

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

6/16/81 ✓

LEAVE BLANK	
JOB NO	
NC1-330-81-6	
DATE RECEIVED	
June 16, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
8/7/81	<i>Edward Ullman</i>
Date	acting 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
10 Jun 81	<i>E. 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
1301-17	<p>Modify Paragraph 1301-17 to OSD Administrative Instruction No. 15, dated 28 April 1981 as follows:</p> <p>1. Unsolicited Proposals. Correspondence records from individuals proposing the use of their inventions or suggestions to improve the Defense Department. Files consist of case projects including, if warranted, feasibility studies and investigations.</p> <p>1. Accepted suggestions or inventions of a significant nature which could later result in litigation.</p> <p>2. Rejected suggestions or inventions of a significant nature which could later result in litigation.</p> <p>3. Rejected suggestions or inventions of an insignificant nature.</p> <p>(Continued in next page)</p>		
	<p>1. Permanent. Transfer to WNRC 3 years after case is closed. Offer to NARS when 30 years old.</p> <p>2. Transfer to WNRC when 3 years after last action. Destroy when 30 years old.</p> <p>3. Transfer to WNRC 3 years after last action. Destroy when 7 years old.</p>	(NEW)	3 ITEMS

*Closed Out: 8-18-81: R.T.D.
Copy to Agency, NNM, WNRC*

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF
2 of 2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Modification of Paragraph 1301-17 of OSD AI 15 dated 28 April 1981 (Continued)</p> <p>NOTES:</p> <p>1. Present volume of Unsolicited Proposals:</p> <p>Category "1": (Accepted suggestions or inventions of a significant nature which would later result in litigation) - number of cubic feet - 15.</p> <p>Category "2": (Rejected suggestions or inventions of a significant nature which would later result in litigation) - number of cubic feet - 10.</p> <p>Category "3": (Rejected suggestions or inventions of an insignificant nature) - number of cubic feet - 0.</p> <p>2. Approximate annual accumulation in each category:</p> <p>Category "1" - 2 cubic feet</p> <p>Category "2" - 1 cubic feet</p> <p>Category "3" - 1 cubic feet</p> <p>3. These records are located in the Office of the Under Secretary of Defense (Research and Engineering) and are filed alphabetically by name and year.</p>		