

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

83 items

NC-373

(2000 (12))

TO: GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Defense Intelligence Agency

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK

DATE RECEIVED
OCT 9 1974

JOB NO
NC-373-75 - 2

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 "with-drawn" in column 10

Date _____
Archivist of the United States

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 or page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

26 Sep 1974
(Date)

[Redacted Signature]

[Redacted Title]

(Title)

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
220	<p>MANAGEMENT ANALYSIS. Records pertaining to the methods of analyzing management in terms of mission or organizational objectives, operational procedures, and performance standards.</p> <p>TEMPORARY - Destroy when obsolete or superseded.</p>		
221	<p>MANAGEMENT EVALUATION. Studies, analyses, or summaries created in the comprehensive review of organizational structure, operational procedures, performance standards, and problem areas.</p> <p>a. Record Copy - TEMPORARY - Cut off annually, hold 1 year in current files area, retire to Washington National Records Center, hold for 15 years and destroy.</p> <p>b. Reference/Information Copy - TEMPORARY - Destroy when purpose has been served.</p>		
(222)	<p>MANAGEMENT IMPROVEMENT. Records which directly contribute to the development and direction of the Agency management improvement program, including basic interpretations, plans, studies, and summary reports.</p> <p>a. Record Copy - TEMPORARY - Cut off annually, hold 1 year in the current files area, retire to Washington National Records Center, destroy after 15 years.</p> <p>b. Reference/information copy - Destroy after 1 year.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
(230)	<p>ORGANIZATIONAL PLANNING AND MANPOWER AUTHORIZATION RECORDS. Organizational and functional charts, personnel charts indicating grades and ratings, manning documents reflecting the allotment (increase or decrease) of personnel spaces in the Agency, with related documents.</p> <p>a. Record Copy - TEMPORARY - Retire to Washington National Records Center 1 year after files becomes inactive, hold 15 years and destroy.</p> <p>b. Reference/information copy - TEMPORARY - Destroy when superseded or rescinded.</p>		
(231)	<p>MANPOWER STUDIES. Documents created in connection with manpower surveys and studies covering personnel authorizations, manning levels, manpower analysis and requirements, with related documentation.</p> <p>a. Record Copy - TEMPORARY - Retire to Washington National Records Center 1 year after file becomes inactive, hold 15 years and destroy.</p> <p>b. Reference/information copy - TEMPORARY - Destroy when superseded or obsolete.</p>		
(271)	<p>REPORTS OF INSPECTION. Records created as a result of inspections and investigations conducted or directed by the Office of the Inspector General, including record of action taken and supporting papers.</p> <p>a. Record Copy - TEMPORARY - Retire to Washington National Records Center 1 year after all actions have been adjudicated, hold 25 years and destroy.</p> <p>b. Reference/information copy - TEMPORARY - Cut off annually, hold 1 year and destroy.</p>		
272	<p>COMPLAINTS. Documents accumulated during the processing of complaints made by or about an employee of the Agency and not requiring formal investigation.</p> <p>TEMPORARY - Destroy 2 years after transfer of Military Personnel and upon termination of employment of Civilian Personnel.</p>		

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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
700	<p>POLICY AND PLANNING. Documents and related instructions and correspondence which provide guidance and direction for all aspects of the procurement and logistical support activity within the Agency.</p> <p>a. Record Copy - TEMPORARY - Maintain in current files area until superseded or rescinded, retire to Washington National Records Center, hold for 7 years and destroy.</p> <p>b. Reference/information copy - TEMPORARY - Destroy when superseded or rescinded.</p>		
710	<p>CONTRACT FILES. Contracts, agreements, and correspondence with other Government sources and civilian contractors which provide administrative, technical, or scientific support, including Shared Administrative Support (SAS), records of implementation, contract development, machine purchases, leases, maintenance, substantive monitorship, bids, proposals, technical guidance, contract amendments, studies, reports and correspondence related thereto, constituting a complete contract file.</p> <p>a. Record Copy - TEMPORARY - Retire to Washington National Records Center 1 year after file becomes inactive or after payment, destroy after 7 years.</p> <p>b. Reference/information copy - TEMPORARY - Destroy when no longer needed.</p> <p>c. USDAO copy - TEMPORARY - Destroy when no longer needed.</p>		
721	<p>TECHNICAL REFERENCE DATA. Copies of A & E technical reference books, technical and trade journals, studies of other Government agency building construction projects, specifications, drawings, photographs, slides, cost data of other jobs, sample survey forms, brochures, catalogs, and related data.</p> <p>TEMPORARY - Destroy when superseded, obsolete, or no longer needed for reference purposes.</p>		

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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
730	<p>LOGISTICAL PLANNING. Records relating to the allocation, utilization, and release of office space under Agency control; utilities; equipment, supplies, services and other logistical support activities, including military construction projects.</p> <p>TEMPORARY - a. Record Copy - Destroy 2 years after completion of project.</p> <p style="padding-left: 40px;">b. Reference/information copy - Destroy when no longer needed for reference purposes.</p> <p style="padding-left: 40px;">c. USDAO copy - Cut off fiscally, hold 1 year in current files area and destroy.</p>		
731	<p>REQUISITION, EQUIPMENT, PROCUREMENT AND LOGISTICAL SERVICES, AND SUPPLY RECORDS. Administrative Services Requests, Military Interdepartmental Purchase Requests (MIPR), and similar records with related documentation. Includes copies of requisitions, service or material requests, shipment orders for stocks and materials, and rentals of equipment with supporting correspondence.</p> <p>TEMPORARY - a. Record copy maintained by Logistical Services Branch - Cut off each Fiscal Year, hold 2 years in current files area, and destroy.</p> <p style="padding-left: 40px;">b. Reference/information copy - Maintain by requesting office as a suspense until action completed and destroy.</p> <p style="padding-left: 40px;">c. USDAO copy - Cut off fiscally, hold 1 year in current files area and destroy.</p>		
732	<p>EQUIPMENT ACCOUNTABILITY. This files series is now combined with 735, Equipment Accountability and Property Records.</p>		
733	<p>STOCK RECORDS ADJUSTMENT APPROVALS AND REPORTS OF SURVEY. Documents such as inventory adjustment reports and reports of survey maintained by the reviewing or approving office, reflecting the circumstances concerning the loss, serviceability, or destruction of property, and serving to determine pecuniary or other responsibility for the absence or condition of articles.</p> <p>TEMPORARY - Destroy after 3 years.</p>		

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734	<p>SUPPLY REGISTER. A record of all supply transactions for expendable and nonexpendable property.</p> <p>TEMPORARY - a. DIA Hq., Logistical Services Branch - Cut off each Fiscal Year, destroy when no longer needed for reference purposes.</p> <p>b. USDAO copy - Retain until after review by the Inspector General and destroy when no longer needed for reference purposes.</p>		
735	<p>EQUIPMENT ACCOUNTABILITY AND PROPERTY RECORDS. Records generated mechanically or manually consisting of periodic listings, reports, property books and similar documentation.</p> <p>TEMPORARY - a. DIA Hq. - Destroy when no longer needed for reference purposes.</p> <p>b. USDAO copy - Maintain and dispose in accordance with appropriate Service regulations and directives, except that zero balanced pages of the Property Book will be held for the next IG inspection, at which time they may be destroyed unless an exception is noted by the IG.</p>		
740	<p>GRAPHIC MASTER FILES. Case files of all graphic material such as charts, maps, posters, and illustrations designed and produced for Agency use, including the request form and related correspondence.</p> <p>TEMPORARY - Destroy when superseded or obsolete.</p>		
741	<p>REPRODUCTION FILES (INTERNAL). Printing requisitions for the reproduction of publications and other printed materials including requests for services performed through in-house facilities.</p> <p>TEMPORARY - Cut off annually, hold 1 year and destroy.</p>		
742	<p>REPRODUCTION FILES (EXTERNAL). Printing requisitions submitted to the Defense Printing Office, Defense Printing Service, and to the Government Printing Office for reproduction of forms, publications and other printed materials when requests exceed the capabilities of in-house reproduction facilities.</p> <p>TEMPORARY - Hold 1 year after completion of job and destroy.</p>		

Redactions have been made to this record control schedule pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 10 U.S.C. 424, which protects from disclosure the "organization or any function of, and certain information pertaining to, employees of the Defense Intelligence Agency." You will need to submit a Freedom of Information Act (FOIA) request to the Office of the General Counsel for the withheld information.

<http://www.archives.gov/foia/>