

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-374-89-1

TO: **GENERAL SERVICES ADMINISTRATION**
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED

2-7-89

1. FROM (Agency or establishment)

Defense Nuclear Agency

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

Command Services Directorate/Asst for Log & Engr

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

Support Services Division

4. NAME OF PERSON WITH WHOM TO CONFER

Pauline E. Korpany

5. TELEPHONE EXT.

325-1162

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 5 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

13 Jan 89

C. SIGNATURE OF AGENCY REPRESENTATIVE

Pauline E. Korpany

D. TITLE

DNA Records Management Officer

7. ITEM NO.

1

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

201 Common Mission Files
Pages 2 - 5 of the subject schedule (revised) and 1 copy of the DNA Form 553 (Records Management Inventory) are attached.

9. GRS OR SUPERSEDED JOB CITATION

NI-374-78-1

10. ACTION TAKEN (NARS USE ONLY)

*Job withdrawn
duplicate of NI-374-89-3*

201

COMMON MISSION FILES (Agencywide Records) encompass administrative files related specifically to the office mission rather than general administrative matters described in the 101, 102, and 103 sections. (See Conversion Tables.) (NC1-374-78-1, 201)

201.01

ADMINISTRATIVE FILES. (NC1-374-78-1, 201.01) Documents relating to the overall routine administration of office mission activities, but exclusive of specific mission files. These files include, but are not limited to --

a. Routine comments/coordination on regulations, directives, or other publications prepared by another office with primary responsibility. If comments result in additional action affecting the mission of the office, documents should be filed with the appropriate mission files.

DESTROY WHEN 1 YEAR OLD OR WHEN APPLICABLE INSTRUCTION IS RESCINDED OR IS SUPERSEDED, WHICHEVER IS SOONER.

b. Messages used for expeditious interim changes to instructions.

DESTROY WHEN APPLICABLE INSTRUCTION IS RESCINDED OR IS SUPERSEDED. EARLIER DISPOSAL IS AUTHORIZED.

c. Evaluation by office of suggestions that do not result in issuing an instruction or establishing a project.

DESTROY WHEN 2 YEARS OLD.

d. Program and budget documents, cost reduction reports, copies of historical feeder reports, and comparable management reports prepared to submit data to offices responsible for these management functions.

DESTROY WHEN 2 YEARS OLD.

e. Documents relating generally to the application of ADPS and PCM operations within the office functional area.

DESTROY WHEN 2 YEARS OLD.

f. Annual historical summaries (Directorate submissions) (deleted - see item 201.01d above).

f. General administrative matters not identified elsewhere in common mission files.

DESTROY WHEN SUPERSEDED OR OBSOLETE. (GRS 23, #1)

g. Directorate responses to Command Group inquiries.

Proposed Disposition
DESTROY WHEN 1 YEAR OLD.

NOTE: However, if the communications (201.01g) result in establishment of a new project or additional mission functions, these records will be withdrawn and placed in the appropriate new mission records series, if not identified elsewhere.

201.02 AGREEMENT FILES. Documents relating to agreements between elements of DNA, between DNA and other Military Services or Federal agencies, or between DNA and other non-federal organizations or agencies; but not with foreign countries. These agreements are negotiated to provide for continued understanding between recognized organizations and DNA for the purpose of providing or obtaining various types of support services. The services include logistic, medical, administrative, fire protection, facilities, payroll, and similar support on a one-time or continuing basis; and on reimbursable or nonreimbursable basis. Included are agreements, agreement checklists, amendments, review comments, and related correspondence. (NC1-374-78-1, 201.02)

a. Office requesting support and

(1) **AGREEMENTS INVOLVING TRANSFER OF PERSONNEL SPACES AND MATERIEL WILL BE DESTROYED 6 YEARS AFTER SUPERSESSION, CANCELLATION, OR TERMINATION OF AGREEMENT.**

(2) **AGREEMENTS NOT INVOLVED IN TRANSFER OF PERSONNEL SPACES AND MATERIEL WILL BE DESTROYED 3 YEARS AFTER SUPERSESSION, CANCELLATION, OR TERMINATION OF THE AGREEMENT. EARLIER DISPOSAL IS AUTHORIZED.**

b. Reviewing offices.

DESTROY 1 YEAR AFTER SUPERSESSION, CANCELLATION, OR TERMINATION OF THE AGREEMENT. EARLIER DISPOSAL IS AUTHORIZED.

201.03 BRIEFINGS/PRESENTATIONS FILES. Documents used by DNA personnel for participation in symposiums/presentations at outside agencies and non-Federal institutions, as well as inhouse briefings. Included is documentation on the general agency mission and specific projects in which DNA takes part, in the form of specially prepared handouts, vu-graphs, 35mm slides, and similar documents. (NC1-374-78-1, 201.03)

DESTROY ON SUPERSESSION OR OBSOLESCENCE.

201.04 COMMITTEE AND CONFERENCE FILES (GRS 16, #8)

a. Records relating to establishment, organization, membership, participation and policy.

- (1) Interagency, advisory, or international* committees, conferences and/or working groups. (**NOTE: international (i.e. NATO), intergovernmental (i.e., Great Britain))

Proposed Disposition

PERMANENT. RETIRE WHEN COMMITTEE/GROUP IS ABOLISHED. OFFER TO NATIONAL ARCHIVES 30 YEARS LATER.

- (2) Internal DNA committees.

(a) Chairman or sponsor of committee.

DESTROY 2 YEARS AFTER TERMINATION OF COMMITTEE.

(b) Committee members.

DESTROY 1 YEAR AFTER PARTICIPATION CEASES, OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER.

b. Records created by committees or conferences.

- (1) Agenda, minutes, final reports, and related records documenting the accomplishments of participation on official boards and committees.

(a) DNA record copy of the DNA command sponsor or Secretariat:

Proposed Disposition

PERMANENT. RETIRE AFTER TERMINATION OF COMMITTEE. OFFER TO NATIONAL ARCHIVES 30 YEARS LATER.

(b) All other copies:

DESTROY WHEN 3 YEARS OLD OR WHEN NO LONGER NEEDED FOR REFERENCE, WHICHEVER IS SOONER.

- (2) All other committee records.

DESTROY WHEN 3 YEARS OLD OR WHEN NO LONGER NEEDED FOR REFERENCE, WHICHEVER IS SOONER.

- c. Information copies of periodic reports received by DNA members of committees, working groups, etc. (members other than DNA representative, chairman, or recording secretary):

DESTROY WHEN SUPERSEDED, OBSOLETE, OR NO LONGER NEEDED FOR REFERENCE, OR TRANSFERRED TO REPLACEMENT ON COMMITTEE, OR DESTROY ON TERMINATION OF COMMITTEE.

201.05 REFERENCE FILES. Documents used to FACILITATE the performance of the office mission as distinguished from those official records necessary to DOCUMENT performance of the mission. (NC1-374-78-1, 201.05)

- a. Cards, listings, indices, and similar documents used to facilitate or control work:

DESTROY WHEN NO LONGER NEEDED. (GRS 23, #8)

- b. Copies of mission-related and similar reproduced materials that do not fall within the description for reference publications:

DESTROY WHEN SUPERSEDED, OBSOLETE, OR NO LONGER NEEDED FOR REFERENCE.