

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-506-07-11</i>	
1. FROM (Agency or establishment) <b>Defense Commissary Agency</b>		DATE RECEIVED <i>5/9/07</i>	
2. MAJOR SUB DIVISION <b>Directorate of Operations</b>		<b>NOTIFICATION TO AGENCY</b>  In accordance with the provisions of 44 U.S.C 3303a, the disposition request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION <b>Records Management</b>			
4. NAME OF PERSON WITH WHOM TO CONFER <b>Carol Chambliss</b>			
5. TELEPHONE <b>(804) 734-8841</b>		DATE <i>10/16/07</i>	ARCHIVIST OF THE UNITED STATES <i>Allen W. Perdue</i>
<b>6. AGENCY CERTIFICATION</b> I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>  2  </u> page(s) are not needed now for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,  <div style="display: flex; justify-content: space-around;"> <span><input checked="" type="checkbox"/> is not required</span> <span><input type="checkbox"/> is attached; or</span> <span><input type="checkbox"/> has been requested.</span> </div>			
DATE <i>4-27-07</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Carol Chambliss</i>	TITLE <b>Records Officer, DeCA East</b>	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	00-5 Reading Files		
2.	00-19 Presentation Aids		
3.	00-20 Staff Meetings		
4.	00-21 Conferences		
<i>SA 10/16/07 copies sent to Agency, INWML, NR</i>			

# GENERAL ADMINISTRATIVE SHORT TERM TEMPORARY FILES

Series 00

042607N

**00 GENERAL ADMINISTRATIVE SHORT-TERM TEMPORARY FILES.** File consisting of temporary material that is useful but not essential to record the program activity of the office holding it. These files are considered housekeeping files, reading files, ~~publications~~ files, extra copy files, information copy files, etc. In many cases, there is a separate office of primary interest that maintains a related master copy for long-term retention. The material covered in this category should be destroyed WITHOUT FILING, thus reducing the volume of material in the files and making them more serviceable. The following standards cover the more common types of these temporary materials produced by DeCA offices. These are considered temporary materials by DeCA offices and activities. These temporary materials WILL NOT be transferred to the Records Holding Area (RHA) or the Federal Records Center (FRC). All items in this schedule are considered "Media Neutral."

*Amended per  
agency concurred  
9/7/07  
mltays*

**Note:** items in this schedule with a disposition of "Unscheduled" can not be destroyed until approval is announced.

**00-5 READING FILES.** Copies of outgoing correspondence maintained in chronological order and used solely as a reading or reference file for the convenience of personnel.

**Disposition:**

**UNSCHEDULED**

**COFF:** at the end of the Calendar Year

**DEST:** 2 years after COFF

**00-19 PRESENTATION AIDS.** Briefing materials such as graphic/visual aids and related presentation aids used internal in DeCA presentations.

**Disposition:**

**Unscheduled**

**COFF:** at the end of the Calendar year

**DEST:** 2 years after COFF

**00-20 STAFF MEETINGS.** Agenda and staff meeting minutes of meetings held by DeCA activities and business entities.

**Disposition:**

**Unscheduled**

**COFF:** at the end of the Calendar year

**DEST:** 2 years after COFF

**00-21 CONFERENCES.** Documents which include plans for the conference, transcripts of presentations and discussions, conference agenda, lists of participants, and other documents relating to the conference. **\*-NOTE: Item 00-21 DOES NOT INCLUDE MINUTES FROM THE AGENCY HEADS CONFERENCES.**

**GENERAL ADMINISTRATIVE SHORT TERM TEMPORARY FILES**

**Series 00**

**042607N**

**Disposition:**

**Unscheduled**

**COFF:** at the end of the Calendar year

**DEST:** 3 years after COFF