

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

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, C&D Directorate

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

C. A. Cordova

695-0970

LEAVE BLANK

JOB NO

NC1-330-83-2

DATE RECEIVED

June 3, 1983

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

Approval of permanent retention of records is granted.

7-01-83

Date

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
9 May 83	<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
Proposed "Records Management."	addition to Category Number 606 series of OSD AI 15,		
606-08	<p>Civilian Requirements and Analysis. Documents establishing civilian end strength ceilings and high grade ceilings, including changes from the military departments and defense agencies to the original allocation.</p> <p>Disposition: Permanent. Transfer to WNRC when canceled obsolete, or superseded. Offer to NARS when 10 years old in 5 year blocks when 20 yrs old.</p> <p>Note: 1. Present date of coverage: 1980-1983 2. Present volume: 2 cubic feet 3. Estimated "build-up" per year: 6 inches 4. Arrangement of files: Chronological</p> <p>Above change concurred in by Cesar Cordova, OSD Records Mgr. RCT, NARS-NCD, 5-23-83.</p> <p>Copy Sent to: Agency } 7-07-83, RCT. NARS } NAB }</p>	(new)	1 item

ICW sent out 7-13-83 by DMW.