for Air transport, aircraft displays bands, and troops support for public events.

b. Destroy 1 year after cutoff. However, documents in the cutoff file that require additional action or relate to reopened cases should be brought forward for filing in the current file.

703 Defense Information.

~~703-01~~ ~~Broadcasting and Engineering. Recordings of news conferences, briefings, speeches, interviews of senior officials in OASD(PA) studio.~~

~~Permanent. Transfer to WNRC when obsolete or superseded.~~

WITHDRAWN

703-02 Media Travel.

a. Policy on authority for members of the press to travel on DoD furnished transportation to military establishments worldwide.

a. Permanent. Transfer to WNRC when obsolete or superseded.

b. Individual accreditation and clearances for media.

b. Destroy individual accreditation and clearances 10 years after death of individual press member.

703-03 Research and Distribution.
Research support to provide background and current data on issues of interest.

Destroy when 3 years old.

703-04 News Division.

a. Coordination, implementation and reviews of news media aspects of the Public Information program to insure maximum public understanding of policies, objectives and functions.

a. Permanent. Transfer to WNRC when superseded.

Category Number	Description of Records	Authorized Disposition Instruction
	b. Development and implementation of news service policy.	b. Permanent. Transfer to WNRC when superseded.
	c. Release of official unclassified news relative to DoD activities.	<i>Permanent</i> c. News releases are permanent. Transfer to WNRC when 5 years old.
	d. Management procedures of Armed Forces News, Defense Women's News, and Defense News.	<i>Permanent</i> d. Record copy of each periodical is permanent. Transfer to WNRC when 5 years old.
703-05	Audio Visual.	
WITHDRAWN	a. Policies on creation, circulation, of audio visual records.	a. Permanent. Transfer to WNRC when superseded or obsolete.
WITHDRAWN	b. Audio visual records created before use by the ASD(PA) to fulfill DoD mission.	b. Refer to 701-10 for complete detail on audio visual records.
WITHDRAWN	703-06	
	Plans & Programs.	
	a. Documents developing plans, issuing policy and programs in support of public affairs activities.	a. Permanent. Transfer to WNRC when obsolete or superseded.
	b. Reviews of public affairs portions of contingency and operations plans of unified and specified comments.	b. Permanent. Transfer to WNRC when 3 years old.
	c. Formulation and coordination of public affairs guidance for sensitive activities planned by unified and specified commands or the military departments; coordination and approvals of public affairs guidance formulated by these commands and departments.	c. Permanent. Transfer to WNRC 3 years after event completed.
	d. Documents which establish policy and monitors the availability, training, and utilization of qualified military public affairs personnel.	d. Permanent. Transfer to WNRC when policy is superseded or obsolete.

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704 Freedom of Information and Security Review.

704-01 Reviews of Information from DoD or outside sources intended for dissemination through any media of public information to insure that it is not inimical to national defense or in conflict with established policies or programs. Records relate to approval/ disapproval of material prepared for public release by individuals other than those authorized to make public releases; includes material establishing policies, standards, and criteria for clearance of material.

a-Permanent.
a-Transfer record copies to WNRC 2 years after annual cutoff. Permanent retention.
b-Destroy duplicate copies when file is cut off unless part of a case file.

~~WITHDRAWN~~ 704.02 Freedom of Information.

704-02.1 Freedom of Information Act (FOIA) Requests Files. Files created in response to requests for information under the Freedom of Information Act consisting of all original requests, a copy of the reply thereto, and all related supporting files including the originals or copies of the records being requested.

a. Correspondence and supporting documents, excluding the originals or copies of the records requested:

(1) granting access to all the requested records.

(2) responding to requests for nonexistent records; to requestors who provide inadequate descriptions; and to those who fail to pay the agency search and reproduction fees.

(1) Transfer to WNRC when 2 years old. Dispose of 5 years after date of reply, if not appealed (for fees).

(2) Transfer to WNRC when 2 years old. Destroy 5 years after date of reply if not appealed. Destroy appealed requests as authorized under 704-02.2.

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a. (3) denying access to all or part of the records requested:

(3) Transfer to WNRC when 2 years old. Dispose of 5 years after date of reply if not appealed. Dispose of appealed requests as authorized under 704-02.2.

b. Originals or copies of requested records:

(1) granted under 704-02.1a(1) above

(1) Dispose of in accordance with approved agency instructions for related records.

(2) partly or totally denied under 704-02.1a(3) above

(2) Transfer to WNRC when 2 years old. Dispose of 5 years after date of reply if not appealed. Destroy appealed requests as authorized under 704-02.2.

704-02.2

Freedom of Information Act Appeals Files. Files created in responding to administrative appeals under the FOIA for release of information denied by the agency consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, including the originals or copies of denied records.

a. Correspondence and supporting documents, exclusive of the originals or copies of the records denied.

a. Transfer to WNRC when 2 years old. Dispose of 5 years after final denial by agency or 3 years after final adjudication by courts, whichever is later.

b. Originals or copies of denied records.

(1) Granted on appeal

(1) Dispose of in accordance with approved agency disposition instructions for related records.

(2) Partly or totally denied on appeal

(2) Transfer to WNRC when 2 years old. Dispose of 5 years after final denial by agency or 3 years after adjudication by courts, whichever is later.

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~~704-02.3~~ FOIA Control Files. Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature and purpose of request and name and address of requestor.

~~a. Registers or listings:~~

~~b. Other files:~~

~~a. Dispose of 5 years after date of last entry.~~

~~b. Dispose of 5 years after final action by the agency or after final adjudication by courts, whichever is later.~~

~~704-02.4~~ FOIA Reports Files. Recurring reports and one-time information requirements relating to agency implementation of the Freedom of Information Act, including annual reports to the Congress.

~~a. Annual reports at Departmental or agency level:~~

~~b. Other reports:~~

~~a. Permanent. Offer to NARS with related agency records.~~

~~b. Dispose of when 2 years old or sooner if no longer needed for administrative use.~~

~~704-02.5~~ Freedom of Information Act Administrative Files. Records relating to the general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.

~~Destroy when 2 years old or sooner if no longer needed for administrative use.~~

~~WITHDRAWN 704-03 Privacy Act~~

~~704-03.1~~ Privacy Act Requests files. Files created in response to requests for information under the Privacy Act consisting of all original requests, a copy of the reply thereto, and all related supporting files including the originals or copies of the records being requested.

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a. Correspondence and supporting documents, excluding the originals or copies of the records requested:

(1) granting access to all the requested records.

(2) responding to requests for nonexistent records; to requestors who provide inadequate descriptions; and to those who fail to pay the agency search and reproduction fees.

(3) denying access to all or part of the records requested:

b. Originals or copies of requested records:

(1) granted under 704-03.1a(1) above

(2) partly or totally denied under 704-03.1a(3) above

(1) Transfer to WNRC when 2 years old. Destroy 5 years after date of reply, if not appealed (for fees).

(2) Transfer to WNRC when 2 years old. Destroy 5 years after date of reply if not appealed. Destroy appealed requests as authorized under 704-02.2.

(3) Transfer to WNRC when 2 years old. Dispose of 5 years after date of reply if not appealed. Dispose of appealed requests as authorized under 704-02.2.

(1) Dispose of in accordance with approved agency instructions for related records.

(2) Transfer to WNRC when 2 years old. Dispose of 5 years after date of reply if not appealed. Destroy appealed requests as authorized under 704-02.2.

Category Number	Description of Records	Authorized Disposition Instruction
704-03.2	<p>Privacy Act Control Files. Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature and purpose of request and name and address of requestor.</p> <p>a. Registers or listings:</p> <p>b. Other files:</p>	<p>a. Dispose of 5 years after date of last entry.</p> <p>b. Dispose of 5 years after final action by the agency or after final adjudication by courts, whichever is later.</p>
704-03.3	<p>Privacy Reports Files. Recurring reports and one-time information requirements relating to agency implementation of the Privacy Act, including annual reports to the Congress.</p> <p>a. Annual reports at Departmental or agency level:</p> <p>b. Other reports:</p>	<p>a. Permanent. Offer to NARS with related agency records.</p> <p>b. Dispose of when 2 years old or sooner if no longer needed for administrative use.</p>

NOTE: See 203-10 for additional information in Privacy Act Matters.

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<u>705</u>	<u>Office of Information for the Armed Forces.</u>	
<u>705-01</u>	<p>Committee for Employers Support of Guard and Reserve.</p> <p>a. The purpose of this committee is to encourage employers to support participation by employees in the Guard or Reserve. The Executive Committee is staffed by prominent civilians who provide guidance and counsel to the working staff. The charter for this committee, its membership, agenda, minutes, and reports issued covering their operations.</p> <p>b. Correspondence with employees and commitments from employers to participate in the program.</p> <p>c. Correspondence with industry and commitments from individuals concerned. Referrals and related documents.</p> <p>d. Public information releases and presentation data to advance the mission of the committee.</p>	<p>a. Permanent. Transfer to WNRC when 10 years old.</p> <p>b. General correspondence can be destroyed when 6 months old. Retain commitments from employers while effective. Destroy 2 years after commitment ceases.</p> <p>c. General correspondence. Destroy when 3 years old. Informal commitments - retain for life of commitment.</p> <p>d. Permanent. Transfer to WNRC when 5 years old.</p>
<u>705-02</u>	<p>Federal Voting.</p> <p>a. Documents prescribing DoD policy in support of voting and establishing procedures.</p> <p>b. Promotional material, posters, newcasts, press releases.</p> <p>c. Evaluations of procedures. Participation support reports from military departments.</p>	<p>a. Permanent. Transfer to WNRC when superseded or obsolete.</p> <p>b. Permanent. Transfer to WNRC when 3 years old.</p> <p>c. Permanent. Transfer to WNRC when 3 years old.</p>

Category
Number

Description of Records

Authorized Disposition
Instruction

705-03

Audiovisual Activities.

a. Records relating to the initiation, authorization, approval and preparation of photographs and film (sound or silent, motion or still) and voice recordings by commercial or government sources, ~~except records relating to subsidiary rights or interests in such recordings or matters used in their production.~~

~~b. Records which comprise all formal informational releases and publications not otherwise provided for in this schedule, such as press releases, press conferences transcripts, official speech transcripts, graphic progress presentations and indices thereto.~~

c. Records resulting from the oral or sound recording of speeches, lectures, special events or other sound presentations.

~~d. Transfer to WNRC record Copy of oral and sound presentations of ceremonies, special events, combat actions, and the like, for permanent preservation three years after the year in which recorded.~~

a. Permanent. Offer second copies to NARS with productions to which they relate.

~~e. Transfer to WNRC record copy which relates to the preparation of such material by commercial sources three years after completion of the production for retention for seven additional years. Destroy record copy which relates to the preparation of such material by governmental sources three years after file cut off.~~

~~b. Transfer to WNRC record copies for permanent preservation one year after file cut off.~~

Permanent?
c. ~~Transfer to WNRC~~ record copies of oral recordings of speeches, lectures and other presentations which define policy or establish the DoD position on matters of national importance, ~~two years after the year in which recorded for permanent preservation.~~ *Offer to NARS in accordance with 701-10-6-1.*

Permanent?
~~d.1. Transfer to WNRC~~ Record copy of oral and sound presentations of ceremonies, special events, combat actions, and the like, ~~for permanent preservation three years after the year in which recorded.~~ *Offer to NARS in accordance with 701-10-6-1.*

d-2. Dispose of all other sound recordings three years after the year in which recorded.

WITHDRAWN

Category Number	Description of Records	Authorized Disposition Instruction
e.	Records resulting from the photographic and film recordings of events, occasions or other photographic action presentations.	<p><i>Permanent</i> e-1. Transfer to WNRC Record copy of photographic and film recordings of special and historical events and other occasions which portray matters of national importance. two years after the year in which photographed for permanent preservation. <i>offer to NARS</i> Transfer to WNRC Record copy of photographic and film recordings of ceremonies, special events, combat action and the like <i>for permanent preservation with 705-10-2-5</i> three years after the year in which photographed. e-2. Dispose of all other file recordings when 3 years old.</p>
f.	Joint Service motion Picture Files. Policy on distribution, acquisitions care of joint service motion pictures.	f. Permanent. Transfer to WNRC when superseded.
<u>705-04</u>	Electronic Media.	
a.	Policy documents related to the Armed Forces association with the radio and television industry. This would prescribe policy on participation by the military departments' members in the media, such as talk shows, support which can be furnished commercial ventures, electronic media coverage of news events associated with DoD activities and similar documents.	a. Permanent. Transfer to WNRC when superseded.
b-1	Releases to the electronic media, and <i>b-2</i> arrangements for radio and TV time procurement.	<p><i>See 701-09-a.</i> b-1. Permanent. Transfer to WNRC when 3 years old.</p>
c.	Coordination of radio, TV budget figures.	<p><i>b-2. See 705-04-d-4.</i> c. Permanent. Transfer to WNRC when 3 years old.</p>

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
	d. Armed Forces Radio and TV.	<i>(Apply disposition instructions of 701-10 for Audiovisual records).</i>
	(1) Policy and procedures, describing program, authorizing frequency, signal strength etc. manning, location etc.	(1) Permanent. Transfer to WNRC when superseded.
	(2) Liaison with Unions and Industry regarding the use of music agreements etc.	(2) Permanent. Transfer to WNRC when superseded. <i>See 701-04.</i>
	(3) Coordination with State Department and USIA on arrangements in foreign countries.	(3) Permanent. Transfer to WNRC when superseded.
	(4) Documents arranging for lease or purchase of film from industry and the creation of film for this purpose.	(4) Record copy is with procurement. Destroy non record copy when lease or purchase completed.
<u>705-05</u>	Print Media.	
	a. Information Guidance. Documents describing policy and providing guidance on public information matters related to:	a. Permanent. Transfer to WNRC when superseded or obsolete.
	b. Information releases, press conference transcripts.	b. Permanent. Transfer to WNRC when superseded or obsolete.
	c. Procurement of space in press media.	c. Record copy is in procurement office. Destroy non record copy when 1 year old.
	d. Preparation of daily press service teletype news of special interest to DoD.	d. Destroy after 3 months old.
	e. Planning, preparation, coordination and issuance of publications as an official Department of Defense position.	e. Permanent. Transfer to WNRC when 5 years old.

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>705-06</u>	Program Analysis and Data Systems.	
	<p>a. This office manages data banks of information essential to its mission which include budget for the Armed Forces Information Program, periodicals and audiovisual inventions. Any hard copy printouts are in response to inquiries such as is a certain audiovisual aid available in current inventory. The data banks are not used for regular reporting cycles.</p>	<p>a. Destroy hard copy when purpose has been served.</p>
	<p>b. Analyses and reviews of Armed Forces Information Programs. Monitoring of Military Services Programs.</p>	<p>b. Permanent. Transfer to WNRC when superseded.</p>
	<p>c. Administrative support for the Office of Information for Armed Forces. Temporary non record material on assigned personnel, office procedures and other administrative files.</p>	<p>c. Destroy non record material of personnel when individual transferred. Destroy non record material 1 year after cut off.</p>