REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

DEFENSE NUCLEAR AGENCY

2. MAJOR SUBDIVISION

FIELD COMMAND

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

SUSIE MABRY, FCDNA

5. TELEPHONE

(505) 846-6623

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _3_ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

[x] is not required;   [ ] is attached; or   [ ] has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
10-28-94	*Linda M. Powell* LINDA POWELL	RECORDS OFFICER, DEFENSE NUCLEAR AGENCY

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	COMPREHENSIVE SCHEDULE FOR RECORDS OF THE INTERSERVICE NUCLEAR WEAPONS SCHOOL, DEFENSE NUCLEAR AGENCY. WHEN APPROVED, THE PROVISIONS OF THIS SCHEDULE WILL BE INCORPORATED INTO DNA INSTRUCTION 5015.		

Copies sent to agency, NCF, NNT 3/7/95

115-109
NSN 7540-00-334-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

SERIES	TITLE	OFC OF REC	SERIES DESCRIPTION	DISPOSITION
601.01a	Interservice Nuclear Weapons School Curriculum Approvals	FCDNA	Record of controlling and approving the establishment, content, and conduct of individual INWS courses. Includes published school programs listing course schedules, length of courses, and course description.	Final course curriculum, course content, and course revisions: Permanent. Transfer to FCDNA RA after 5 years. Retire to FRC after 10 years. Offer to NARA in 10-year blocks when 20-30 years old.
601.01b	Interservice Nuclear Weapons School Curriculum Approvals	FCDNA	Consolidated course schedules, lengths of courses, and course descriptions.	Permanent. Transfer to FCDNA RA after 2 years. Transfer to FRC after 5 years. Offer to NARA in 5-year blocks when 20-25 years old.
601.02	Interservice Nuclear Weapons School Course Accrediations	FCDNA	Records related to services accreditation and approval and INWS adhering to standards set by service accreditation boards.	Destroy 3 years after discontinuance of an accredited course.
601.03	Interservice Nuclear Weapons School Consolidated Class Lists	FCDNA	Records are maintained electronically which include consolidated annual class lists (includes by-name listing of individuals attending INWS courses), maintained by the school registrar.	Cutoff annually and print hard copy of annual consolidated class lists. Transfer to FCDNA RA after 5 years. Transfer to FRC after 10 years. Destroy after 75 years.
601.04a	Interservice Nuclear Weapons School Reports	FCDNA	School quota reports received from services for purposes of scheduling courses, as well as statistics reported back to the services concerning numbers of enrollment, course length, and course completion notices.	Reports of service quotas received: Destroy after 2 years.
601.04b	Interservice Nuclear Weapons School Reports	FCDNA	INWS course enrollments and completion statistics reported to the services.	Transfer to FCDNA RA after 5 years. Transfer to FRC after 10 years. Destroy after 20 years.

SERIES	TITLE		SERIES DESCRIPTION	DISPOSITION
601.05	Interservice Nuclear Weapons School Course Publications	FCDNA	INWS course supplementary materials. (See 602.03 or 208.16 for primary (permanent) course publications (i.e., DoD 5100.52-M, Nuclear Weapon Accident Response Procedures Manual and DNA Instr 5100.52.52.1L Nuclear Accident Response Capability Listing.)	Destroy when supersed or obsolete.