

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NC1-330-85-1	DATE RECEIVED 12-07-84
1. FROM (Agency or establishment) Office of the Secretary of Defense		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Washington Headquarters Services		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION Records Management Division, C&D Directorate			
4. NAME OF PERSON WITH WHOM TO CONFER C. A. Cordova	5. TELEPHONE EXT. 695-0970	DATE Dec 12, 84 -12-7-84-	ARCHIVIST OF THE UNITED STATES <i>Robert M. Ware</i>
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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
7 Dec 84	H. D. NEELEY <i>H. D. Neeley</i>	OSD Records Administrator		
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1. <i>New</i>	Addendum to OSD Administrative Instruction No. 15, "OSD Records Management Program." Category Nos. 704-02 & 704-03 <u>Freedom of Information Act Litigation (FOIA)</u> Records, including correspondence and copies of records responsive to a FOIA request, that pertain to a lawsuit filed by the FOIA requester.		GRS 14 (new)	
	Notwithstanding any other provision in this instruction, records must be retained pending a final decision by the courts, that includes all appeals. Destroy/thereafter when no longer needed.			
2. <i>New</i>	<u>Privacy Act Litigation</u> Records, including correspondence and copies of records responsive to a FOIA request, that pertain to a lawsuit filed by the FOIA requester.		(new)	
	Notwithstanding any other provision in this instruction, records must be retained pending a final decision by the court, that includes all appeals. Destroy/thereafter when no longer needed.			
Above changes made with Agency approval. C. Cordova/OSD, RCT/NARS, 12-07-84.				2 items