

**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. Korpanty

5. TEL. EXT.

325-7058

LEAVE BLANK

JOB NO

**NCI-374-81-10**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

**2-5-81**  
Date

*John W. May*  
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.

☐ A Request for immediate disposal.

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

C. DATE <b>SEP 24 1980</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Pauline E. Korpanty</i>	E. TITLE Records Administrator	
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
211 (225)	<p><b>DATA PROCESSING SYSTEMS, PROCEDURES, AND OPERATIONS FILES.</b> (accumulated in the Office of the Comptroller at Headquarters and subordinate commands of DNA.)</p> <p>1. These files relate to the study, selection, use, and management control of automatic data processing (ADP) equipment, operations, and systems. Also described are files relating to machine room operations and to information and data produced through ADP operations.</p> <p>2. Due to storage limitations, ADP facilities normally are responsible for storing or maintaining data contained on analog and digital magnetic tapes, disk packs, data cells, drums, (collectively referred to herein as magnetic media), and punched cards only. Record and reference copies of reports, printouts, microforms, and similar hard copy format containing information produced by ADP activities should be maintained by the organizational element for which it is produced.</p> <p>3. Information and data maintained and/or produced by ADP facilities (whether maintained on magnetic media, punched cards, punched tapes, reports, microforms, or printouts), will be filed and disposed of in accordance with instructions for appropriate functional files described elsewhere</p> <p><i>Changes made with DNA</i></p>		<p><i>11 items</i></p>

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
2 of 5

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
(211 - continued)	<p>in this Instruction. Magnetic media, punched cards, punched tapes, reports, microforms, and printouts containing multifunctional data and information with varying retention periods will be retained for the longest period required for any data or information recorded thereon when it is not feasible to dispose of separate portions thereof.</p> <p>4. Magnetic media and card decks often contain information or data which is duplicated elsewhere--i.e., the information or data was captured from record copies of hard copy documents and/or the duplicate information or data is contained in record copies of reports or printouts produced by ADP facilities. Where this is done, magnetic media and punched cards are of temporary value. Temporary magnetic media of this type is often referred to as scratch tapes, test tapes, data input tapes, working tapes, print tapes, and reformed data tapes.</p> <p>5. Magnetic media, punched cards, and similar media, however, may be designated as record copy material in lieu of reports, printouts, and similar hard copy materials. Before designating magnetic media or punched cards as record material, consideration should be given to the following:</p> <p>a. Storage space required for information on magnetic media is minimal when compared with the space required to store the same information and data on hard copy materials.</p> <p>b. Expensive temperature and humidity controlled facilities are necessary for proper storage of magnetic media and punched cards.</p> <p>c. Magnetic media of long term or permanent value must be examined periodically and the data transferred to new media as older media deteriorates.</p> <p>d. Due to the mass of data contained on a single unit of magnetic media, voluminous information may be lost upon accidental destruction, loss, or blanking of a single unit of magnetic media.</p> <p>e. Program and/or systems documents or tapes must be maintained for all retired record copy magnetic media or punched cards.</p>		

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
3 of 5

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
(211 - continued)	f. Reference service by records centers normally consists of returning magnetic media or punched cards on a loan basis. Thus, retiring agencies are required to retain, or arrange for the use of, necessary equipment to reference the retired record material.		
211.01 (225-01)	<p>PLANNING AND PROGRAMING FILES. Documents relating to the development of plans, policies, and procedures for agency and command automatic data processing systems (ADPS) and programs, conversion to ADPS; and supervision thereof. Included are master plans, feasibility studies, coordinating documents, approvals, disapprovals, charts, diagrams, and similar documents.</p> <p>a. Approvals and related documents: Cut off on supersession or termination of system or program. Destroy 5 years after cutoff.</p> <p>b. Disapprovals and related documents: Destroy when 2 years old.</p>		
211.02 (225-02)	<p>ADPE ACQUISITION CASE FILES. Documents related to planning and preparing for initial acquisition (including selection, evaluation, procurement, and installation) of ADP equipment, multiple equipment when part of a system, auxiliary equipment, and attachments for existing equipment. Included are feasibility and application studies, system specification and reports of their review, manufacturer's proposals and evaluations thereof, documents relating to installation of equipment or systems, reports of readiness reviews and performance evaluations, benchmark computation information outputs, benchmark accounting information outputs, and related papers.</p> <p>a. Office performing DNA-wide staff responsibility for the functional area of ADPS application and equipment selection: Destroy 5 years after performance evaluation or 5 years after determination that such an evaluation will not be made or that the system will not be installed. However, benchmark, computation information outputs from winning vendors and vendors declared non-responsive due to benchmark performance, will be destroyed 1 year after completion of the performance evaluation. Benchmark computation information outputs from losing vendors will be destroyed 1 year after acceptance of the system.</p>		

## Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF  
4 of 5

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
(211.02)	continued) b. Office responsible for evaluating the equipment and system, and acquiring offices: Destroy when 2 years old <del>or on discontinuance.</del>		
211.03 (225-04)	<u>ADPS SPECIFIC STUDY FILES.</u> Documents relating to studying specific functional areas to determine advantages that would result from the use of ADP systems already available. Included are studies, source data, solutions, advantages, requirements, benefits, cost data, and related documents.  Destroy when 10 years old or when superseded, obsolete, or no longer needed for guidance, <i>whichever is later.</i>		
211.04 (225-05)	<u>ADP TEST FILES.</u> Documents relating to the testing of ADPE equipment and/or data processing methods and procedures and to the trial application of existing or proposed data processing systems. Included are requests for tests, approvals or disapprovals, test reports, and communications relating to the tests.  a. Approvals: Destroy <del>3 years after discontinuance of system. Cut off annually.</del> b. Disapprovals: Destroy when <del>2 years old or on discontinuance.</del> <i>when no longer needed.</i>	GRS 20, Part 1, Items 445	<i>completion of testing</i>
211.05 (225-06)	<u>ADP MANAGEMENT REPORTING FILES.</u> Documents containing management data on costs, equipment, staffing, workload capacities, and overall effectiveness of ADP operations and documents used to evaluate rental, purchase, operation, and maintenance costs. Included are reports, briefs, and related documents.  Destroy 5 years after completion of report.		
211.06 (225-07)	<u>ADPS CENTRAL REFERENCE FILES.</u> Documents reflecting the acquisition of ADPS for nonbusiness type of applications which are maintained as a source of reference. Included are copies of feasibility and applications studies, system specifications, procurement proposals, procurement documents, and related documents.  Destroy on supersession, obsolescence, or when no longer needed for reference.		

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
5 of 5

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
211.07 (225-08)	<p>ADPE INVENTORY FILES. Documents reflecting an inventory of ADP equipment available in DNA and that which may become available in the event of mobilization or emergency conditions.</p> <p>Destroy on supersession, obsolescence, or when no longer needed for reference.</p>		
211.08 (225-09)	<p>ADP SYSTEM AND PROGRAM DESIGN AND SPECIFICATION FILES. Documents, cards, or magnetic media designated as "master files," "library files," or "record copy files" which include complete necessary documentation and instructions for operation of ADP systems, programs, and jobs. Included are user requests; analytical reports; design requirements; system instructions; user guides and manuals; input, output, and report specifications and SOPs; block diagrams; flow charts; coding instructions; test plans; reference to or copies of applicable software and reference materials; job instructions; and related files.</p> <p>a. Destroy 1 year after all magnetic media and other data produced under the system, program, or job has been blanked or destroyed. b. If permanent magnetic data has been retired, the related system, program or job operating files will be retired as permanent files.</p>	GRS 20, Part I Items 6d7	