

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

Defense Nuclear Agency

2. MAJOR SUBDIVISION

Personnel/Administration Directorate

3. MINOR SUBDIVISION

Administrative Services Division

4. NAME OF PERSON WITH WHOM TO CONFER

Pauline E. Korpany

5. TEL EXT

325-7058

LEAVE BLANK

JOB NO

NCI-374-81-9

DATE RECEIVED

2 OCT 1980

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

3-30-81

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

☐ A Request for immediate disposal.

☒ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE SEP 24 1980	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Pauline E. Korpany</i>	E. TITLE Records Administrator
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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
210 (228)	MILITARY HISTORY PROGRAM AND OPERATIONS FILES. These files include important historical documents that accumulate in offices which have the overall agency responsibility for the military history program.		
210.01 (228-01)	HISTORIANS BACKGROUND MATERIAL FILES. Documents used as the background or basis for published historical volumes. Included are internal critiques and outside reviews; the first complete typed draft of the manuscript; special research studies, including pertinent compilations of statistics and charts; personnel diaries, transcripts of personal interviews, memoirs, and personal correspondence between authors and participants; and security and statistical clearance documents.		
<p>PERMANENT. Cut off on publication of volume. Retain in the organization. Offer to National Archives on discontinuance of organization.</p> <p>Changes made with DNA approval Jn 2/24/81</p>		Withdrawn	6 items

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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
210.02 (228-02)	<p>HISTORIANS SOURCE FILES. Documents used as source data in preparation of historical volumes. Included are duplicates or photocopies of correspondence, reports, directives, pamphlets, publications, or other official records; preliminary or partial drafts; author's outline; author's original notes; and comparable documents. (NOTE: Record material should be returned on completion of the volume.)</p> <p>Destroy 2 years after publication of the related volumes, except that material applicable to future volumes may be retained and files that possess value to other organizations or offices may be transferred.</p>		Withdrawn
210.03 (228-03)	<p><u>HISTORICAL INQUIRY FILES.</u> Data accumulated in answering inquiries about historical events or persons.</p> <p>Destroy when obsolete or no longer needed. However, documents that possess value to other organizations or offices may be transferred.</p>		Exception to GRS 14, Item 3
210.04 (228-04)	<p><u>HISTORICAL PHOTOGRAPHIC FILES.</u> Photographs covering events of historical importance, ceremonies, tactical training operations and maneuvers, including photographs of interest because of studies of terrain and color photography.</p> <p>PERMANENT. Retain in the organization. Offer to National Archives on discontinuance of organization.</p>		Withdrawn
210.05 (228-06)	<p><u>ANNUAL HISTORICAL SUMMARY FILES.</u> Documents relating to annual historical summaries prepared by DNA staff elements and subordinate commands. Included are annual historical summaries with annexes and attachments and other directly related documents.</p> <p>PERMANENT. Retain in the organization. Offer to National Archives on discontinuance of organization.</p> <p>NOTE: ANNUAL HISTORICAL SUMMARIES FOR INDIVIDUAL DIRECTORATES/OFFICES ARE NOT TO BE FILED IN THIS SERIES, BUT SHOULD BE FILED IN THE COMMON MISSION FILES, UNDER 201.01.</p>		4 5 year blocks when 25-30 years old.

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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
210.06 (228-10)	<p>INSTALLATION HISTORICAL FILES. Documents maintained to reflect a chronological record of noteworthy events of interest from a historical or statistical standpoint which occur at an installation or activity.</p> <p>PERMANENT. Retain in CEA 5 years. Retain in PMA until discontinu- ance of installation or activity. Offer to National Archives or <i>in 5 year</i> forward to next higher <i>blocks when 25-30 years</i> headquarters. <i>old.</i></p>		