

REQUEST FOR AUTHORIZATION TO RETAIN OR DESTROY QUESTIONABLE RECORDS	1. DESTRUCTION AUTHORIZATION NO. (Assigned by RAB) <i>78-10534-10100</i>
TO : Chief, Information Systems Analysis Staff, DDA THRU: Component Records Management Officer Directorate Records Management Officer Records Administration Branch, ISAS/DDA Office of General Counsel	FROM: (OFFICE DESIGNATION OF ORIGINATOR) DDA/IS/ADM DDA/IS/ADM
	2. DATE PREPARED 8/14/78

THE RECORDS IDENTIFIED BELOW ARE SCHEDULED FOR IMMEDIATE DESTRUCTION; HOWEVER, THEY MAY BE SUBJECT TO ACTUAL IMPENDING LEGAL OR INVESTIGATIVE REQUIREMENTS. AUTHORIZATION IS REQUESTED EITHER TO RETAIN THE RECORDS OR TO DESTROY THEM AS SCHEDULED. THE RECORDS ARE BEING HELD PENDING RECEIPT OF AUTHORIZATION. IF FURTHER RETENTION REQUIRED, REVISED DISPOSITION INSTRUCTIONS MUST BE PROVIDED TO RECORDS ADMINISTRATION BRANCH, ISAS.

IDENTIFICATION OF RECORDS

3. OFFICE <i>DDA/IS/ADM</i>	4. SCHEDULE NO. <i>78-77</i>	5. ITEM NUMBER <i>2</i>	6. INCLUSIVE DATES	7. VOLUME (cu. ft.)
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8. PROVIDE DETAILED DESCRIPTION AND LISTING OF RECORDS AND/OR ATTACH COPY OF FORM 140 AND 140A, MARKED TO INDICATE WHICH RECORDS ARE QUESTIONABLE. EXPLAIN BASIS FOR DETERMINING THAT RECORDS ARE QUESTIONABLE.

These records are DDA/ADM (Case 44061) and are in the form of a letterhead memorandum (LHM) dated 4/28/78 to the Chief, Information Systems Analysis Staff, DDA, from the Director, Information Systems Analysis Staff, DDA, regarding the resignation of President Kennedy. The LHM is in the DDA file. Some files contain copies of this LHM, which are pertinent to the records retention of the LHM.

It is requested that you retain these files and they not be destroyed.

*Very truly yours,
[Redacted Signature]*

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	9. TYPED NAME AND SIGNATURE OF CUSTODIAN OF RECORDS <i>[Redacted Signature]</i>	EXTENSION	DATE
	10. TYPED NAME AND SIGNATURE OF COMPONENT RECORDS MANAGEMENT OFFICER <i>[Redacted Signature]</i>	EXTENSION	DATE
	11. TYPED NAME AND SIGNATURE OF DIRECTORATE RECORDS MANAGEMENT OFFICER <i>[Redacted Signature]</i>	EXTENSION	DATE

AUTHORIZATION TO RETAIN OR DESTROY RECORDS

<input checked="" type="checkbox"/> RETAIN ALL <i>1</i> <input type="checkbox"/> RETAIN PARTIAL <i>1,2</i> <input type="checkbox"/> DESTROY ALL	12. TYPED NAME AND SIGNATURE OF GENERAL COUNSEL REPRESENTATIVE <i>[Redacted Signature]</i>	EXTENSION	DATE
	13. TYPED NAME AND SIGNATURE OF CHIEF, INFORMATION SYSTEMS ANALYSIS STAFF <i>[Redacted Signature]</i>		DATE

14. PROVIDE JUSTIFICATION FOR CONTINUED RETENTION. ALSO PROVIDE PROPOSED NEW DISPOSITION INSTRUCTIONS. INDICATE UNDER SECTION 8 ABOVE WHICH RECORDS ARE TO BE RETAINED. THOSE NOT INDICATED FOR RETENTION ARE AUTHORIZED FOR IMMEDIATE DESTRUCTION.

[Faint handwritten text]

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