

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK JOB NO. <b>N1-374-89-9</b>	
TO: <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		DATE RECEIVED <b>3-24-89</b>	
1. FROM (Agency or establishment) <b>Defense Nuclear Agency</b>		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
2. MAJOR SUBDIVISION <b>Directorate for Command Services, Asst for Log &amp; Engr</b>		3. MINOR SUBDIVISION <b>Support Services Division</b>	
4. NAME OF PERSON WITH WHOM TO CONFER <b>Pauline E. Korpanty</b>		5. TELEPHONE EXT. <b>325-1162</b>	DATE <b>6/15/89</b> ARCHIVIST OF THE UNITED STATES <i>Claudia J. [Signature]</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 ☒ unnecessary.

B. DATE <b>16 Mar 89</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Pauline E. Korpanty</i>	D. TITLE <b>DNA Records Management Officer</b>	
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 GRS OR SUPERSEDED JOB CITATION	10.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	<b>1502.08 ENERGY CONSERVATION FILES.</b> Files relating to federally mandated fuel conservation measures in federal buildings, as well as types of fuels to be used prohibited from use. Included are reports to and correspondence with upper echelons, Agencywide policy on implementation, and related documents.  <u>Proposed Disposition</u> <b>CUT OFF AT END OF EACH CY. DESTROY WHEN SUPERSEDED OR NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES.</b>	<b>N1-374-81-56, (added)</b>	
2	<b>1502.09 SPACE MANAGEMENT Control Files</b> (See attached page)	<b>N1-374-81-56, added</b>	

**1502**

**REAL PROPERTY MANAGEMENT, UTILIZATION, AND GENERAL MAINTENANCE FILES.**

These files relate to the management and use of real property owned or leased by the Defense Nuclear Agency, including its proper and economical use. In addition, they include the general maintenance and repair of Government real property (exclusive of utility plants and systems) and the related activities of custodial services; entomology; and landscape plantings and beautification, equipment utilization, and shop operations. The Engineering, Environmental, and Energy Division, Command Services Directorate of Headquarters, DNA, and Logistics Directorates of subordinate elements are largely responsible for the maintenance of these files. (NCl-374-81-56, 1502)

**1502.01**

**REAL PROPERTY UTILIZATION AND MANAGEMENT FILES.** Documents relating to the utilization and status of real property, including space utilization criteria, the use of space in problem areas such as metropolitan areas, inspection or surveys of space utilization, and related matters. Included also are real property utilization reports and directly related correspondence, reports of staff visits on space usage, recommendations as to the better use of real estate, and studies to use. (NCl-374-81-56, 1502.01)

a. Correspondence relating to the overall management and use of real property owned and leased by DNA:

**CUT OFF AT THE CLOSE OF EACH CY. DESTROY WHEN 6 YEARS OLD.**

b. Other:

**DESTROY ON SUPERSESSION BY A NEW REPORT OR ON TRANSFER OF RELATED INSTALLATION (OR BUILDING) FROM DNA CONTROL, WHICHEVER IS EARLIER.**

**1502.02**

**MAINTENANCE CORRESPONDENCE FILES.** Correspondence relating to supervision and performance of real property maintenance, but exclusive of specific files described in this category. (NCl-374-81-56, 1502.02)

**CUT OFF AT THE CLOSE OF THE CY. TRANSFER TO THE RHA IF THE VOLUME WARRANTS (MORE THAN 1 CUBIC FOOT). DESTROY WHEN 6 YEARS OLD.**

**1502.03**

**BUILDING AND GROUND MAINTENANCE FILES.** Documents relating to the criteria, standards, practices, and application of measures for the maintenance, repair and improvement of buildings for structures at military installations and development and improvement of lands under DNA control. (NCl-374-81-56, 1502.03)

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

**1502.04 ENTOMOLOGY SERVICE FILES.** Documents relating to the criteria, practices, and application of measures for insect and rodent control for the protection of personnel, material, buildings, and other facilities. (NC1-374-81-56, 1502.04)

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

**1502.05 SANITARY SERVICE FILES.** Documents relating to standards and practices in the collection and disposal of refuse, and the collection of refuse. (NC1-374-81-56, 1502.05)

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

**1502.06 CUSTODIAL SERVICE FILES.** Documents relating to the criteria and procedures for the performance of cleaning, janitorial, and preventive maintenance standards services at DNA installations. (NC1-374-81-56, 1502.06)

**DESTROY WHEN SUPERSEDED, OBSOLETE, OR NO LONGER NEEDED.**

**1502.07 INSTALLATION MAINTENANCE PROGRESS AND INSPECTION FILES.** Reports relating to the progress and inspection of maintenance and repair activity in connection with the post real and installed property, including progress, work and inspection reports. (NC1-374-81-56, 1502.07)

**CUT OFF AT THE END OF EACH FY. DESTROY 2 YEARS AFTER PROJECT COMPLETED, ON DISCONTINUANCE OF THE INSTALLATION, OR NO LONGER NEEDED FOR REFERENCE.**

**1502.08 ENERGY CONSERVATION FILES.** Files relating to federally-mandated fuel conservation measures in federal buildings, as well as types of fuels to be used or prohibited from use. Included are reports to and correspondence with upper echelons, Agencywide policy on implementation, and related documents.

Proposed Disposition

**CUT OFF AT END OF EACH CY. DESTROY WHEN SUPERSEDED OR NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES.**

**1502.09 SPACE MANAGEMENT CONTROL FILES.** Documents relating to the control and allocation of office space. Included are surveys of space requirements; requests for additional space or changes in space locations; space allocations, releases, and reports; office layouts; requests for moves, alterations, and repairs; and similar documents.

Proposed Disposition

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