

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

5/23/80  
LEAVE BLANK

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

JOB NO

NC1-330-80-6

1. FROM (AGENCY OR ESTABLISHMENT)

Office of the Secretary of Defense

DATE RECEIVED

May 27, 1980

2. MAJOR SUBDIVISION

Washington Headquarters Services

NOTIFICATION TO AGENCY

3. MINOR SUBDIVISION

Records Management Division

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

4. NAME OF PERSON WITH WHOM TO CONFER

J. E. Haines

5. TEL. EXT.

695-0970

4-24-81  
Date

*Robert M. ...*  
Archivist of the United States

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 3 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 28 Apr 80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James S. Nash</i> James S. Nash	E. TITLE Chief, Records Management Division
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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.	<p>TELECOMMUNICATIONS AND COMMAND AND CONTROL SYSTEMS RECORDS</p> <p><u>Description of Records</u>                      <u>Disposition Instruction</u></p> <p><u>Contractor Files.</u></p> <p>Research and evaluation project study documents created by civilian companies, corporations, etc., per government contract for resultant documents.</p> <p>a. Master copy of completed contracted studies and publication originated by C<sup>3</sup>I.</p> <p>b. Interim contract reports and document volumes which are portions of completed contract files by contract titles.</p> <p><i>Schedule changes concurred in by OSD/HAINES, 2-19-81. RCT/NARS-NCB</i></p>	<p>(NEW)</p> <p><i>Arranged by Subject; there under by Technical Report Number.</i></p> <p>VTD - 8 cubic feet. EPA - 2 cubic feet. Data - 1977 to present.</p>	<p>6 ITEMS</p>

*Closed Out: 5-8-81: K.T.I).  
Copy to NCW, Agency, NAB & NNM*

Request for Records Disposition Authority - Continuation

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	<p>TELECOMMUNICATIONS AND COMMAND AND CONTROL SYSTEMS RECORDS</p> <p><u>Description of Records</u>                      <u>Disposition Instruction</u></p> <p>1. <u>Contractor Files.</u> (continued)</p> <p>c. Correspondence with contractors pertaining to contract timing, change, amendment, background data, control and dissemination of created documents.</p> <p>d. Control, dissemination, and evaluation of contractor products by military/civilian professional staff.</p> <p>2. <u>Combat Support.</u></p> <p>Plans for the allocation of development and acquisition resources between the various areas comprising Combat Support. Documents of Research and Development Subgroups of the DoD Advisory Committee on Federal Aviation which coordinate programs of interest to FAA, DoD and Military Departments.</p>	<p>(NEW)</p> <p>CHRONO. VTD - 1/2 cubic foot. EAA - less than 2 inches. Date - 1977 to present.</p> <p>CHRONO. VTD - 1/2 Cubic Foot. EAA - less than 2 inches. Date - 1977 to present.</p>	
<p><del>3.</del></p>	<p><del>Resources.</del></p> <p>a. Fiscal Guidance. Correspondence, issue papers, referrals, related Congressional hearing data, etc.</p> <p>b. Budget Data. Communications, command and control, and budget requests and justifications for equipment, manpower, operations and analysis.</p>	<p>(AI-15,1308-04)</p>	

**DELETED**

**Request for Records Disposition Authority - Continuation**

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<b>TELECOMMUNICATIONS AND COMMAND AND CONTROL SYSTEMS RECORDS</b>			
	<u>Description of Records</u>		<u>Disposition Instruction</u>
<del>3.</del>	<del>Resources: (continued)</del>		
	c. Communications, Command, and Control. Budget related data pertaining to DoD services operations.		c. Permanent. Transfer to WNRC 2 years after cut off of current files.
	d. Congressional Fiscal Data. Policy, appropriations, presentation back-up data, House Senate conference bills correspondence, testimonies.		d. Permanent. Transfer to WNRC 2 years after cut off of current files.
	e. Studies and Exercises for DoD Services. Preparation and back-up data and copies of completed documents.		e. Destroy when obsolete or no longer needed for reference.
	f. Budget Issue Papers. DoD services and other governmental agencies.		f. Destroy when obsolete or no longer needed.
<b>3.</b>	<u>Transitory Material.</u>		
	Transmittal documents that add no significant information to material transmitted; routine requests for information, publications, or supplies; documents correcting reports or other minor corrections to records; and courtesy or informational documents which are not needed to document specific functions or actions but are of reference value to the office.		Destroy 3 months after monthly cut off, or when purpose has been served, whichever is sooner.
		(NEW)	

DELETED