

103 REFERENCE FILES. This section describes files maintained to provide a source of reference materials readily available to the office. (NC1-374-78-2)

103.01 REFERENCE PUBLICATION FILES. Copies of publications issued by any element of DNA, other Government agencies, and non-Government organizations maintained for reference within the office. (NC1-374-78-2, 103.01)

DESTROY WHEN SUPERSEDED OR OBSOLETE, OR NO LONGER NEEDED.

103.02 READING/MESSAGE REFERENCE FILES. Copies of outgoing communications (including messages), arranged chronologically and maintained for periodic review by staff officers. (NC1-374-78-2, 103.02)

Proposed Revised Disposition

DESTROY WHEN 1 YEAR OLD OR WHEN NO LONGER NEEDED FOR CURRENT OPERATIONS, WHICHEVER IS EARLIER.

NOTE: Copies of incoming correspondence/messages will be placed in the appropriate mission files.

103.03 POLICY AND PRECEDENT FILES. Extra copies of documents establishing policy or precedent for future and continuing action. Normally such files are maintained at the operating level and consist solely of statements of policy or procedure. (NC1-374-78-2, 103.03)

DESTROY INDIVIDUAL DOCUMENTS WHEN SUPERSEDED OR OBSOLETE.

103.04 TECHNICAL REFERENCE FILES

a. Motion pictures, sound recordings, photographs, negatives, slides, video tapes, vugraphs, magnetic cards, or tapes retained for reference purposes. (Media source data)

Proposed Disposition

DESTROY WHEN SUPERSEDED, OBSOLETE, OR NO LONGER NEEDED FOR REFERENCE.

b. Printed material, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, vendor price lists, and similar material maintained in notebooks or folders.

Proposed Disposition

REVIEW ANNUALLY AND DESTROY MATERIAL OF NO FURTHER REFERENCE VALUE.

WORD PROCESSING FILES:

c. ^A Computer tapes or disks, floppy disks or other medium (used to store or manipulate data). (GRS 23, #2a)

IF DISK OR TAPE IS STILL IN USABLE CONDITION, REISSUE FOR USE AFTER DATA HAS BEEN TRANSFERRED TO OTHER MEDIUM OR OTHERWISE DISPOSED OF.