

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1-330-80-1	
DATE RECEIVED 11-20-79	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>1-10-80</i> <i>James E. O'Neil</i> Date <i>acting</i> Archivist of the United States	

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
Washington Headquarters Services

3. MINOR SUBDIVISION
Records Management Division

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 2 Nov 79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James S. Nash</i> James S. Nash	E. TITLE OSD 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
1.	Authority is requested to preserve permanent records on microfilm and dispose of the original records which will consist of chronological reading files created by offices identified in OSD Administrative Instruction No. 15, as records series 102-16b with permanent retention disposition authorized in NARS Job No. NC1-330-77-4. Chronological reading files for these offices will not be maintained in mixed modes but will be either paper or microfilm. Records involved date from 1946, and are security classified confidential thru top-secret with some foreign originated classified information interspersed throughout. Related microfilming projects will be initiated on an irregular basis as determined by OSD requirements. The initial conversion to microfilm will involve 66 cubic feet of chronological reading files of the Under Secretary of Defense for Research and Engineering. <p>a. Hard Copy. Destroy when microfilm is determined to have been made in accordance with GSA regulations and is adequate substitute for the paper records.</p> <p>b. Microfilm. Permanent. Transfer to Washington National Records Center when respective office records have been microfilmed. Offer for transfer to the National Archives and Records Service when 30 years old.</p>	(NC1-330-77-4)	2 items

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

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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
	<p>This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41CFR 101-11.506.</p>		