

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

LEAVE BLANK	
JOB NO  NC1-330-81-5	
DATE RECEIVED June 9, 1981	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
8/13/81 <i>Date</i>	<i>Barbara Kay</i> <i>Archivist of the United States</i>

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 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
29 May 81	<i>J. E. Lowry, Jr.</i> E. E. Lowry, Jr.	OSD Records Administrator

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
607-03.1 1.	<p>Addition to OSD Administrative Instruction No. 15 dated 28 April 1981</p> <p>Reports from former military and DoD employees who accept positions with Defense contractor within 3 years after separation. The volume of business with DoD must be over \$10,000,000 annually. A similar report is required from employees of Defense contractors who leave their positions to accept a job with the DoD.</p> <p>Public Law 91-121 requires these reports be made and that such information be available for public inspection during work hours.</p> <p>Disposition:</p> <p>Retire to WNRC when three years old. Destroy when 10 years old.</p> <p>(Note: Present volume is 14 cubic feet. Annual accumulation is 2 cubic feet. Reports are filed by alpha name annually.)</p>	(new)	1 item

*Closed Out: 8-18-81: K.T.P.)  
Copy to WNRC, Agency & NNAI*