

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK.	
JOB NO	NC1-330-78-7
DATE RECEIVED	6 MAR 1978
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	4-12-78
Archivist of the United States	James E. O'Neil

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
Washington Headquarters Services Records Manager

4. NAME OF PERSON WITH WHOM TO CONFER
J. E. Haines

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 2 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
24 Feb 78	<i>James S. Nash</i> James S. Nash	Records Administrator

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
Addition to Chapter 200	<u>Administration</u> (See attached sheet)	Adds new file numbers to Administrative Instruction No. 15	3 items

115-107 Copies to agency, NCW, NUB, NNM 4/14/78 plus

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
212	Office of the Secretary of Defense	
	<p>a. Records of the Office of the Secretary of Defense, the Deputy Secretary of Defense, the Under Secretaries of Defense, and the Assistant Secretaries of Defense which: (1) issue policy, prescribe procedures or effect organizational structures; (2) provide executive direction or document major functions; (3) pertain to relations with the White House, Executive Office of the President, Congress or the public; (4) pertain to foreign affairs; (5) prescribe budget policy; (6) pertain to litigations and formal legal opinions; and (7) pertain to major programs and plans.</p> <p>b. Records of the immediate Office of the Secretary of Defense, Deputy Secretary of Defense, Under Secretaries of Defense, and Assistant Secretaries of Defense of a routine, non-policy nature with no permanent value or historical significance.*</p>	<p>a. Permanent. Cut off annually and transfer to WNRC. <u>Offer</u> to NARS when 40 years old. OSD will periodically reconsider whether or not the offer date can be lowered.</p> <p>b. Cut off annually and transfer to the WNRC. Destroy when 7 years old.</p>
213	Directives Branch Files	
	<p>Directives Branch Files consisting of DoD Directives, Regulations, Instructions and similar policy issuances. Supporting documentation with such papers as coordination sheets, comments, referenced documents, marked-up copy, etc.</p>	<p>Permanent. Transfer to WNRC when superseded or no longer required for reference. <u>Offer</u> to NARS when 40 years old. OSD will periodically reconsider whether or not the offer date can be lowered.</p>

*Note: Item 212(b) consists of the Secretary's, Deputy Secretary's, Under Secretaries' and Assistant Secretaries' copies of records which were appraised as disposable in the disposition jobs which form the basis for OSD Administrative Instruction 15, January 11, 1978.