

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		SAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>11-330-00-4</i>	DATE RECEIVED <i>6-21-00</i>
1. FROM (Agency or establishment) Department of Defense		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of the Secretary of Defense		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 WHS, C&D, Directives and Records (Records Section)			
4. NAME OF PERSON WITH WHOM TO CONFER Jesse McNeal	5. TELEPHONE (703) 588-0159	DATE <i>11-22-00</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p data-bbox="147 1004 845 1034">202-52 Voluntary Campaign Management Office</p> <p data-bbox="147 1100 348 1132">See attached</p> <p data-bbox="198 1866 548 1917"><i>- Agency, NR</i></p>		

202-52 The Voluntary Campaign Management Office oversees the planning, development, implementation, and overall management and administration of the annual DoD Combined Federal Campaign for the National Capital Area, and Overseas, the DoD U.S. Savings Bonds Program, OSD Blood Donor Program, and emergency of disaster relief fund-raising as directed by the Office of Personnel Management.

Item

1

1. Combined Federal Campaign Files. Documents on CFC special events, weekly statistical reports, historical information on previous campaigns, DoD CFC account numbers, DoD directives, DoD Loaned Executives, CFC National Committee Meetings, CFC Chair/Vice Chair/Campaign Managers, Retiree Access, Campaign Manager Meetings, Personnel Hilites articles, and general correspondence for domestic, and overseas campaigns.

Disposition: Destroy after 3 years (5 CFR, Part 950, Section 950.604).

2

2. Savings Bonds Campaign Files. Documents on Savings Bonds special events, end-of-campaign statistical reports, semiannual bond reports/mailling list, DoD component campaign plans; DoD Directives, Savings Bonds legislation, Savings Bonds Chair/Vice Chair/Campaign Managers, Personnel Hilites articles, general correspondence, and Campaign Manager Guides.

Disposition: Destroy after 3 years.

3

3. Blood Donor Program Files. Documents on Blood Council Meetings, OSD Blood Recruiters, DoD directives, and general correspondence files.

Disposition: Destroy after 3 years.

4

202-52a Electronic versions of records created by the electronic mail and word processing applications.

Disposition: Delete when file copy is generated or when no longer needed for reference or updating.

Note to Appraiser: This is a new records series. These records were not previously scheduled in OSD Administrative Instruction Number 15.

[Replacement page received from Jesse McNeal
6-21-2000.]