

<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>NH-506-07-12</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>		NOTIFICATION TO AGENCY  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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>12/27/02</i>	ARCHIVIST OF THE UNITED STATES <i>Allen W. ...</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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <b>04-30-2007</b>	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 GRS OR SUPERSEDED JOB CITATION	10.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.	5-1 General Correspondence Files		
2.	5-8c Postal Personnel Designations		
3.	5-10c Internal Publication Records Sets		
<i>1/8/07 copies sent to agency, DWMs, DWMs, DWMs, &amp; NR</i>			

Form Designed by Adobe Form Client Designer 5.0

## OFFICE MANAGEMENT FILES

Series 05

043007N

**05 OFFICE MANAGEMENT FILES.** Files relating to the management of every day administrative processes such as correspondence, records management, forms, directives, mail, printing and publications. All items in this schedule are considered "Media Neutral."

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

**5-1 GENERAL CORRESPONDENCE FILES.** Correspondence, reports, memoranda, and related documents on various subjects that cannot be logically filed with records elsewhere in this schedule.

**Disposition:**

**UNSCHEDULED.**

**COFF:** at the end of the FY

**DEST:** 2 years after COFF

**5-8 TECHNOLOGY, EQUIPMENT & SUPPLY FEASIBILITY STUDIES.** Relates to studies conducted prior to the purchase and/or installation of any technology, equipment, and supplies.

c. **POSTAL PERSONNEL DESIGNATIONS.** Document designating mail and distribution clerks and official mail control officers. Included are office appointment letters, and related information.

**Disposition:**

**UNSCHEDULED**

**COFF:** after separation or transfer of individual or when obsolete, whichever applies.

**DEST:** in CFA 1 year after separation or transfer of individual or when obsolete whichever applies.

**5-10 DIRECTIVES MANAGEMENT.** This series is intended for use by offices responsible for providing these services and for those requesting or receiving these services. Each DeCA internal publication, handbook, director policy, and similar material, with supporting case file, if any, will be maintained by the issuing or controlling office.

c. **INTERNAL PUBLICATION RECORDS SETS.** Copy of each directive or change issued. Directives within this set will be filed numerically. Each folder or binder of the record set will be distinctly marked "Record Set". Documents described will not be charged out or posted. Each record set will be complete and will be retired to the appropriate records center.

**Disposition:**

~~UNSCHEDULED~~

~~COFF: annually~~

~~HQ: Permanent~~

~~All Others: DEST when superseded or no longer needed.~~

SEE  
revision ON  
P. 3

NON-Record

**N1-506-07-12, Item FN 5-10c**

**Disposition**

**COFF:** When superseded or rescinded.

**HQ: Permanent**

If the recordkeeping copy is paper, then transfer to offsite storage 5 years after COFF. Transfer to the National Archives and Records Administration (NARA), in 5-year blocks, when the newest record is 10 years old. If the record is electronic, ~~pre-accession to NARA 5 years after COFF when the newest record is 5 years old.~~ Record shall include all related documentation and external finding aids as specified in 36 CFR 1228.270 or standards applicable at the time. Transfer legal custody to the NARA when 10 years old.

*Pre-accession policy revoked by NARA on 4/19/2022*

*Approved by Agency  
Records Officer, Carol Chandler  
10/2/07*