

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

10/1/80  
 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

5. TEL. EXT.

J. E. Haines

695-0970

JOB NO

NC1-330-81-1

DATE RECEIVED

October 2, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

4-1-81  
 Date

*R. W. Storm, Jr.*  
 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 4 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 <b>25 SEP 1980</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE James S. Nash <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
	Revision to the 700 Series of OSD Administrative Instruction No. 15, "Records Management"  See attached sheets.  Category Numbers:  702-03/1, 2, 3. 702-04/1, 2, 3. 703-04/1, 2, 3, 4, 5, 6, 7. 705-02/1, 2, 3, 4, 5. 705-03/1, 2, 3, 4.  All changes made in this schedule concurred in by J. Haines, OSD/RMO.  R. W. Storm, Jr. NARS/NCD Nov. '80. <i>R.C.F.</i>		22 items

*Closed Out: 4-7-81: K.T.D.  
 Copy to Agency, NARS, NARS, NARS & NCD*

Category  
number

Description of records

Authorized disposition  
instruction

702-03

Public Activities Division

1. Documents on arrangements for speakers to participate in public events and on arrangements for presentations.

1. Destroy on cut-off.

2. Documents on arrangements for aerial demonstration team performances, flyovers, and static aircraft displays at airshows and other public events.

2. Destroy 1 year after cut-off. 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.

3. Correspondence and documents relating to military participation in Armed Forces Day observances.

3. Destroy after 3 years.

702-04

National Organizations Division

1. Correspondence with national organizations (business, labor, quasi-military, veterans, etc.).

24-11-80  
EJ

~~1. Permanent in the case of key organizations. Transfer to WNRD when 5 years old. In all other cases, destroy when 3 years old.~~  
Destroy

2. Correspondence and documents relating to military participation in Veterans Day observances.

2. Destroy after 3 years.

3. Correspondence pertaining to Standards of Conduct compliance by associations that include Defense contractors. Compliance pertains to procedures for issuing invitations and for seating arrangements at banquets and similar events.

3. Destroy after 3 years.

Category  
Number

Description of records

Authorized disposition  
instruction

703-04

Audiovisual Division

- |   |  |
|---|--|
| 1. Public Affairs audiovisual policy.   | 1. Permanent. Transfer to WNRC when obsolete or superseded. Offer to NARS when <del>10</del> 20 years old.*  |
| 2. Documentation on DOD participation in National Press Photographers Association education and training events and competitions.   | 2. Permanent. Transfer to WNRC when 5 years old. Offer to NARS when 20 years old.*   |
| - 3. Indexes of still and motion pictures cleared for public release.   | 3. Permanent. Transfer to WNRC when 5 years old. Offer to NARS when 10 years old.  |
| 4. Documentation on OASD(PA)-initiated inservice film productions.  | 4. Permanent. Offer to NARS when <del>20</del> 20 years old.*  |
| 5. Documentation on DOD cooperation with civilian producers in the production of theatrical and industrial motion picture films and television programs. <i>EWJ 28 Nov 80</i> | 5. Permanent. Transfer to WNRC when 5 years old. Offer to NARS when 20 years old.*   |
| 6. Ready-access still and motion picture duplicate photography for media handout.   | <del>6. Destroy when obsolete or no longer needed.</del>   |
| 7. Files relating to DOD's participation in film festivals.   | <del>7. Permanent. Transfer to WNRC when 5 years old. Offer to NARS when 10 years old.</del><br>Destroy when no longer needed.<br><i>EWJ 28 Nov 80</i> |

\* Period of retention before records offered to NARS extended to 20 years, in accordance with request from R. Krauskopf, and with concurrence of J. Haines (OSD/RMO), 10 (NNM) F6 81. *EWJ 10 F6 81*

*EWJ 2-12-81*

Category  
number

Description of records

Authorized disposition  
instruction

705-02

American Forces Radio and Television Service

1. Policies and procedures, describing program, authorizing frequency, signal strength, manning, location, etc.

1. Permanent. Transfer to WNRC when superseded.

2. Liaison with unions and industry regarding the use of music agreements, etc.

2. See 701-04.

3. Coordination with State Department and ICA on arrangements in foreign countries.

3. See 701-04.

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 office. Destroy non-record copy when lease or purchase is completed

5. Program materials for use by AFRTS outlets.

5. See 701-10.

*ES 10 Dec 80*

705-03

American Forces Print and Publications Service

1. Information guidance. Documents describing policy and providing guidance on use of internal information materials.

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

2. Information releases to internal media.

2. Permanent. Transfer to WNRC when 5 years old.

3. Daily press service teletype news.

3. Destroy after 3 months.

4. Planning, preparation, coordination and issuance of publications as an official DoD position.

4. Permanent. Transfer to WNRC when 5 years old.

*Not later than July 1st of each year, AFRTS-LA will deliver to NARS one 3/4-inch videocassette containing approximately fifteen television announcements and one 4-inch audio tape, reel-to-reel, containing about fifteen radio announcements, each typical of those added to the inventory during the previous calendar year. Remaining program materials will be destroyed when obsolete or no longer needed.*

The volume of records (in cubic feet) are as follows:

<u>Item</u>	<u>On Hand</u>	<u>Yearly</u>	<u>File Plan</u>
702-04	122.	12.	Case
703-04.1	.2	.05	Numeric
703-04.2	5.	.5	Chronological
703-04.3	20.	3.	Numeric
703-04.5	5.	5.	Case
705-02	3.	1.	Case
705-03.1	1.	.5	By subject
705-03.2	8.	4.	Chronological
705-03.5 <sup>4</sup> <sup>82</sup>	1.	.5	Subject.

<sup>10 Dec 80</sup>  
In accordance with conversation  
with Joe. Haines on 1 Dec 1980.