

<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 <b>N1-506-07-13</b>	
		DATE RECEIVED <b>5/9/07</b>	
1. FROM (Agency or establishment) <b>Defense Commissary Agency</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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUB DIVISION <b>Directorate of Operations</b>			
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 <b>6/27/08</b>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6. <b>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>1</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; margin-top: 10px;"> <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 <b>4-26-07</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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 GRS OR SUPERSEDED JOB CITATION	10.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.	01-1 Staff Meeting Slides		
2.	01-2 Agency Head Presentations		

# AGENCY HEAD FILES

Series 01

042607

**01** **Agency Head Files.** Records pertaining to the official activities, decisions, conferences, and meetings led by the Agency Head, higher Government officials, Agency Deputy, and Agency Department Heads. *All items in this schedule are considered "Media Neutral."*

*Note: Items in this schedule are pending approval from the National Archives. All records in this schedule cannot be destroyed until approval is announced.*

**01-1 Staff Meeting Slides.** Compilation of bi-weekly PowerPoint slides reflecting current, projected, and completed activities reported by each business unit to the Agency Head.

**NOTE: Staff Meeting Slides determined to be of historical value shall be forwarded to the Agency Historian for incorporation into file 100-20a. (previously 5-15a Histories)**

**Disposition:**

**Unscheduled**

**COFF:** end of FY

**DEST:** 3 years after COFF

**01-2 Agency Head Presentations.** Briefing slides presented by the Agency Head to internal and external audiences. Included are slides from Director's Call, Commissary Operating Board, and similar presentations. **NOTE: Presentations determined to be of historical value shall**

**be forwarded to the Agency Historian for incorporation into file 100-20a. (previously 5-15a Histories)**

**Disposition:**

**COFF:** end of FY

**DEST:** 3 years after COFF