

**REQUEST FOR RECORD DISPOSITION AUTHORITY**  
(See Instructions on reverse)

|  |  |
|--|--|
| LEAVE BLANK  |  |
| JOB NO<br><b>NCI-374-81-48</b>   |  |
| DATE RECEIVED<br><b>2 OCT 1980</b>   |  |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. |  |
| <b>4-07-82</b><br>Date   | <b>WITHDRAWN</b><br>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 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<br><b>SEP 24 1980</b> | D. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Pauline E. Korpanty</i> | E. TITLE<br><b>Records Administrator</b> |
|-------------------------------|---|--|

| 7. ITEM NO.            | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|------------------------|---|----------------------|------------------|
| <b>1405<br/>(1412)</b> | <b>MATERIEL STANDARDIZATION FILES.</b> These files relate to national standardization of materiel items, technical terminology, processes, methods, and practices to assure adoption of the minimum number of sizes, kinds and types of items and services; and to assure common understanding, interpretation, and presentation of technical data. Files relating to national materiel standardization are accumulated by preparing activities (offices responsible for study, preparation, and maintenance of the standardization document), assignee activities (offices responsible for the standardization of an FSC class or area), participating activities (offices designated to represent DNA in interdepartmental collaboration of a standardization effort), military coordinating activities (offices responsible for coordinating, reconciling, and collating the Armed Services' comments on a standardization document prepared by a Federal civil agency), the Agency Standardization Office (office responsible for coordinating with DOD and managing DNA-wide participation in the standardization function), and interested and review activities (offices requiring an opportunity to comment on proposed standardization documents as a result of using or planning to use them in connection with procurement, stocking, research, development, or engineering). They may also accumulate in other offices from participation in the development or or comment on proposed standardization actions. |                      |                  |

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
2 of 3

| 7.<br>ITEM NO.       | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9.<br>SAMPLE OR<br>JOB NO. | 10.<br>ACTION TAKEN |
|----------------------|--|----------------------------|---------------------|
| (1405 continued)     |  |                            |                     |
| 1405.01<br>(1412-02) | <p><u>MATERIEL STANDARDIZATION PLAN FILES.</u> Documents related to the development of formal plans for standardization of FSC classes of materiel or broad engineering areas. Standardization plans reflect methods of operation, time schedule, and pertinent supply and engineering considerations for individual projects scheduled therein. Included are letters activating planning and working groups, requests for specific information, agenda, and minutes of group meetings, coordinating actions, and preliminary and final standardization plans and communications relating to the accumulation on a CY basis.</p> <p>Agency Standardization Office: (FCD) DESTROY when 5 years old.</p>   |                            |                     |
| 1405.02<br>(1412-03) | <p><u>STANDARDIZATION DOCUMENT FORMULATION FILES.</u> Documents relating to the preparation, coordination, approval, maintenance, revision, and cancellation of Federal and military standards, specifications, and standardization handbooks; and documents relating to the adoption of industry standardization documents when DNA is assigned responsibility for completing the action. Included are project initiation letters or assignments; reports of preliminary conferences; draft standardization documents and comments on them; necessary drawings; notices, agenda, and minutes of meetings; study project reports; coordinating actions; and copies of the published standardization documents with communications relating to them.</p> <p>PERMANENT. Cut off on publication of the standardization document. Transfer to RHA 2 years after cutoff and to WNRC 5 years after cutoff. Offer to National Archives 20 years after cutoff.</p> |                            |                     |
| 1405.03<br>(1412-04) | <p><u>STANDARDIZATION DOCUMENT COLLABORATION FILES.</u> Documents relating to DNA participation in the formulation, revision, or cancellation of specifications, standards, standardization plans, and handbooks prepared by Military Departments or other Federal agencies, or in the adoption of industrial standardization documents by Military Departments and other Federal agencies. Included are copies of proposed standardization documents and comments on them; notices, agenda, and minutes of meetings, and related papers prepared on a CY basis.</p> <p>DESTROY when 2 years old.</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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| (1405 continued)            |  |                           |                     |
| <u>1405.04</u><br>(1412-05) | <p><u>MILITARY SUPPLY STANDARD FILES.</u> Documents created in preparing Military Supply Standards and Supply Supplements which respectively show standard items and items which are nonstandard. They are used to prevent the unjustified reentry into the supply system of those items which are no longer required. Included are lists and tabulations of items, reports of simplification studies, and technical analyses, and related papers.</p> <p style="text-align: center;">DESTROY on revision or supersession of the related Military Supply Standard or Supplement.</p> |                           |                     |
| <u>1405.05</u><br>(1412-09) | <p><u>STANDARDIZATION REPORTING FILES.</u> Documents reflecting information or standardization actions, such as indexing changes, status of standardization plans and projects, and significant accomplishments effected through standardization. Included are consolidated and feeder reports and related papers.</p> <p style="text-align: center;">Cut off at the close of the CY.<br/>DESTROY when 2 years old.</p>  |                           |                     |