

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NCI-374-81-16

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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

Paul E. Korpany
Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20400

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

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 2 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
SEP 24 1980	<i>Pauline E. Korpany</i>	Records Administrator

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
401 (402)	<u>GENERAL LEGAL FILES.</u> These files relate to legal opinions and legal assistance matters, and financial interest statements and accumulate in the office of the DNA General Counsel.		
401.01 (402-01)	<u>LEGAL OPINION PRECEDENT FILES.</u> Documents reflecting legal opinions concerned with interpretations of statutes, laws, regulations, investigations, and similar legal matters, but exclusive of documents relating to a specific claim, investigation, or case. The excluded documents will be disposed of with the claim, investigation, or case file to which they pertain. <i>Permanent offer NARS in 5 year blocks when 20-25 years old.</i> Destroy on obsolescence or discontinuance.		
401.02 (402-05)	<u>EMPLOYMENT AND FINANCIAL INTEREST STATEMENT FILES.</u> Documents reflecting Government employment, private employment, and financial interest of civilian employees and military personnel required to file such statements under Federal statutes. Included are statements of employment and financial interests, supplementary statements, reports of change, review comments, and related papers. Destroy upon annual renewal.		

Exception to
GRS 1, Item
25
Withdrawn
3 items

*Changes made with DNA approval
Closed Out: 4-9-81: K.T.J.
Copy to Agency, NCW, NNB & NNA*

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF
2 of 2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
401.03 (402-06)	<p>LEGAL ASSISTANCE CASE FILES. Documents pertaining to personal legal matters of military personnel or their dependents. Included are correspondence, memorandums, and opinions of legal assistance officers.</p> <p>Destroy 1 year after completion of the case, except that selected opinions and memorandums withdrawn for use as precedents may be held until no longer required for reference.</p>		