

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

8/12/80  
 LEAVE BLANK

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

JOB NO  
 NC1-330-80-11

DATE RECEIVED  
 August 14, 1980

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

1-21-81  
 Date

*Robert M. Ward*  
 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 1 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<br>6 Aug 80 | D. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>James S. Nash</i><br>James S. Nash | E. TITLE<br>Records Administrator |
|---------------------|--|-----------------------------------|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. SAMPLE OR JOB NO.   | 10. ACTION TAKEN |
|-------------|--|--|------------------|
| 102-19      | <p>Addition to OSD Administrative Instruction No. 15</p> <p><u>Description of Records</u><br/>                     Special Studies.</p> <p>1. Reports, correspondence, pertaining to formal inquiries or investigations for other than personnel or security reasons. Documents accumulated by special task forces or committees appointed for these tasks which do not fall in other identifiable functional areas.</p> <p>2. Reference and other non-record material accumulated in the study.</p> | <p><u>Authorized Disposition Instruction</u></p> <p>1. Permanent. Reports of the task groups or committee. Transfer to WNRC when no longer required for reference. Offer to NARS when 30 years old.</p> <p>2. Destroy when no longer required for reference.</p> | 2 items          |

*Closed Out: 1-26-81: K.T.D.  
 Copy sent to Agency, NCW, NARB; NNM*