

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1-330-81-9	
DATE RECEIVED September 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
4-13-82 Date	<i>Robert W. [Signature]</i> 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 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 4 Sep 81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>E. E. Lowry, Jr.</i> E. E. Lowry, Jr.	E. TITLE OSD 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
1209-07.4	<p>Addition to OSD Administrative Instruction No. 15, "Records Management"</p> <p>Defense Energy Information System (DEIS)</p> <p>This is a machine-readable record file which is tape resident. See the attached GSA Form 7036. The records consist of inventories of energy products at military installations, the rate of consumption, issues receipts and transfers.</p> <p style="text-align: center;">PERMANENT. Transfer to National Archives in 5 year blocks</p> <p>a. Magnetic Tapes. /Scratch when over 10 years old/ when most recent records /and when no longer required for reference purposes/ are 10 years old.</p> <p>b. Hard copy reports. Transfer one copy of each report to WNRC when no longer required for reference. Destroy when 25 years old.</p> <p style="text-align: center;">15</p> <p>OSD concurs in changes to this schedule. C. Cordova, OSD/RMO.</p> <p style="text-align: right;">RCT; NARS-NCD, 2-10-82.</p> <p>MASS DATA CHANGE SHEET NOT REQUIRED</p>	(new)	2 items