

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-374-81-47	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	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	<u>WITHDRAWN</u> 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 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 SEP 24 1980	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Pauline E. Korpanty</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
1404 (1407-... 1408, 1409 and 1410)	DEFENSE AND CRITICAL MATERIALS REQUIREMENT, MANUFACTURING, AND MATERIEL ENGINEERING FILES. These files relate to the system (formerly called the Controlled Materials Plan) affecting construction, R&D, and the production of hard goods by identifying, measuring, and governing the distribution of controlled materials necessary in filling defense orders. They are created in establishing current and mobilization requirements for strategic and critical materials. Also, they relate to the manufacture of major and secondary end items necessary for DNA mission projects and to the programs designed to obtain adequate, reasonable and economical preservation and packaging of materiel. Accumulation of such files is primarily in the Logistics Directorate of the DNA Field Command.		
1404.01 (1407-01 and 1407-04)	CONTROLLED MATERIALS ALLOCATION AND REPORTING FILES. Documents reflecting the distribution of controlled materials from DOD to OALG and further allocations within DNA to subordinate elements. Included are documents indicating material requirements, allocation decisions, tentative allocations, requests for allocation concurrence, allocations, allotments, return of controlled materials, allocating unused balances, and similar data.		

* DESTROY when 5 years old.

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
(1404 continued)			
<u>1404.02</u> (1407-03)	<p><u>PRIORITY RATING CASE FILES.</u> Documents used in establishing the priority use of controlled materials by contractors and producers. Included are requests for filing applications for priority ratings, applications for priority ratings for delivery of production and construction materials and equipment with supporting documents and recommendations, rating certificates and disapprovals of rating, requests for special priorities and assistance with related denials or approvals, and similar documents.</p> <p>DESTROY when 3 years old.</p>		
<u>1404.03</u> (1408-03)	<p><u>MATERIAL STOCKPILE REFERENCE DATA FILES.</u> Documents, maintained as a source of basic reference data, reflecting uses of, sources of, distribution of, quantities of, and comparable data on strategic and critical materials in, or to be included in, the national stockpile. Included are data sheets, changes thereto, and related papers.</p> <p>DESTROY on supersession or obsolescence.</p>		
<u>1404.04</u> (1409-04)	<p><u>MANUFACTURING QUALITY CONTROL FILES.</u> Documents maintained for detection, prevention, and control of manufacturing defects. Included are in-process inspection sheets, rework records, reports reflecting frequency distribution of manufacturing defects, and related papers.</p> <p>DESTROY 2 years after completion of final production order for the related component.</p>		
<u>1404.05</u> (1409-11)	<p><u>TOOL DRAWING FILES.</u> Vellums, original drawings, and tracings used in manufacture of individual components, with related records or comparable documents maintained as a record of tool design and to facilitate reference to the drawings.</p> <p>DESTROY when drawings become superseded or obsolete.</p>		
<u>1404.06</u> (1410-03)	<p><u>PRESERVATION AND PACKAGING FILES.</u> Documents relating to the preservation and packaging of materiel.</p> <p>DESTROY on supersession or obsolescence, or on incorporation of data in methods and procedures directives or similar system.</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

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