

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

| | |
|--|--|
| LEAVE BLANK | |
| JOB NO NCI-374-81-43 | |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. | |
| 4-07-82 Date | WITHDRAWN Archivist of the United States |

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

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 7 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 | 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|--------------------|---------------------------------------|-----------------------|-------------|---|----------------------|------------------|
| SEP 24 1980 | <i>Pauline E. Korpanty</i> | Records Administrator | 1301 | RESEARCH AND DEVELOPMENT LIFE CYCLE MANAGEMENT FILES 1. These records provide long range guidance for R&D based on military requirements. They also cover the development of procedures for the R&D programs, control/administration over R&D projects, and the dissemination of scientific information. 2. In addition, the files relate to individual basic research, nonmateriel research, applied research, and development projects, tasks, and subtasks, in which the projected end item is a technical paper, a study, a physical process, or an article of materiel designed to satisfy a Qualitative Materiel Development Objective (QMDO), a Qualitative Materiel Requirement (QMR), a Small Development Requirement (SDR), or a special requirement approved by Headquarters, Defense Nuclear Agency. 3. A unique part of the files covers standardization and collaboration to obtain economy in the use of combined resources of the United States and friendly foreign countries. 4. Project and commodity managers control or provide monitoring and reporting on materiel items and systems. | | |

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF
2 of 7

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-----------------------------|---|----------------------------|---------------------|
| (1301 continued) | These records accumulate mainly in offices under the operational direction of the Deputy Director for Science and Technology both at Headquarters and subordinate elements. | | |
| <u>1301.01</u> () | <p><u>CONTRACTING OFFICER REPRESENTATIVE (COR) MANAGEMENT FILES.</u> Documents maintained and used by individuals designated as CORs for the purpose of monitoring the progress in testing, development of a test report, or receipt of an end item. Included are basic (guidance) files, progress reports, draft reports, notes from contract performance monitoring trips, final reports, and related documents.</p> <p>a. Basic guidance: Carry forward to next fiscal year provided the rules contained therein are still applicable.</p> <p>b. Other materiel other than final report: Cut off on completion of project. DESTROY 3 years after cutoff.</p> <p>c. Final Report:</p> <p>(1) DDIC.</p> <p>(2) TITL.</p> | | |
| <u>1301.02</u> (1302-01) | <p><u>R&D PLANNING FILES.</u> These files include R&D long range plans and forecasts as well as documents contributing to their development and the formulation of new concepts and requirements in R&D for planning purposes.</p> <p>a. Office performing DNA-wide responsibility & b. Offices responsible for preparation of plan or forecast: PERMANENT. Cut off on supersession. Retire to WNRC 2 years after cutoff; offer to National Archives 20 years after cutoff.</p> <p>c. Contributing offices: DESTROY when 5 years old.</p> <p>d. Commenting offices: DESTROY when 1 year old or on supersession.</p> | | |

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|----------------------|---|---------------------------|---------------------|
| (1301 continued) | | | |
| 1301.03 (1302-03) | <p><u>COORDINATING COMMITTEE FILES.</u> Documents relating to DNA's participation in, or relationships with, the various coordinating committees of the DDR&E, Office of the Secretary of Defense. Included are agenda and minutes of meetings, memoranda reflecting DNA's position on subjects considered by the committees, as well as communications containing the nominations of DNA members to the committees.</p> <p>a. Documents reflecting DNA positions: PERMANENT. Retire to WNRC 3 years after discontinuance of committee. Offer to National Archives 20 years after discontinuance.</p> <p>b. Other: DESTROY when 1 year old.</p> | | |
| 1301.04 (1302-06) | <p><u>R&D COMMAND SCHEDULE FILES.</u> Documents relating to cost projections for R&D projects, including information about program objectives in terms of projects, tasks, status and time phasing for development, and funds required.</p> <p>DESTROY when 1 year old.</p> | | |
| 1301.05 (1302-15) | <p><u>UNSOLICITED PROPOSAL FILES.</u> Documents relating to the receipt and evaluation of unsolicited suggestions, ideas, drawings, discoveries, models, or comparable inventive proposals, but not proposals responding to requests for quotation or requests for bids for basic research, or submitted by military personnel in line of duty or under the incentive awards program. Included are proposals from private individuals, memoranda of understanding, communications with submitters, evaluations, and similar papers.</p> <p>a. OAAM & comparable offices at subordinate elements: DESTROY when 6 years old.</p> <p>b. Information offices: DESTROY when 3 years old.</p> | | |
| (1304-01) | <p><u>R&D SUPERVISORY FILES.</u> (See 1301.01, Contracting Officer Representative (COR) Management Files.)</p> | | |

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF
4 of 7

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|----------------------|---|---------------------------|---------------------|
| (1301 continued) | | | |
| 1301.06 (1304-02) | <p><u>FOREIGN SCIENTIFIC INFORMATION FILES.</u> Documents relating to relationships with foreign nations respecting the exchange and collection of scientific information. Included are papers relating to plans for cooperation, discussions, visits with foreign government officials, and comparable relationships.</p> <p>a. Documents received from foreign governments: PERMANENT. Cut off at the end of each CY. Retire to WNRC 5 years after cutoff and offer to National Archives 20 years after cutoff.</p> <p>b. Documents sent to foreign governments: PERMANENT. Cut off at the end of each CY. Microfiche for maintenance in CFA. Do not retire.</p> <p>c. Correspondence relating to documents sent to foreign governments: PERMANENT. Cut off at the end of each CY. Maintain in CFA. Do not retire.</p> <p><u>RD PROJECT CONTROL FILES</u></p> | | |
| (1304-05) | (See 1301.01, Contracting Officer Representative (COR) Management Files.) | | |
| 1301.07 (1304-06) | <p><u>PROJECT REGISTER FILES.</u> Registers, listings, index cards, and related documents used to record information on projects and tasks, such as project or task number and title, project or task office, and contract number.</p> <p>Cut off on supersession, when register is filled, or on completion of the project. DESTROY when 5 years old or on discontinuance.</p> | | |
| 1301.08 (1304-08) | <p><u>TEST SCHEDULING FILES.</u> Documents created in the development of coordinated, integrated, commandwide testing schedules. Included are reports or minutes of test scheduling conferences, test program documents, coordinating actions, and related papers.</p> <p>Office responsible for preparation of the consolidated schedule (FCDNA (Test Ops)): PERMANENT. Cut off after each FY, except that appropriate papers should be brought forward to the current files. Transfer to the RHA 2 years after cutoff and to WNRC 5 years after cutoff. Offer to the National Archives 20 years after cutoff.</p> | | |

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|-----------------------------|--|---------------------------|---------------------|
| <u>(1301 continued)</u> | | | |
| <u>1301.09</u> (1304-11) | <p><u>ITEM TESTING FILES.</u> Documents relating to the testing and evaluation of RD items (and in some cases production items) to make sure that design, technical, and military characteristics and requirements are met and to provide design agencies with information for corrective action. Included are research, environmental, engineering, service, and other test directives; plans and preliminary and final reports; firing reports; related correspondence; and comparable test data.</p> <p>a. Testing Organization: Cut off on approval of final test report. DESTROY 5 years after cutoff.</p> <p>b. Testing Element of Testing Organization: DESTROY when no longer needed for conduct of testing.</p> | | |
| <u>1301.10</u> (1304-13) | <p><u>RD PROJECT REPORTING FILES.</u> Reports prepared by developing agencies containing information about individual RDT&E projects and project tasks, including the identification, time phasing, requirements and objectives, and other information about the project or task. Included are research and technology resumes (DD Form 1498), development plans, or similar reports.</p> <p>DESTROY on completion or cancellation of the project, on revision of the card or plan, or when no longer needed for reference.</p> | | |
| <u>1301.11</u> (1304-14) | <p><u>TECHNICAL REPORT RECORD FILES.</u> These consist of one copy of each preliminary, progress, or final RD technical report or publication prepared or issued by a research, development, or test agency, command, installation, or activity or received from their contractors. Each report included in these files will be distinctly marked "Record Set." Reports in this file will not be charged out.</p> <p>Office responsible for preparation and issue or requiring preparation by contractor: PERMANENT. Cut off at the end of the CY. Retire in January of the following year.</p> | | |

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|-----------------------------|---|---------------------------|---------------------|
| <u>(1301 continued)</u> | | | |
| <u>1301.12</u> (1304-15) | <p><u>TECHNICAL REPORT REFERENCE FILES.</u> Documents maintained in organized library-type collections to provide reference for an entire RD agency, command, installation, or activity. They include one copy of each technical report or publication issued by the organization or received from its contractors and one copy of those reports of interest which are received from other sources.</p> <p>Maintain in CFA. Do not retire.</p> | | |
| <u>1301.13</u> (1304-17) | <p><u>LABORATORY NOTEBOOK FILES.</u> Notebooks used to record and preserve engineering and scientific data, and to provide legal evidence of the date of conception of invention. Notebooks are generally of two types: those containing technical data which is routine, fragmentary, or duplicated in technical reports and papers; and those containing data essential in establishing patent rights. In addition to the author's name, all laboratory notebooks will be identified by the titles and numbers of the projects, tasks, or subtasks to which they pertain.</p> <p>a. Backup for patent rights: (1) Retain in CFA until 2 years after patent is approved. Further disposition is governed by applicable patent laws. (2) If patent is disapproved, retain in CFA until all court appeals are resolved. If still disapproved, destroy 2 years after final hearing. If finally approved, a(1) above applies.</p> <p>b. Routine fragmentary data duplicated elsewhere: DESTROY 5 years after completion of project. DO NOT RETIRE.</p> | | |
| <u>1301.14</u> (1304-21) | <p><u>SCIENTIFIC AND RAW DATA FILES.</u> Documents maintained by scientific and engineering personnel for RDT&E of an item, a group of items, or within a field of scientific inquiry. Included are scientific notes; draft reports/articles; tele-metering, oscilloscopes, and time and motion films and recordings; tapes; punched cards; sound recordings; and similar rough data not made part of the official RD item case file.</p> <p>DESTROY on incorporation or summarization of the data in a technical report; on completion of the project; or when no longer needed for research within the field of inquiry.</p> | | |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|-------------------------|--|---------------------------|---------------------|
| <u>(1301 continued)</u> | | | |
| (1305-01) | <u>RD ITEM CASE FILES.</u> (See 1301.01, Contracting Officer Representative (COR) Management Files.) | | |
| 1301.15 (1305-03) | <u>RD PROCUREMENT FILES.</u> These files consist of a copy of the RD contract or grant agreement (if the project includes one), with changes, modifications, or addendums thereto. Cut off on the completion of the project. DESTROY 2 years after cutoff. | | |
| (1305-07) | <u>RD ITEM REPORT FILES.</u> (See 1301.01, Contracting Officer Representative (COR) Management Files.) | | |
| (1305-08) | <u>RD ITEM CORRESPONDENCE FILES.</u> (See 1301.01, Contracting Officer Representative (COR) Management Files.) | | |
| (1305-09) | <u>RD ITEM MEETING FILES.</u> (See 1301.01, Contracting Officer Representative (COR) Management Files.) | | |
| (1305-15) | <u>OTHER RD ITEM FILES.</u> (See 1301.01, Contracting Officer Representative (COR) Management Files.) | | |
| 1301.16 (1307-09) | <u>MILITARY CHARACTERISTICS (MCS) COORDINATION FILES.</u> Documents relating to the coordination of US, British, Canadian and Australian military characteristics for items of equipment. Included are copies of the military characteristics, changes to those documents, comments on them, and similar documentation. PERMANENT. Cut off on completion of standardization action. Retire to WNRC 2 years after cutoff. Offer to National Archives 20 years after cutoff. | | |
| 1301.17 (1308-01) | <u>PROJECT MANAGEMENT PLANNING FILES.</u> Documents reflecting the project manager's master plan for research, development, procurement, production, distribution, and logistical support of a designated weapon or equipment system. These plans are used as management tools and as a means of informing higher authority of the system's status. Included are master plans, reports keeping the plan current, and similar documentation. DESTROY on supersession, obsolescence, or no longer needed for reference. | | |